

Bullhead City Middle School

Student & Parent Handbook

2023 - 2024

“A Title I School”



1062 Hancock Road
Bullhead City, Arizona 86442
928-758-3921

Bullhead City Elementary School District #15

“Where Education is a Journey, Not a Destination”

School Mascot: Hawk

School Colors: Gold and Blue

Governing Board

Arizona law prescribes governing boards to be publicly elected. The elected board includes:

President:

Melinda Sobraske

Members:

Charlene Dias

Fred Rushton

Barbara Zarzycki

Dr. Sheila Barnett

Daily Schedule

Campus Opens & Breakfast 7:15 AM

Classes Begin: 7:30 AM

School day ends: 2:50 PM

Early Release Days

Campus Opens & Breakfast 7:15 AM Classes

Begin: 7:30 AM

School day ends: 12:30 PM

The mission of the Bullhead City Elementary School District is to provide a student centered environment that cultivates character, promotes academic excellence, and embraces diversity. Students will achieve to their maximum potential and become productive citizens who provide a lasting contribution to our society

Handbooks are subject to change throughout the school year. Changes will be announced through auto-dialer messages and on the BCSD Facebook page. Revised handbooks will replace current handbooks on the BCSD website bcscd.crsk12.org

Revised July 2023

BULLHEAD CITY MIDDLE SCHOOL --- Title 1 School

1062 Hancock Road

Bullhead City, AZ 86442

Telephone (928) 758-3921

Home of the Hawks



Dear Parents and Families,

Welcome to Bullhead City Middle School, home of the Hawks! We are excited that you have enrolled at our school. We have a wide variety of academic, intervention and enrichment activities to offer each student in preparation for their future education, and goals for college and career. We look forward to partnering with you in collaboration to support our school improvement priorities and the academic success, safety and emotional well-being of your child.

Priority 1- Safe and Secure Learning Environment: We are committed to making the BCMS experience, a place of safety, security and well-being for all students. We provide a variety of interventions and security measures for our students, such as peer mediation counseling, restorative practices, trauma- informed practices, homeroom team building, teacher and video monitoring, and character education.

Priority 2- Academic Achievement: We are committed to improving the academic achievement for all students as measured by progress on state and local assessments. Our dedicated team of teachers, instructional coaches, and administrators collaborate together to plan for and provide effective Instruction that is engaging and based on State Standards. Student progress and mastery is monitored frequently and interventions are provided daily In Academic Boost sections throughout the school year. Writing is emphasized in all core subject areas including elective and Academic Boost time. We also offer a full library of wonderful reading materials where classes visit regularly to check-out books. Family reading time is strongly encouraged, as students who read more show stronger academic growth.

Priority 3- Attendance and Parent Engagement: We are committed to partnering with parents and families to increase our school attendance to above 95%. We know our students need to be at school each day to learn and achieve at high levels, and to be prepared for college and career. We provide attendance incentive programs, auto dialer for parent support, bi-lingual assistance, absentee monitoring, and home visits. New this year, we will offer Class Dojo, in each classroom, as a Parent/Teacher Communication Platform to increase parent communication and school attendance.

Priority 4- Positive, Affirming and Welcoming School Culture: We are dedicated to ensuring that every student is greeted and feels welcomed as they enter our campus to start their learning day. Our staff is committed to being visible in the morning, dismissal, lunch, recess and passing periods to offer a friendly smile and a word of encouragement or positive recognition. Our homeroom time provides our students with additional time to learn more about character traits and to express thoughts and feelings in a safe and positive environment. We also provide extracurricular activities and family nights that support good citizenship, school pride and academic achievement.

Thank you for choosing Bullhead City Middle School. We will do all we can to make the experience one that will inspire and motivate your child to pursue their dreams and goals for college and career, while being academically prepared to successfully transition to the next level of their education in junior high.

Respectfully,

Julianne Vela, Principal

Michelle Sharpe, Assistant Principal

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Family Friendly Zone

Our school is a family friendly zone. We expect all staff and visitors to adhere to the following:

- Show respect to all staff, families, community members, and students on this campus.
- No swearing or cursing.
- Dress appropriately.
- Please be patient.

Visitors who repeatedly behave inappropriately may lose the privilege of access to our school.

Academics

Assessments

Bullhead City Middle School is committed to academic excellence and expects that each student will receive instruction to the level of subject mastery. In order to gauge the academic performance of all students and the proficiency of classroom instruction, assessments will be given at the end of each instructional unit. Additional district assessments are given periodically throughout the year to assess mastery of the standards taught. AzM2 assessments will be administered in the spring of the current school year.

Hawk Help and Reteach/Enrich

Hawk Help and Reteach/Enrich are part of a school-wide intervention system designed to enhance student academic success. The program was developed to provide intervention services in a timely fashion. Students who fail to meet learning objectives on the Arizona state assessments, current coursework or fail a course, will receive reteach or credit recovery notification.

After School and Flex Friday Tutoring

Bullhead City Middle School is the recipient of the 21st Century Community Learning Center Grant. In order to provide students with opportunities to participate in academic enrichment and tutoring services, tutoring is available from 2:50 PM until 4:50 PM Monday through Thursday, as well as Flex Fridays 7:25 AM to 12:30 PM on the dates indicated below. Tutoring includes English Language Arts and Math. Students are expected to arrive on time, as scheduled, and conform to all rules and policies of Bullhead City Middle School. These services are necessary for students to promote on schedule. Enrichment and Club opportunities are also included Monday through Thursday—with parent approved pre-registration. Busing will be provided Monday through Thursday, as well as on Flex Friday. Intramurals may be offered Monday through Thursday as well with parent approved pre-registration.

Friday August 25, 2023	Friday January 26, 2024
Friday September 8, 2023 Friday September 29, 2023	Friday February 2, 2024 Friday February 23, 2024
Friday October 13, 2023 Friday October 27, 2023	Friday March 1, 2024 Friday March 29, 2024
Friday December 1, 2023	Friday April 5, 2024 Friday April 12, 2024

Grading and Credit System

The following grading scale has been adopted by the BCSD #15 Governing Board:

100 – 90 = A
89 – 80 = B
79 – 70 = C
69 – 60 = D
59 – 0 = F

All BCSD #15 Middle School teachers are required to submit an average of two grades per student, per week.

Students must receive passing grades in all core subject areas (math, science, social studies, and language arts). Additionally, students are expected to participate in various enrichment classes each semester. These include, but are not limited to, physical education, music, art, college and career prep, and GATE courses. Students who are deficient in core credits will be given additional opportunities to make-up missing credits during the school year. Failure to make up the credits will result in retention of the student at their current

grade level. Students who transfer in from other districts will be subject to these requirements beginning with the date of their enrollment.

Homework

We leave the responsibility to extend learning into the home up to the parent. We are available for consultation and advice on appropriate ways to bridge school/home learning in meaningful ways. We believe that structured time set aside for education is imperative for growth and development, we also equally believe in the importance of play. Children learn through play, through using their imagination. Our no homework policy allows our students to enjoy playtime outside of our school day, with family, friends, and within the community learning from a variety of environments.

Gifted Program

The Honors Program consists of the Gifted and Talented Program (GATE). The purpose of the gifted program for the Bullhead City School District is to develop the critical thinking and problem-solving skills of identified students. This is done through instruction designed to enrich and build on their verbal, quantitative, and/or nonverbal abilities. The program also aims to assist in the development of each student's emotional, social and intellectual skills. Students may be referred by school staff, teachers, instructional coaches or parents for testing. Please contact the school principal for more information.

Honor Roll

Any student, by virtue of his/her academic performance, may receive Honor Roll status. For students earning A's and B's on their report card, they will be placed on the A/B Honor Roll for the semester. Students earning all A's on their report card will be placed on the Principal's Honor Roll. Certificates will be issued indicating the appropriate honors distinction. Parents will be notified when awards ceremonies are scheduled throughout the academic school year.

Promotion and Retention (Governing Board Policy IKE Regulation IKE-RA)

The District standards that students must achieve for promotion shall include demonstration of proficiency of grade level standards in reading, written communication, mathematics, science, and social studies adopted by the State Board of Education. Students must have an attendance rate of 90% or better. In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion.

Assignment of students to the succeeding grade may occur when they have not demonstrated mastery of a sufficient number of grade level concepts and skills by have other factors, including, but not limited to, language acquisition, age, teacher-principal recommendations and other pertinent data.

The final recommendation to promote or assign a student to the next grade or to retain a student in the same grade is made by the teacher.

Students enrolled in a special education program must meet the course of study and promotion requirements in accordance with R7-2-401. Should a parent/guardian not accept a teacher's decision to promote or retain, the appeal process may be used. A copy of this process is available upon request. The decision of the Governing Board is final.

Special Education Referral/Teacher Assistance Team

Parents and/or school personnel may refer students for special education services. Once a referral is completed, parents and teachers will meet to discuss the concerns and determine interventions to assist the student. If, after interventions are implemented, the student does not show progress, parents will be asked to give permission for evaluation. A conference will be held following the evaluation to decide if the student is eligible for services and to determine the appropriate placement. An Individual Education Plan (IEP) is then developed. For further information, contact the child's teacher, principal, or the Special Services department at (928) 758-8858.

TITLE I

The Federal Title I Program serves all schools and students in the BCSD. Students are identified by scores they receive on district assessments, daily academic work, teacher referral, and/or parent referral. There will be opportunities provided to students for extra academic assistance. Assistance programs may include Hawk Help; reteach sessions, tutoring before and after school throughout the school year, and Flex Friday.

Attendance

Arrival and Departure

- Students are not to arrive on campus before 7:15 AM.
- Parent drop off/pick up: Students may be dropped off at the north (front) parking lot gate between the 800 and 700 buildings which is designated for parent pick up only.
- Please be aware of the Entry and Exit markings on the driveway when entering the parking lot. Do Not block the

Exit lanes as buses and other vehicles are trying to Exit.

- Please Note: at the end of the school day the west parking lot is designated for BCMS bus parking only.
- Bus riders will walk with their class to board buses in the west parking lot.
- Anyone dropping a student off or picking up a student during the time classes are in session (7:30am through 2:50pm) must go to the office to check the child in or out. A photo ID matching names on the registration forms must be presented to pick up any student: however, due to BCMS being a busy office it is requested that **students not be picked up later than 2:30PM.**

Attendance Policy

Consistent attendance in school is essential to academic success. A student should be in attendance during all scheduled school days. The responsibility to ensure regular attendance rests upon the student and parents, with the school assisting by tracking and notifying parents when a student is absent.

Excused and unexcused absences will carry the same weight in implementing the attendance policy. **An excused absence means that a student has the right to receive credit for make-up work. Students must pick up their missed assignments from their teachers their first day back to class.** Parents may request homework through the administrative offices for extended absences, or anticipated absences. Please allow one business day for homework to be delivered to the front office. For each day of excused absence, the student may have an additional day to complete an assignment. Contact the classroom teacher, or the administrative offices, for any questions regarding the delivery of school work when a child is absent.

A student must attend a minimum of 90% of scheduled classes (A.R.S. 15-803). **Any student with 15 or more excused or unexcused absences within a school year may be considered for retention.** Prearranged school related activities shall not be counted as absences when implementing the policy. Cases involving extenuating circumstances, such as chronic health issues, will be examined individually.

Teachers report daily absenteeism and tardiness **EVERY PERIOD** to the office. The following administrative guidelines will be used.

Excused and Unexcused Absences

An excused absence may be one of the following:

1. School related: If students miss a class for a school activity (i.e. field trips, athletics, or counselors) they are not reported to the office as absent. **However, students are responsible for making up all missed work.**

2. Other excused absences: Absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith. **When a student returns to school following any absence, a note of explanation from the parent is required (Governing Board Policy JH).**
3. Absence verification: State law mandates that the school record reasons for all student absences. Parents are encouraged to telephone the office on or before the day a student is absent. **For the purposes of accurate records keeping, students who return without a note, and whose parents did not call the office, will be considered truant until written verification is obtained.**
4. After 3 days of consecutive absences, the school is required to obtain a copy of an appointment card or a letter from a hospital, doctor, or clinic.
5. Part-day absences: Students leaving campus during the day must be signed out through the administrative office by a parent/guardian or their designee. Picture identification is required.
6. Unexcused absence/truancy is determined if the school has not received a phone call, email, or note from the parent excusing the student's absence on the day of the absence. **Excessive absences can lead to referral to the truant officer and the Truancy Intervention Program.**

Tardiness

Any student arriving to school after the first period tardy bell rings (7:25 AM) must report to the office immediately. Students arriving post-attendance submission must obtain a pass to class through the front office. Any student without a verifiable medical/dental excuse will be considered unexcused. Oversleeping and missing the bus due to "running late" are also unexcused. Multiple instances of tardiness for anything other than medical/dental appointments will be referred to the truancy officer for investigation. This tardy policy is implemented on a semester basis.

The student will be considered tardy if they are not lined up ready to enter the classroom as the teacher lets students in. A tardy following a passing period will be treated in the same fashion as a first hour, unexcused tardy. Students must get a tardy slip from the office.

Tardy Consequence Chart

Tardy Offense	Consequence
1 st Unexcused tardy	Verbal Warning filed by office
2 nd Unexcused tardy	Written warning from teacher/office to be sent home with the student. (If the student fails to return the form signed, child will receive 1 day BRC)
3 rd Unexcused tardy	Referral to the AP/1 day BRC
4 th Unexcused tardy	Referral to the AP/ 2 days BRC
5 th Unexcused tardy	Referral to Truancy Intervention Program/ Contract/After School Detention
6 th Unexcused tardy	Referral to School Resource Officer/ Citation

Withdrawal of Student from School

Any student who has 10 consecutive unexcused absences from school will be withdrawn. The student will only be readmitted to school through the building administration office. The parent will be informed, in writing, when this occurs. It is required that the parent accompany the student for re-admittance.

Withdrawal Records

Since other schools may require parental permission before forwarding records, Bullhead City Middle School requests that a release form be signed by the parent/guardian during enrollment. Bullhead City Middle School does not require a parental signature prior to forwarding regular education records to a receiving district. However, the law requires one in order to forward confidential records, psychological testing, or Special Education records. Parents/guardians may examine their child's records and a copy

may be purchased for ten cents (\$0.10) per page with twenty-four hour notice. Written comments may be added to the records.

A signed withdrawal slip is requested in order to facilitate the transfer of students. Official records must be mailed to the receiving school, not transported by the family.

Bullhead City students should notify the office and their teachers when they plan to leave the district. The office will provide students with a Student Withdrawal form to complete. This procedure will provide the student with a current grade check, and require the student to return borrowed materials.

Activities

Clubs

Activities that require an election for office positions will hold a secret ballot election. The student who earns the most votes among the eligible candidates for that office will be considered the winner. In the case of a tie, a runoff election will be held. The candidate who receives the most votes in the run-off election will be considered the winner. The official vote count will be tallied by the organization's faculty sponsor and verified by the school administration.

Extracurricular Activities

All students are encouraged to participate in extracurricular activities on campus. Extracurricular activities are defined as student activities that are outside of the normal school schedules. Examples of extracurricular activities include, but are not limited to, interscholastic and intramural athletics, service clubs, school sponsored events, etc. Students participating in extracurricular activities must meet academic and behavioral eligibility requirements in order to participate. Grade checks will be done each Monday and verified grade reports must represent 70% or higher in each class, or students will be ineligible for that week's activities. Participants are required to exhibit proper behavior while engaged in any activity affiliated or sponsored by the school, on or off campus. Students may participate in extracurricular activities as long as they meet these eligibility requirements during season.

- No more than one day out-of-school suspension. (Mandatory parent conference following suspension.)
- No more than 4 total days in the Behavior Resource Center (BRC).
- No more than three unexcused absences, tardies, and/or early releases per quarter.
- Verified grade reports must represent 60% or higher in each class.
- Students must be in school the day of the activity to participate.

Field Trips

Field trips are an extension of the classroom and enhance instruction. Students may participate in "Educational" field trips as long as they have been in school the day of before the field trip and have exhibited school-appropriate behaviors. Principals make the final decision regarding students' participation in field trips.

Students may participate in "Extracurricular" field trips as long as they a) have no more than 1 out-of-school suspension (OSS) during the current semester, b) have no more than 6 absences, tardies, and/or early outs per semester, c) show appropriate effort toward mastery of standards, and d) were in school the day before the field trip. However, any extreme exhibition of inappropriate behavior on campus the day of the field trip may exclude a student's opportunity to attend a field trip. Principals make the final decision regarding students' participation in field trips. Students must have been in school the day before the field trip to participate. Permission slips and any required paperwork must be submitted to office by determined date.

Tax Credit

The State of Arizona offers a direct tax credit for all residents that make cash donations to public schools. Individuals filing single, or separately, may make a direct tax credit donation for up to \$200. Individuals filing as married, or jointly, may make a tax credit donation up to \$400. A tax credit donation of \$200, or more, will result in all activity fees being waived for the balance of the school year, regardless of the number of family members currently enrolled as students at Bullhead City Middle School.

Bus Information

Bus Regulations

All students living within the bus riding zones are provided with one stop for pick up from a regularly scheduled stop and one regularly scheduled stop for return home or to day care. Students will not be allowed to change stops on a temporary or day to day basis. Students will be assigned an alternative PM bus stop closest to their address. Students attending Open Enrollment will also be given a Middle School bus stop closest to their residence. Any changes in transportation mode (walker, parent pick up, bus) must be made by the parent/guardian and must be made no later than 40 minutes prior to dismissal. Student requests for change of transportation will not be honored. Phone changes will not be allowed unless the caller provides the appropriate code word identification.

Riding the bus is a privilege, not a right. Bus behavior rules are taught to students. Drivers may assign seats on the bus. Repeated misbehavior or refusal to obey the bus driver will lead to a Bus Disciplinary Referral with subsequent disciplinary action. Three referrals will result in suspension from the bus. Any extreme behavior including, but not limited to, acts of violence, sexual harassment, possession of weapons, drugs, or alcohol are grounds for immediate bus suspension and/or permanent loss of all bus privileges. If a student is suspended from riding the bus, it is the responsibility of the parents to provide transportation to and from school. All questions regarding transportation should be directed to the school office first.

Bus Rules:

1. Obey the bus driver's rules immediately.
2. Load and unload the school bus in an orderly fashion (no pushing or running).
3. Keep your hands to yourself and inside the bus at all times.
4. No fighting, real or play, sexual harassment, or bullying.
5. No eating or drinking on the bus except water.
6. No throwing of anything inside the bus or outside the windows.
7. Talk in normal voices. Do not yell or use vulgar language.
8. No destroying or damaging any part of the school bus.
9. No animals, insects, reptiles, birds, or glass containers allowed.
10. No weapons, explosive devices, or chemicals allowed.
11. No drugs, tobacco, or alcohol allowed.
12. . Electronic devices may be used in a quiet fashion while riding the bus at the student's own risk. Having earbuds is a safety risk. The District is not liable for lost, stolen, or damaged items.
13. Large birthday flowers or balloon bouquets may not be carried on the bus.

Bus Standardized Consequences

(Final decisions regarding consequences is at the discretion of the building **Administrator**)

1 st Behavior Report	1 day in Lunch/Recess Detention in BRC
2 nd Behavior Report	2 Days in Lunch/Recess Detention in BRC
3 rd Behavior Report	1 day bus suspension
4 th Behavior Report	4 day bus suspension
5 th Behavior Report	8 day bus suspension
6 th Behavior Report	36 day bus suspension

Additional behavior reports from the bus can result in a suspension for the remainder of the school year.

Changes in Busing or Parent Pick-Up

Changes in busing or parent pick up must be made no later than 1:50 pm on a regular school day, and no later than 11:30 on an early release day. Phone changes will not be allowed unless the caller can verify parent information.

If a parent or guardian fails to pick up their child by 4:00 and cannot be reached, police will be notified.

DISCIPLINE and CONDUCT [Policy J-2300/JIC]

Every child deserves a quality learning environment; no child has the right to interfere with the learning process of others. *Self-discipline* is our goal. Teachers and paraprofessionals handle routine discipline of students. Rules, rewards, and consequences are taught to students, are posted in each classroom, and are sent home for parent signature.

Extreme or repeated misbehavior will be referred to site administration. Many factors are considered when taking disciplinary actions for problematic behaviors. Prior disciplinary incidents, the length of time since a student's disciplinary incident, and their ability to reflect upon their behavior(s) will be considered when any action is taken. If the referral/incident is not of severe nature, the problem(s) and future consequences will be discussed with the student and the Disciplinary Referral will be sent home with them. **All Disciplinary Referrals are to be signed by the parent and returned to the administrative offices.** Calling of parents on the first referral/visit is optional. Additional referrals, or incidents of more severe nature, will require a phone call or email to discuss referral/incident and subsequent consequences with parent/guardian. District policies for suspension or expulsion are available upon request. Violations of state law will be reported to the police.

The discipline policy is progressive, meaning that each successive offense may merit a stronger consequence. Employment of discipline alternatives (such as restorative conferences or diverted consequences) is at the discretion of FCJH administrators or district authorities. School authorities may notify police for offenses that violate the law. If the police pursue criminal charges, any consequence resulting will be separate and in addition to any school consequence. In cases of theft or destruction of property, restitution is required and will be sought.

Behavior Plans/ Contracts

In order to support students in modifying disruptive behavior, the school will work to develop behavior plans. These behavior plans will be a collaborative effort between the school, the students, and the parents. The goal of the behavior plan is to target disruptive behavior and reduce the number of repeat incidents. The school, with support from parents, will open lines of communication, set behavioral goals, and establish rewards and consequences for the student. The school is committed to supporting student in maintaining a standard of behavior that will help them to be successful and remain in school.

Behavior Resource Center (BRC)

When the behavior of a student is such that it causes a continual disruption to the learning process of other students, the student will be suspended from the normal classroom environment and assigned to an alternative temporary classroom known as the BRC. In the BRC, the student and the referral teacher will work to accomplish behavior modification with the student and return the student to the normal classroom. However, any violation of BRC behavior rules will result in the student being sent home on an out-of-school suspension (OSS).

Cafeteria Conduct

Keeping the cafeteria clean is a requirement of all students eating breakfast or lunch. Good manners are mandatory. The rules are also posted in the cafeteria. Food may not be consumed outside the cafeteria.

1. All students will be escorted to the cafeteria and will line up outside the doors until allowed in.
2. Students will then enter through the north cafeteria door and enter the food line. After receiving their food, students will return to their assigned table to eat.
3. Students will not touch another student's tray, food, or personal belongings.
4. Students will not throw anything in the cafeteria.
5. Students are to take only their own tray up to stack/throw away. Any food that has not been opened can be left on the "no, thank" you table.

6. Students are responsible for washing their table and picking up items from the surrounding floor.
7. Everyone at the table is responsible for the cleanup. Students should take turns.
8. Students will be dismissed by staff after all students are finished eating and tables are cleaned.
9. No food or liquid may be taken out of the cafeteria except water bottles placed in backpacks.
10. Students who do not follow cafeteria rules may be subject to lunch detention or BRC for repeated offenders.
11. Students assigned to BRC will eat separately from their peers.
12. Excused tardy slips will not be issued to a lunch worker for being late to class.
13. Eating outside is prohibited. All students, even those choosing to bring their own lunches, should eat in the cafeteria, in order to promote a clean campus.

Classroom Removal/Disruption

A teacher’s ability to communicate effectively during classroom instruction should not be interfered with by anyone. Therefore, if a teacher has determined that a student’s behavior has seriously interfered with his or her ability to teach, that student will be removed from the classroom by a school administrator. Behaviors that can lead to removal from the classroom include excessive talking, wandering the classroom without permission, failure to follow directions, disruptive conversations, and willful disobedience, among others.

The following is the progressive discipline consequences approved by the BCSD#15 school board and superintendent:

First Referral	Finish the period in the Behavior Resource Room (BRC)
Second Referral	Finish the day in the BRC and a call home
Third Referral	Finish the day in the BRC plus one full day in the BRC room and a call home
Fourth Referral	Finish the day in the BRC plus 2 days in the BRC and a scheduled meeting with parent(s), teachers, and administrator(s)
Fifth Referral	1 Day of OSS meeting with parent(s) and administrators
Sixth Referral	4 days OSS and meeting with the parents and administrator(s)
Seventh Referral	10 days OSS + disciplinary hearing for possible long-term suspension.

Administration reserves the right to use judgment and reward a student for good behavior by moving them backward on this progressive plan.

Bullying/Harassment/Intimidation [Policy JICK]

Bullying, intimidation, or harassment of any student, employee or any other person, whether written or verbal, or via electronic communication, is not allowed. Behaviors that place another student, employee or any other person in fear of harm, insult, or demean any student or group of students, such as name calling, racial slurs, pushing, crowding, hitting, pinching, making fun or threatening to hurt someone are not allowed on school grounds, school property, school buses, school bus stops or at school sponsored events and activities. Material placed by a BCSD student on a social networking site that negatively affects the school climate is prohibited and may result in disciplinary action up to and including expulsion.

(Bully: defined as an overbearing person, who habitually badgers, harasses and intimidates).

Hazing [Policies J-2950/JICFA-EB]

Hazing – intentional put-downs, harassment, or making other students act in dangerous, degrading, or demeaning ways – is not permitted on campus or at any school event. Students should report such behavior to any school employee for action. Procedures may be requested in the office.

Student Possession, Use, or Distribution of Drugs (Including Tobacco) or Alcohol [Policies J-3081/JICH-E, J-3061/JICH-R, J-3000/JICG]

School employees must report suspected instances of student involvement with drugs or alcohol. The principals will follow due process in handling any reports. Both police and parents/guardians will be contacted. Students, who use, distribute, sell, or are in possession of alcohol or drugs will be subject to progressive disciplinary action, which may include out of school suspension, and/or a recommendation for expulsion.

Tobacco Free School Zone

Possession of matches, other chemical inhalation devices or lighter and/or use of tobacco in any form are not permitted on BCSD property or at any school sponsored event. Smoking, vaping, or use of tobacco or other chemical inhalation devices, in any form by anyone, is prohibited within the school building and on school grounds. Violation of the tobacco law may be referred to the Resource Officer. Students who are found to be in possession of tobacco products, matches, lighter, e-cigarette, or vaping devices are subject to BCSD code of conduct. Both police and parents will be contacted.

Weapons in Schools [Policies J-3100/JICI, J-3131/JICI-E, & A.R.S. 15-515]

School employees **must immediately report** instances of weapons or simulated weapons or threats of use of a weapon or simulated weapon on school premises. Principals will take appropriate safety and disciplinary actions on a case by case basis. **Police and the Superintendent will be notified immediately if the weapon is a firearm or deadly weapon.** Definitions for weapon, simulated weapon, firearm, destructive device, dangerous instrument, deadly weapon, and school premises are available in the school office.

Out of School Suspension (OSS)

Out of school suspension means the temporary withdrawal of the privilege of attending school and school related events in the District for a period of 1-10 days. There is no right to appeal an out of school suspension. A school administrator has the authority to suspend a student for 10 consecutive days or less. Additionally, upon return from an out of school suspension, students will meet with an administrator to reflect upon their behavior and ensure future success. If an OSS is assigned to a student, the following steps shall be taken:

The school administrator will conference with the parents before the student is permitted to leave the campus. If no parent contact is made the student will be retained at school until regular dismissal time. Parents will be notified of the suspension by verbal or written communication.

The suspension shall be reported to the District Office of the Superintendent.

Students may not come back to school until a parent conference is held with administration.

Expulsion

In addition to imposing an out of school suspension, a school administrator may forward information related to the student's misconduct to the office of the Superintendent (with or without recommendation). The District Disciplinary Hearing Officer shall then consider possible additional consequences along with the OSS. The out-of- school suspension of the student will still be in effect during this process. The District Disciplinary Hearing Officer or District Governing Board has the authority to impose a long-term suspension or expulsion.

School Resource Officer

Conduct that appears to be in violation of both BCSD #15 Governing Board Policy and Arizona State Law may be referred to the school resource officer for further investigation and consequences. In conjunction with the school resource officer, the school administration reserves the right to use additional resources such as random K9 searches, drug education, gang education, and anti-bullying programs, in order to maintain a safe and drug free school environment.

Search and Seizure Policy

School administration has the right to search and seize school or personal property, including and not limited to electronic devices, cell phones, articles prohibited by school and District policy, such as skateboards, inappropriate materials, contraband, etc. All items, unless they are part of a legal investigation, will generally be returned to the parent at the end of the school day.

Searches, whether they are random or deliberate, can and will be conducted by school administrators when there is a reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. The school administration retains the right to inspect and search student property, PE lockers, drink containers, etc., for any reason, at any time, without notice, without student consent, and without a search warrant. This includes with the help of handheld metal detectors. If a student is searched, parents/guardians will be notified.

Due Process Rights

To ensure fairness, a student, whose conduct may warrant suspension or expulsion shall be provided with appropriate due process. Appropriate due process shall include notice and an opportunity to be heard. The particular form of due process required shall depend upon the severity of the situation and the type of discipline invoked.

Any student, parent, or guardian who is aggrieved by the discipline given, shall have the right to conference with the school authority. This must take place within three days of consequence being rendered. Long term suspensions must be appealed through the District Governing Board or District Disciplinary Hearing Officer.

Requests must be made in writing within three days.

Dress Code (Policy JICA-R)

All students will wear the standard school clothing.

Long or short sleeved uniform tee-shirt or Polo shirt with the school logo in the designated school colors as specified by the District. **Pants, shorts, or skirts with no holes, shreds, or frayed edges.** No coverall/overall pants or skirts or pajama pants.

Uniform shirts/sweatshirts/jackets may not be altered in a manner that removes or defaces the school logo, adds any prints or pictures (i.e., fabric transfers), cuts or shreds the fabric, or leaves unfinished edges.

Additional items may be added to the standard school clothing during the year as approved by the Governing Board.

Cold Weather Wear

During cold weather, students may wear shirts, sweatshirts, and jackets in the appropriate school colors with school logos inside and outside the buildings. Students may wear sweatshirts and jackets that are not in school colors or with school logos outside only, but when they enter the buildings, those garments must be removed or covered with a garment that displays the school logo in appropriate school colors. **Hoods, hats, beanies, sweatbands, or bandanas may not be worn inside.** Caps with brims may be worn outdoors with the brims turned forward to protect the face.

General Dress Code Requirements

- A. Baggy or oversized clothing is not acceptable and is prohibited. Clothing may not be more than one (1) size too large, to allow for one (1) year's growth. No sagging of clothing is allowed. Pants, shorts, or skirts must fit at the waist, not touch the ground and have minimal tears, holes, or frayed hems.
- B. Shorts must be no shorter than a 5" inseam and have no tears or holes. Skirts or dresses must be longer than an individual's fingertips with hands held at the side.
- C. Belts (if worn) may not be more than one (1) size larger than the waist. Belts must be worn at the waist.

- D. A hooded school sweatshirt may be worn, but the hood must remain off the head while in the classroom/buildings.
- E. No undergarments may show.
- F. For safety reasons, students are **encouraged** to wear closed-toe shoes. Students are **required** to wear appropriate shoes for physical education such as tennis shoes. (No thong shoes or shower shoes. No tennis shoe skates or “wheelies”. No bare feet are allowed anytime on campus). Tie type shoes must be tied.
- G. Disruptive hairstyles with fashion strips, sparklers, glitter or with inappropriate designs shaved into the hair, or hair with unnatural colors or styles are prohibited. (Blue, pink, green, or bright red are considered unnatural). Spiked hair shall be no longer than 1 ½” in length. Mohawks are prohibited.
- H. Jewelry: Dangly earrings must be removed during PE or recess. Ear gauges or any other nontraditional ear adornments are not allowed. Other than earrings, no other facial jewelry is to be worn on campus. Body piercings must be covered by clothing, which meets school dress code guidelines. No tongue studs may be worn during the school day. Spacers are also prohibited.
- I. Accessories that could be used to injure another, such as pointed/sharply pointed acrylic fingernails, chains, dog collars, spiked wristbands, and any other exotic accessories are prohibited.
- J. Tattoos, whether real or simulated, are to be covered.
- K. Any buttons, jewelry, backpacks or other accessories that contain vulgar, lewd, obscene, or offensive messages, including accessories that advocate the use of alcohol or drugs, weapons and accessories that make reference to or identify gangs or gang associations are prohibited.
- L. Hats or Baseball Caps with brims may be worn outside only. Hats with brims are to be worn forward as to protect the face and eyes from sunlight. Bandanas, hairnets, and skull caps are prohibited.
- M. Authorized spirit clothing will be allowed on special days as noted by the administration (i.e. club shirts).
- N. School administrators will make the final decision regarding the appropriateness of any student’s appearance. Students who repeatedly fail to follow the Dress Code may be subject to disciplinary action.
- O. The school will provide loaner shirts in the case of economic hardship.

Adhering to the Dress Code

- A. Students not dressed in accordance with the District dress code may be offered use of standard school clothing for the day, or their parents will be contacted to bring appropriate uniform clothing.
- B. Students who repeatedly fail to dress in accordance with this dress code may be subject to disciplinary actions as set forth in the District policy manual. For students who do not wish to follow the dress code, the District will provide information for alternative enrollment in a neighboring school.
- C. No students shall be subject to discipline for failure to comply with this dress code if the reason is economic hardship. Under such circumstances, the schools will provide assistance for the student to be furnished with standard school clothing.
- D. New students who enter the schools will have two (2) weeks to purchase standard school clothing. In case of hardship, parents may apply to the school to receive assistance. This will be determined on a case-by-case basis.
- E. On occasion, the principal may allow a "dress-up" or "spirit" day when students may wear clothing other than the standard school clothing. This will be on special occasions only. The students and parents will be notified prior to the "dress-up" day.
- F. School administrators will make the final decision regarding the appropriateness of any student's appearance.

Other Uniforms

Special shirts that are given as incentives or that are for school groups such as chorus, student council, athletic teams, et cetera, may be worn upon approval of the principal.

Student use of Electronic Devices [Policy JICJ]

BCSD and Bullhead City Middle School are not responsible for damaged, lost, or stolen personal electronic devices that are brought to school.

Students may carry cell phones onto campus, but the cell phone must be turned off and secured in the student's backpack. Items, such as cell phones, personal computers, iPods, video game systems, headphones/earphones, and iPads/tablets have the potential to create a disruption on campus. Electronic devices may be confiscated for abuse of use. Confiscated electronic devices will be locked up in a secure area and the parent will be notified before the phone is returned at the end of the day.

Approved electronic devices may be used for academic purposes only. Students may choose to use an electronic reader when they are given individual reading time. All electronic devices are required to be properly secured upon the request of the classroom teacher. Failure to properly secure any electronic device may result in a student being referred to the administrative offices for failure to follow classroom, site, and District policies. **Use of camera features on electronic devices is prohibited on regular daily and school bus routes. Unauthorized recording or posting unauthorized recordings on social media may result in Out of School Suspension.** The school is not responsible for lost or stolen electronic devices.

There is a designated area for personal electronic devices to be secured safely in each classroom. IF students do not wish to secure the device within those confines, then it must be turned off and placed in their backpack in the back of the room. **Devices may NOT be kept in pockets or on the student's body.**

Student found in violation will have the following consequences:

- **1st Offense** – Device will be taken and sent to the office. Parent/guardian will be notified of violation. Student may pick up the device at the end of the school day.
- **2nd Offense** – Device will be taken and sent to the office. Student will receive referral with disciplinary consequences (one day of lunch detention). Parent/guardian will be notified of violation. Student may pick up device at the end of the school day BUT will be required to turn the device into the office at the beginning of the next school day and pick it up at the end of the day (1 school day).
- **3rd Offense** – Device will be taken and sent to the office. Student will receive referral with disciplinary consequences (two days of lunch detention). Parent/guardian will be notified of violation. Student may pick up device at the end of the school day BUT will be required to turn the device into the office at the beginning of each school day and pick it up at the end of the day for a period of one week (4 school days).
- **4th Offense** – Device will be taken and sent to the office. Student will receive referral with disciplinary consequences (one day of in-school suspension (ISS) in the BRC room). Parent/guardian will be notified of violation. Student may pick up device at the end of the school day BUT will be required to turn the device into the office at the beginning of each school day and pick it up at the end of the day for a period of one month (16 school days).
- **Additional Offenses** – Device will be taken and sent to the office. Parent/guardian conference to discuss banning student from having device at school. Student will receive additional referrals with disciplinary consequences (additional days of in-school suspension (ISS) in the BRC room).

Policies and Student Services

Asbestos Materials

BCSD #15 meets the Environmental Protections Agency's regulations regarding asbestos-containing materials in schools. Inspection reports and operation/management plans for each school are available. Please contact the Superintendent if you have questions or would like more information.

Passes

Students will not be allowed to leave class during the first or last ten (10) minutes of class nor when direct instruction is taking place. Teachers will maintain a daily restroom log in their classroom. When students leave a classroom, they must sign out. The log must include the date and times-in-and-out. They must have a note in hand from the releasing teacher that has where they are going and what time they left. Students who need to leave the classroom must have the appropriate student pass from the classroom teacher. Students without passes will be considered truant. A student located on campus during class time without a pass may be disciplined for failure to obtain a pass, and/or an attendance violation.

Backpacks

BCSD #15 does not provide locker services. Students may use backpacks to carry books and school supplies to and from school. Teachers will explain and provide students with information about the storing of backpacks to the rear of the classroom. There is no expectation of privacy for students' backpacks. Administration reserves the right to search backpacks at any time. This includes with the help of handheld metal detectors. When a student's backpack is searched the parent will be notified by the school administration.

Bicycle Safety and Student Pedestrians

Students may not arrive on campus before 6:50 a.m. Campus-wide, adult supervision, is not available until 6:50 a.m. Students who choose to bicycle to and from school are required to follow basic safety rules and all provisions for the operation of non-motorized vehicles found in Code 28 of the Arizona Revised Statutes. Bicyclists are required to dismount their bicycles when they reach the school's property line and walk the bicycle to the rack, located adjacent to the cafeteria, near the southeast corner of the campus. Students are required to lock up their bicycles. Skateboards, inline skates, tennis shoe skates, or scooters, are prohibited on the Bullhead City Middle School campus.

Child Find

Child Find seeks to identify and provide special services to those children who qualify for, and who live within our district boundaries. The Bullhead City School District's Special Services Department provides services for children with disabilities between the ages of 0-21. These services include:

1. Preschool for disabled children (ages 3-5)
2. Occupational therapy
3. Physical therapy
4. Speech therapy
5. Educational Intervention for school age children (K-8)
6. Referral for children ages 0-2 ½ to Arizona Early Intervention Program.
7. Specialists are available in Specific Learning Disabilities, Emotional Disabilities, Mild and Moderate Intellectual Delay, Severe and Profound Intellectual Delay, Hearing Impaired, and Visual Impairments.

For more information contact the Bullhead City School District's Special Services Department at (928) 758-8858 or the Bullhead City Middle School administrative office.

Personal Celebrations and Classroom Parties

Bullhead City Middle School does not have holiday parties, wear Halloween costumes, or hold gift exchanges [**Policy JL-RA**]. We understand that some students want to bring food items to school on their birthday to share with classmates. However, in keeping with the District's nutrition program goals and guidelines, only food prepared or obtained by the District's food services program shall be served. Students will not be permitted to carry flowers, balloons, stuffed animals, or similar items/arrangements on campus.

Personal Items at School

The only items needed at school are:

- A backpack

- Water bottle (with unflavored drinking water only)
- School supplies approved by your child's teacher.

The following are NOT allowed on campus:

- Glass bottles or spray containers
- Toys such as spinners, water guns, stuffed animals, Pop-Its.
- Fidget Spinners (Allowed only if noted in a student's IEP or 504 plan)
- Trading cards
- Basketballs, footballs, soccer balls etc.
- Slime
- Gum, Candy, Takis, Cheetos etc.
- Hoverboards or skateboards
- Two-wheeled, self-balancing electric scooters

Violations will result in the item being immediately confiscated and turned in to the school office. The student's parent or guardian will be required to reclaim the item. Any continued misuse of said items may result in further disciplinary action.

Students needing to call a parent at any other time of the school day must place the call from the school office. Students are responsible for the care and safety of their own personal property, and names should be placed on all personal

items. Parents/guardians needing to contact their child may call the school office (928-758-3921). **The school is not responsible for a student's lost, stolen, or damaged personal property.**

Class Schedules

The administration makes every effort to balance all classrooms, with a ratio of no more than 1 certified teacher to 30 students. Once the school year begins, a student's schedule may be administratively adjusted based on the following procedures:

- Management of classroom sizes
- Teacher recommendation based on the student's academic performance
- Subject based interventions or short-term services.
- Parent conference with the teacher, counselor, and/or Principal.
- Parent Request

Bullhead City Middle School **offers** a limited number of enrichment courses. Students must meet the requirements of that enrichment course to participate

Computers

Many classrooms have computers, laptops or tablets. Classes will use the computer lab or Chromebooks to teach students keyboarding, technology skills, and to supplement classroom instruction. Students are expected to use the equipment appropriately. **Misuse will result in restrictions of use and/or payment for damages.** Parent permission is required for use of any computers.

- Parents and students must sign the Acceptable Use Agreement Policy given when enrolling or re-enrolling your student.
- Students are assigned student Google Accounts to use for the current school year which are for educational purposes only. Parents are encouraged to monitor the accounts, but should not use the account for personal use or to contact your child or other students during the school year.
- The school district utilizes a web monitoring program **BARK** to monitor student emails and Google drive applications (drive, docs, sheets, etc.)

Counseling Services

Counseling services are available to all students and parents who wish to discuss academic and/or behavior concerns. A school counselor is available to students and parents regarding social concerns at home and at school. Students who need to consult the counselor or a school administrator must:

- Have a pass from their teacher
- Be sent for by the counselor or administrator
- Fill out the appointment form in the front office

Any parent, who needs to consult the school counselor, should call the office for an appointment (928-758-3921)

Emergency Procedures

Each school has procedures for a wide variety of emergency situations. During the school year emergency drills will be conducted. In case of an actual emergency, parents should turn to local radio or TV stations for information.

Safety drills that include fire drills, bus evacuations, shelter in place, and school lockdowns will be held periodically. Safe and orderly behavior is expected. Misbehavior will result in disciplinary consequences. Maps and directions that indicate classroom exit routes are posted in all classrooms. Instructions and preparations for drills will be reviewed by individual classroom teachers. The school district has procedures in place to handle emergency or crisis situations. All schools have regular drills for staff and students to practice lockdown and evacuation procedures. In the event of a civil emergency, the District will work closely with the city of Bullhead, and the Bullhead City Police Department, as well as County and State Emergency Response Teams.

FERPA Notification

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1. To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not
2. required to provide copies of records and may charge a fee if copies are requested. Contact the principal to seek access to your child's record. You will be notified of the place and time the record(s) may be available for review.
3. To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. Contact the principal to request an amendment to your child's record.
4. To control the disclosure of their child's personally identifiable information from their education record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a

parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

5. To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-4605

Free and Appropriate Education

Free and Appropriate Public Education (FAPE) means the educational programs and services that are provided to the children of a resident of Arizona are consistent with the Arizona School Attendance Laws. The Bullhead City School District #15 serving homeless children and youth must ensure that such children and youth have access to educational services to assure they have the opportunities to meet the same challenging Arizona content and Arizona student performance standards to which all children are held.

The educational services may include Title I, Part A of the ESEA, Educational Programs for Individuals with Disabilities and for students with limited English proficiency, programs in vocational education, programs for the gifted and talented, Head Start, Even Start, and school meal programs.

Health Services

Medications: STUDENTS MAY NOT TRANSPORT MEDICATION (including cough drops, pain reliever, or fever reducer). This is for the safety of all students. An adult must bring medication to the office. Written permission from the parent/guardian is required for the health attendant to administer specific over-the-counter drugs. Prescription medication must be in its original container, labeled with the student's name, physician's direction,

and name of medication. The adult delivering the medication must complete an authorization form available in the health attendant's office. **Medication is dispensed only at the health office.**

Students may not keep medication in their backpacks, classroom, or anywhere other than with the health attendant after written permission has been received. Students, who are required to carry personal inhalers for asthma or epi-pens, must register them with the health attendant, and the parent must fill out the appropriate form.

General Health: If your child is running a fever, has diarrhea, or is vomiting, they are to be kept home until they are feeling better. Do not send students to school until they have been symptom free for 24 hours.

Contagious Diseases: Any student suspected of having a contagious disease (e.g. strep throat, conjunctivitis, chicken pox) will be sent home and not permitted to return to school without a statement from a physician. A physician must check all rashes before the student is permitted to return to class. Please do not send children to school with a rash.

Lice: Students found with lice, nits, or eggs will be sent home. Lice must be treated and all nits must be removed. An adult must accompany a child when returning to school. The school nurse must clear a child before he/she will be admitted back to class.

Immunizations: ARS 15-342 requires immunization against diphtheria-pertussis-tetanus (DPT), polio, measles, mumps, rubella, varicella, hepatitis B, meningococcal, and an immunization record for each child. Immunizations must be completed and a valid immunization record furnished before a child will be enrolled. Non-immunized children will be excluded from school. Exceptions to the immunization procedure must be in compliance with ARS 15-342. Please check with the health attendant for information.

Student Accident Insurance: Student accident insurance is available. Forms will be sent home with students early in the school year. This insurance offers several types of coverage for reasonable fees.

You may contact Myers- Stevens & Toohey & Co. Inc. directly at 1-800-827-4695 or go to their website at <https://www.myers-stevens.com/> In general, schools are typically not responsible for injuries a student may sustain while at school including, but not limited to, those times spent in classes, at recess, during lunch, at play, or during participation in extracurricular activities.

Emergency Care: Parents are requested to provide current emergency telephone numbers in case a student becomes ill or has an accident at school. The health attendant will provide first aid and attempt to notify the parent/guardian as soon as possible. EMT's or other emergency medical services may be called if parents are unavailable or if in the estimation of an administrator the situation warrants immediate emergency medical care. Expenses for emergency care will be directed to the parents. **It is important that parents update emergency information when there are changes.**

Library Media Center

Students may visit the library/media center to check out books. If a book is lost or damaged, a repair or replacement fee will be charged. Repeated loss or damage may result in loss of check out privileges and excess overdue books will be referred to the principal.

Learning Materials, Workbooks, Library Books. Chromebooks

Textbooks and other learning materials are used as resources provided they are not mistreated. All resources, materials and library books have been carefully examined for condition. It is the student's responsibility to maintain and return each issued resource in good condition. An appropriate fine will be charged for lost or damaged books, school materials, and Chromebooks.

Lost and Found

Although the school is not responsible for loss of personal belongings, if loss is reported, an attempt will be made to find the missing item. Children should check the "Lost and Found" box located in the multi-purpose room. Unclaimed items will be donated to a charitable organization throughout the year. Students are encouraged to put their name on their belongings.

McKinney-Vento Homeless Act (educational rights of homeless children)

If any family lives in any of the following situations; in a shelter, motel, vehicle or campground, on the street, in an abandoned building, trailer, or other inadequate accommodations, or doubled up with friends or relatives because they cannot find or afford housing, they should:

- Contact the School District's local liaison for homeless education (Sheree Norris @ 758-3961 extension 1026) for help enrolling children in a new school or arranging for them to continue in their former school. (Or, someone at a shelter, social services office, or the school can direct the family to the person to contact).
- Contact the school and provide any information that will assist the teachers in helping children adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.
- Complete appropriate forms available in the administrative office.

Meal Programs

Conforming to nutritional guidelines of the National School Lunch Program, breakfast and lunch is available for all students.

- Breakfast and lunch is free of charge for all enrolled students. Additional milk/water, for students who pack a lunch, is available for \$0.50 per half pint of milk.
- Soda, energy drinks, etc. are not allowed in school lunches. **Students are NOT permitted to share snacks or lunches with others.**
- Families who would like to eat breakfast or lunch with their child may purchase this meal at full price.

- Students receiving and eating free lunch at school cannot supplement this meal with outside food items. Examples: candy, chips, cookies, fast food items.

Food Service Nondiscrimination: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Food program information may be made available in languages other than English or persons with disabilities who require alternative means of communication by contacting the District Secretary at 928- 758-3961 Ext. 1000. Additional information is available on the District website bcasd.crsk12.org.

Nut Free School

Due to nut allergy reactions (range from mild to severe life-threatening anaphylactic reactions) Bullhead City Middle School is a "NUT FREE SCHOOL." Please do not send products that contain nuts (peanuts or tree nuts) to school with your child. Students who bring items for lunch that contain nuts or tree nuts will be sent to the office to eat. When they are finished eating they will wash their hands and drink water and go to recess. A reminder slip will be given to the student.

Open Enrollment

Students who live outside of the designated school attendance area may apply for open-enrollment status and attend that school in accordance with the District's Open Enrollment Guidelines. Complete guidelines are available in the school office. Open enrollment decisions are based on the designated capacity of the school and anticipated enrollment.

Physical Education

Physical Education (PE) is part of the curriculum offered at Bullhead City Middle School. When outdoor temperatures exceed 100° F, PE will be held indoors. Girls on their menstrual cycle are not excused from participation. A written note to the Health Attendant may excuse participation for one day. A physician's note must accompany any other limited or non-participation request.

The locker room will be secured during class time. Students will not be allowed to enter the locker room, or disrupt the teachers to gain access to the locker room. The PE staffs attention must be upon the children and the athletic activities in which students are engaged. Students of the PE Dept., with permission, may use the PE restrooms during class time, which are separate from the locker room.

Safety is our goal for what is permitted to be worn during PE class. All students need to wear clothing that allows for all types of physical activity; therefore, shorts/leggings need to be worn under skirts/dresses. Shoes need to be tennis shoes with shoestrings and a sole that does not make black marks on the gym floor. Socks should be worn with the shoes. Long hair needs to be tied back out of the eyes/face.

Safe School Environment

It is the goal of BCSD #15 to create a safe school environment that provides all students a strong learning environment. The district works with all staff and community agencies to develop practices in accordance with that goal.

Soliciting at School

No one (including staff or students) is allowed to sell any items at school that are not school sponsored, not approved by student council, and/or not approved by administration. Only authorized and chartered clubs have the authority to sell items on campus.

Student Complaints and Grievances

If a student feels threatened, harassed or discriminated against in any manner, the Governing Board of the Bullhead School District is committed to a policy of nondiscrimination in relation to disabilities, handicaps,

national origin, sex, age, religion or action by another whereby the student is made to feel uncomfortable. Exhibit JII-EA should be filed with the site coordinator.

Synergy ParentVUE Portal

ParentVUE Portal accounts are free accounts that allow parents to monitor the progress of their child(ren) online. They can be access using the following web address:

https://bcasd.apscc.org/PXP2_Login_Parent.aspx

- ParentVUE Portal information includes grades, assignments, attendance, and more.
- ParentVUE can monitor multiple children with one account as long as all students attend the same school district.
- In order to create an account, please fill out an enrollment form and return it to the front office.
- Synergy ParentVUE Portal can be accessed on any device that can access the internet.

Synergy Parent Alerts

Synergy can send phone, email, and text messages to parents with important information including important events, absences, and announcements.

If you receive a call from Bullhead City Middle School, PLEASE be sure to listen to the message before calling the school. The Parent Alert WILL leave a voicemail. PLEASE listen to the voicemail.

Text messages will only be sent to parents who have opted to receive text messages. If you wish to receive text messages, please contact the front office or select that option in your Synergy ParentVUE Portal.

NONDISCRIMINATION STATEMENT (Policy AC)

Bullhead City School District #15 does not discriminate based on sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. The BCSD does not discriminate against the handicapped in its educational programs or employment policies as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Furthermore, BCSD does not discriminate based on race, color, national origin, or age in its programs and activities. The Governing Board is committed to a policy of nondiscrimination in all its dealings with students, staff and the public. Inquiries or complaints regarding discrimination should be directed first to the Site Administrator.

Inquiries may be directed to:

Dr. Carolyn Stewart, Superintendent
Bullhead City School District
(928) 758-3961

Director, Office of Civil Rights
Department of Education
Washington, D.C.

TITLE IX SEXUAL HARASSMENT COMPLIANCE (Policy ACAA)

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Bullhead City School District adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District and every employee who works in the District to do so without the fear of sexual harassment.

The District employs the definition of sexual harassment as established by the Title IX regulations. Sexual harassment means conduct based on sex that satisfies one (1) or more of the following:

- A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in federal law.

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator:

Carolyn Stewart, Title IX Coordinator
Bullhead City School District #15
1004 Hancock Road, Ste. 100
Bullhead City, AZ 86442

928-758-3961 Ext. 1001
cstewart@crsk12.org

Visitors/Volunteers

Visitors: In accordance with Arizona law, all visitors must check in at the office and receive a visitor's badge. The school does not allow visiting friends to attend school with students. Parents may visit their child's classroom. Parents are encouraged to make prior arrangements with the teachers. Legal identification (e.g., driver's license) is required. Students are not allowed to leave campus with a visitor unless they have been signed out through the school office by an authorized person. **ARS § 15-183 and §15-512 Policy KFA. If visitors plan to bring an animal on campus, it must be arranged in advance and cleared by the teacher and the office.**

Volunteers: All adults who work with students in classrooms, on campus, on field trips, or as chaperones at school events must have prior fingerprint clearance on file in the office. Application information is available through the District Office.

Visitor & Volunteer Dress Code: Visitors and volunteers are expected to dress appropriately for a school setting.

- shorts and skirts should be at least fingertip length;
- tops should not have spaghetti straps, halters, or low necklines;
- shirts (men's or women's) should cover the mid-section at all times;
- shoes should be safe for the task;
- caps, hats, and jackets are for outside wear only
- clothing, jewelry, accessories and hairstyles that are distracting, offensive, vulgar, or which refer to profanity, violence, drugs, alcohol, gangs, or sexual activity are prohibited.

This is a busy office and we will do our best to respond to your questions as quickly as possible. Visitors who repeatedly behave inappropriately may lose the privilege of access to our school.

BCSD School Year 2023-2024 Calendar

Adopted 11/17/22
REVISED 12/1/22

4, Holiday, Independence Day
7-7 KinderCamp
19-21, NEW Teachers' Induction
24-28, All Teachers' PD
31, First Day of School

July						
S	M	Tu	W	Th	F	S
					1	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
S1/T5	30	31				

January						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1, Winter Break
2, First Day of 2nd Semester
15, Holiday, Civil Rights Day
19, Teacher PD
26, Flex Friday

S17/T18

11, NEW Teacher PD
18, Teacher PD
25 Flex Friday

August						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
S19/T20	27	28	29	30	31	

February						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2 & 23, Flex Fridays
9, Teachers PD
15, Parent Teacher Conferences
19, Holiday, Presidents Day
20, 100th Day

S15/T16

4, Holiday, Labor Day
8 & 29, Flex Friday
15, Teacher PD
21, Parent Teacher Conferences

September						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
S12/T13	31					

2 & 29, Flex Fridays
11-15 Spring Break
22, Teacher Professional Dev.

S12/T13

10, 40th Day
13 & 27 Flex Fridays
20, Teacher PD Day

October						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
S18/T19	29	30	31			

April						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

5 & 12, Flex Fridays
19, Teacher PD

S18/T19

3, Teacher PD
10th, Holiday, Veterans Day
20-24, Thanksgiving Vac.

November						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
S14/T15	26	27	28	29	30	

May						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10, Teacher Professional Dev.
23, Last Day for Students
24, Last Day for Teachers
27, Holiday, Memorial Day
28-31, Summer School

S14/T16

1, Flex Friday
8, Teacher PD
14, End of 1st Semester
18-29, Winter Break

December						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
S8/9	24	25	26	27	28	29
30	31					

June						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - 13, Summer School
19, Holiday, Juneteenth

New Teacher Induction						
Professional Development Days for Teachers						
Parent Teacher Conferences		Progress Report		Graduation		
Intervention and Enrichment Days for Students						
No School for Students or Staff						
HOLIDAY CLOSED						
School Starts				Schools Ends		
SUMMER SCHOOL						

1st .Semester Count S74/T84	S150-T166	2nd. Semester Count S76/T82
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BCMS Faculty and Staff

Teacher	Subject/Grade	Room #	Teacher	Subject/Grade	Room #
Ms. Mabasag	Art	708	Ms. Radic	CTE/Librarian	810
OPEN	Band/Choir/Music	824	Ms. Radic	Technology	602
Mr. Love	Physical Education/Health	818	Mr. Jerjian	6 th Math/Science	814
Ms. Bilbao	Physical Education/Health	820	Ms. Gunther	6 th ELA/Social Studies	813
Ms. Wixom	Title I Math	806	OPEN	6 th Math/Science	706
OPEN	Title I Reading	816	Ms. Heronen	5 th /6 th Math/Science	702
Ms. Ferguson	5 th Math/Science	609	Ms. Barredo	6 th ELA/Social Studies	709
OPEN	5 th Math/Science	604	Ms. McGinnis	6 th ELA/Social Studies	710
Ms. Kirklin	5 th ELA/Science	605	Ms. Orang	6 th ELA/Social Studies	707
Ms. Feleciano	5 th Math/Science	610	Ms. Gabriel	6 th ELA/Social Studies	811
Ms. Vorak	5 th ELA/Social Studies	608	OPEN	6 th Math/Science	701
OPEN Ms. Cullen	5 th Math/Science	607	OPEN	6 th Math/Science	703
Ms. Meyers	EL/G.A.T.E.	603	Ms. Karppala	Special Ed Resource	803
Mr. Unato	5 th ELA/Social Studies	612	Ms. Jessen	Special Ed Resource	804
Ms. Gumagay	5 th /6 th ELA Social Studies	601	Ms. Villapez	Special Ed Life Skills	801
Ms. Gabriel	6 th ELA/Social Studies	811	Ms. Lazzara	Speech	808
OPEN Ms. Starkey	6 th Math/Science	812	Ms. Davis	OT	808
Ms. Ranck	5 th ELA/Social Studies	606			

Office Administration and Support Staff

Staff	Title	Staff	Title
Ms. Vela	Principal	Ms. Sharpe	Assistant Principal
Ms. Gilbert	Secretary	Ms. Soto	Instructional Coach
Ms. Dishman	Counselor	Ms. Olguin-Peneda	Cafeteria Lead
Mr. Sauls	Health Attendant	Officer Marin	School Resource Officer
Mr. Tafoya	Attendance Clerk	Ms. Vaughn	BRC Teacher
Mr. Soto	Head Custodian	Ms. Jones	Special Education
		Ms. Hall	Parapros- Resource
Ms. Silva	Night Custodians	Ms. Rittal	Special Education
Ms. Solis		Ms. Morales	Parapros- Life Skills



Bullhead City Middle School

1062 Hancock Road

Bullhead City, AZ 86442

Phone: (928) 758-3921

Fax: (928) 758-7428

Julianne Vela, Principal

Michelle Sharpe, Assistant Principal

July 2023

Dear Students, Parents, and Guardians,

Thank you for taking the time to read through this student handbook with your child. During the first week of school, every student will have received extensive instructions in regards to the rules, policies, and protocols of both the Bullhead City Elementary School District and Bullhead City Middle School. This revised student handbook has been approved by the BCSD #15 Governing Board and was an active collaboration with various schools and community stakeholders, including the Bullhead City Middle School Parent Teachers Organization and the Site Council. As an active participant in your child's education, I encourage you to ask questions and request clarification regarding any of the policies contained in the student handbook. Please remember that issues regarding governing board regulations and policies, along with the Arizona Revised Statutes, fall within the scope and authority of the district and cannot be altered by our site. However, I would be more than happy to answer any questions you may have regarding the contents of the Bullhead City Middle School Student Handbook.

Your signature, and your child's signature, indicates that you have had sufficient time to review the policies and procedures outlined in the Student Handbook. It does not necessarily indicate that you are in complete agreement with the contents or policies.

Professional Regards,

Julianne Vela, Principal

Michelle Sharpe, Assistant Principal

Parent/Student/Guardian Attestation

(Signatures Required)

My signature below indicates that I have received, and reviewed, the Bullhead City Middle School Student Handbook with my child. I understand that the handbook contains information that my child and I may need during the 2023-24 school year. I understand that all students will be held accountable for their academic performance, behavior, and be subject to the progressive disciplinary actions and consequences outlined in the Bullhead City Middle School Student Handbook. If I have any questions regarding this handbook, or the student behavioral and academic requirements, I may direct those questions at any time to Ms. Julianne Vela, Principal, at jvela@crsk12.org, or to the site principal, Ms. Michelle Sharpe, at msharpe@crsk12.org. I may also contact Bullhead City Middle School administration via telephone at (928) 758-3921

(Student Name Printed)

(Student Signature)

(Date)

(Parent Name Printed)

(Parent Signature)

(Date)