

Fox Creek Student Handbook

Arizona Title I School

2023-2024



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

Fox Creek Jr. High staff aims to support student academic and behavioral success through providing a safe and healthy learning environment, standards aligned curriculum, and access to vital remediation and enrichment opportunities.

3101 Desert Sky Blvd., Bullhead City, AZ 86442

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<https://foxcreek.crsk12.org/>

Governing Board

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

President:

Melinda Sobraske

Members:

Charlene Dias
Fred Rushton
Barb Zarzycki
Dr. Sheila Barnett

Daily Schedule

Campus Opens & Breakfast 7:05 AM

Classes Begin: 7:20 AM

School day ends: 2:40 PM

Early Release Days

Campus Opens & Breakfast 7:05 AM

Classes Begin: 7:20 AM

School day ends: 12:20 PM

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

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Fox Creek is a 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

Fox Creek Junior High 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, classroom assessments will be administered at the end of each instructional unit. Additional district benchmark assessments are given periodically throughout the year to assess mastery of the standards taught. Arizona state assessments will be administered in the spring of the current school year.

Reteach and Enrichment

Fox Creek Junior High offers various opportunities for additional reteach and enrichment as part of a school-wide intervention system designed to enhance student academic success. This includes after school programs, Flex Friday, and Title I Math & ELA classrooms. The program was developed to provide intervention services in a timely fashion. Students who fail to meet learning objectives on the Arizona state assessments, benchmark assessments, current coursework or fail a course, will receive reteach or credit recovery notification.

Student Recognition & Rewards

At Fox Creek Junior High all students are encouraged to reach high expectations in behavior, attendance, and grades. Fox Creek has programs instituted to reward those students who meet these expectations. Students may receive such rewards as a free entrance to home sporting events, discounted entry into a school dance, Student of the Month, Honor Roll certificates, and/or the possibility of winning a prize.

After School Tutoring and Flex Friday Enrichment & Tutoring

In order to provide students with opportunities to participate in academic enrichment and credit recovery services, after school tutoring is offered Monday-Thursday from 2:50 p.m. - 4:50 p.m. Students are expected to arrive on time, as scheduled, and conform to all rules and policies of Fox Creek Junior High School. These services are necessary for students to promote on schedule. Enrichment, sports, and club opportunities are also included on these dates, through parent approved pre-registration. Busing will be provided.

School will be in session from 7:20 a.m. to 12:20 p.m. on the following Flex Fridays:

First Semester		Second Semester	
August 25 September 8 September 29	October 13 October 27 December 1	January 26 February 2 February 23 March 2	March 29 April 5 April 12

Flex Friday and After-School Program Required Attendance

Students who fail to meet the academic standards established by the State of Arizona, as measured by the state, or school district benchmarks, will be required to attend After School Programs and encouraged to attend Flex Friday enrichment and intervention services on the above dates and times. All regular rules regarding attendance, dress codes, and conduct are in place during enrichment and intervention services. Failure to follow these rules

and procedures can lead to dismissal from the After School and Flex Friday programs. Students will be required to remain in attendance until all deficiencies are met and/or they successfully meet the state and district benchmarks.

Title I Classes

The Federal Title I Program serves all schools and students in the BCSD. Students are identified by the 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 Title I ELA & Math classes, reteach sessions, after school tutoring and Flex Friday interventions throughout the year.

- a. Students may be scheduled for Title I Math and/or Language Arts classes for additional help based on their state assessment, district benchmark assessments, classroom scores, and/or teacher recommendation. These classes will be in addition to their regularly scheduled core classes.
- b. Students will be given quarterly opportunities to exit Title 1 classes if they can show that they have gained mastery in their deficient areas.

Benchmark Testing

- a. Students who are not proficient in the categories of math or reading on their Spring AZ state assessment scores will be required to attend Flex Fridays in August, September, and October of the following school year for intervention and enrichment.
- b. Students who are not proficient in the categories of math or reading on the first Benchmark test in September will be required to attend Flex Fridays in October, November, and December of the current school year.
- c. Students who are not proficient in the categories of math or reading on the second Benchmark test in December will be required to attend Flex Fridays in January, February, March, and April of the current school year.

Student Grades

- a. If a student has an "F" at the end of any two-week grading period, or does not meet the standard in a core course (math, ELA, science, or social studies), the student will be required to attend Flex Friday until the student is earning a D or above in all core subjects.
- b. If, at the end of the 2nd Semester, a student has an "F" in a core course, the student will be required to successfully complete remediation during summer enrichment program. If such a program is not available, the students name will be referred to the Governing Board for the possibility of being retained in their current grade level.

Grading 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 Fox Creek Jr. High 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 and achieve passing grades in various enrichment classes each semester. These include, but are not limited to, physical education, music, art, college and career prep, technology, and GATE courses. Students who are failing core classes will be given additional opportunities to make-up missing assignments during the school year. Failure to have a passing score in any core class can lead to referral for 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

Homework is a means to extend the time students devote to academic learning, to reinforce skills being taught, and to help develop responsibility and independence. The purpose of homework is to reinforce and enhance current and newly acquired skills. Homework is not designed to expose students to new academic concepts and ideas. The distribution of homework is left to the teacher's discretion. One of the best ways parents can teach students to develop habits for future success is to help ensure the completion and submission of homework assignments.

Gifted & Talented Program (GATE)

Fox Creek Jr High offers a Gifted & 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 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 but have acquired 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.

Promotion Activities

All 8th grade students have the opportunity to participate in end of the year promotional activities. In addition to the Promotion ceremony, students may have the opportunity to participate in on-site activities prior to promotion. Students may not bring guests that are not enrolled in Fox Creek Junior High to these on-site activities. Students will need to follow these criteria during the second semester in order to attend. Along with the requirements below, students are expected to conduct themselves and dress in an appropriate manner that is consistent with the mission and goals of the Bullhead City School District #15 and the policies of our school.

Students:

- Must meet the minimum requirements for promotion from Fox Creek Junior High School.
- Must be earning passing grades in all core classes (60% or better) for both Semester 1 and Semester 2.
- No more than 4 total In-School-Suspension (ISS) days in the Behavior Resource Center (BRC) during the second semester for violations of school rules and policies.

- No more than two days Out-of-School Suspension (OSS) during the second semester for violations of school rules and policies.

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.

Attendance

Arrival and Departure

Students may not be on campus prior to 7:05 a.m. Staff members are on campus and begin supervisory responsibilities at 7:05 a.m. All students are eligible for the free breakfast program and are encouraged to report to the cafeteria upon their arrival on campus. The start time for the academic day is 7:20 a.m. All students will be dismissed at 2:40 p.m., Monday through Thursday. **Students may not be checked out of school between 2:10 pm and dismissal time.**

Occasionally, students will be placed on a minimum day, with a modified schedule and modified hours. Those specific times will be determined when placement is made. Parents will be notified a minimum of one week in advance of any change in times.

All students are to leave campus immediately after the school day, unless they are participating in a school sponsored activity. Students registered in the after-school program may not leave campus and then return to the program. The school will not be responsible for students who fail to comply with this policy.

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.**

7. Students found to be absent to one or more class periods due to "ditching" class – determined by a student missing 10+ minutes of class time for an unexcused reason - will face the following progressive disciplinary consequences:

- 1st Offense – 1 day of In-School-Suspension in BRC
- 2nd Offense – 2 days of In-School-Suspension in BRC
- 3rd Offense – Parent Conference and student will be put in a tardy-attendance contract with additional disciplinary consequences including Out-of-School Suspension and possible referral to the Disciplinary Hearing Officer.

Tardiness

Any student arriving to school after the first period tardy bell rings 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.

School staff will track student tardiness for individual class periods. Consequences for excessive tardiness are as follows:

Tardy Consequence Chart

Tardy Offense	Consequence
3 accrued offenses	Lunch Detention
6 accrued offenses	2 Lunch Detentions + Referral to the AP
9 accrued offenses	Referral to the AP/ 1 day of In-School-Suspension in BRC
12 accrued offenses	Referral to the AP/ 2 days of In-School-Suspension in BRC
15 accrued offenses	Referral to Truancy Intervention Program/Truancy Officer

Additional offenses can lead to further In-School-Suspension days in BRC, Parent Conference with student being put on a tardy-attendance contract with additional consequences including Out-of-School Suspension and possible referral to the Disciplinary Hearing Officer, and/or a citation from the School Resource Officer.

Withdrawal of Student from School

Any student who has 10 consecutive unexcused absences from school will be dropped from enrollment and the

information will be forwarded to the truancy officer. The student will only be readmitted to school through the administration office. It is required that the parent accompany the student for re-admittance.

Activities

Athletic Participation Packet

An Athletic Participation Packet must be completed and verified before a student may participate in the practice of an athletic sport. This packet requires basic student demographic information, permission to participate, a physical examination, health insurance information, and permission to treat in an emergency. Individual coaches may ask for additional information as deemed necessary per activity. Students may pick up packets from their coach or the front office. **All packets must be returned to the front office before a student may participate in extracurricular sports.**

Athletic Programs

Interscholastic sports constitute a part of the total education program. The goal of BCSD #15 is to involve as many students as possible in a wide variety of interscholastic sports and activities, developing their skills in a competitive environment in order to prepare them for high school both as students and athletes. Eligibility is determined by try-outs. The amount of playing time is not guaranteed. The athletic code of conduct for each sport will be established by the coaches and approved by the site administration. The coaches will hold the students accountable for academic and behavioral performance. All coaches establish guidelines that determine team membership and an athlete's playing time.

Athletic Rules and Regulations

The academic policy shall apply to all students who choose to participate in the school's interscholastic programs. Grade checks will be conducted **every Monday. Students failing one or more classes will be ineligible for that week's events.** Students will be offered an opportunity to improve grades and return to eligible status the following week.

To participate in extracurricular activities (practices, rehearsal, performance, competition), the student is required to attend all classes the day of an activity. Should an activity be scheduled on a Saturday, Thursday's attendance will apply. The only exceptions allowed will be circumstances beyond the control of students, as determined by the coach, athletic director, or unavoidable absence verified by parent and/or school administrator. Students assigned detention or BRC must attend practice on completion of detention or BRC. Any student suspended from campus (OSS) is ineligible to practice, participate, or compete for the duration of the out of school suspension.

Coaches will establish rules for game day participation. Students may be benched from starting or participating on a game day based on academic eligibility, disciplinary status, or the team contract.

Athletics Sign-up and Fees

Students must pick up, and return a completed athletic packet to the office before they can try-out or practice with a team. Most sports require student try-out. All participants must pay a \$50.00 athletic fee per sport upon selection to a squad or team. Students will get 1 week from the date of team selection to pay their fee or fill out an affidavit in the front office. Failure to pay student athletic fees will result in dismissal from the team.

FALL	WINTER	SPRING
Volleyball	Boys Basketball	Track & Field
Football	Girls Basketball	Baseball
Cheer	Cheer	Softball
Cross Country - TBD	Soccer	

Concussion Awareness

All athletes and a parent or guardian must complete a brief annual concussion awareness seminar with the athletic department. The Athletic Director will schedule the session dates and times to provide this important athletic health message at the beginning of each year, with later sessions for new students. Once a student has completed this seminar, they are cleared to compete for the school calendar year.

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 60% 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 the season. Students may not have guests that are not enrolled in Fox Creek Junior High.

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

Fans and Extra-Curricular Events

Most athletic competitions and performances do not begin promptly after school. Therefore, students should board the buses and return 10-15 minutes prior to the event. Students who are enrolled in the after-school program may participate in their after-school session and then proceed to the event directly. All other students will be required to be picked up or ride the bus home. Students are not permitted to leave campus and venture to the places of business adjacent to Fox Creek's campus during after school events. Students found loitering on these premises may be found to be in conflict with the law, and may have their after-school program privileges revoked.

Field Trips

Field trips are an extension of the classroom and enhance instruction. Students may participate in "Educational" field trips as long as they a) have had no more than two (2) office level disciplinary referrals, and b) have had no more than 1 out-of-school suspension (OSS) during the year.

Students may participate in "Extracurricular" field trips as long as they have a) no more than two (2) office level referrals b) have had no more than 1 out-of-school suspension (OSS), and c) have passing grades for the current quarter. 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 the office by a determined date.

Tax Credit Donation

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 Fox Creek Junior High School. Please contact the administrative offices for additional information regarding student activity fees and state income tax credits.

Behavior and Discipline

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. **[Policy J-2300/JIC]**

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 Support 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 students 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 school staff/administration will work to accomplish behavior modification 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).** Students who have been assigned to the BRC for the entirety of a school day are not permitted to attend on site after school activities: after school programs, clubs, sporting events, dances, etc.

Bus Regulations

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. The District is not liable for lost, stolen, or damaged items.
13. Large birthday flower 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 lunch detention
2 nd Behavior Report	2 days lunch detention
3 rd Behavior Report	1 day bus suspension
4 th Behavior Report	4 days bus suspension
5 th Behavior Report	8 days bus suspension
6 th Behavior Report	36 days bus suspension

*Additional Behavior Reports can result in bus suspension for the balance of the school year.

Changes in Busing or Parent Pick Up

Students are provided with **ONE** stop for pick up from a regularly scheduled stop and **ONE** regularly scheduled stop for return home.

Students will not be allowed to change stops on a temporary or day to day basis.

Student requests for changes to transportation will *NOT* be honored.

Changes in busing or parent pick up **must be made no later than 1:40 p.m.** on a regular school day, and **no later than 11:20 a.m.** on an early release day.

Phone changes **will not be allowed** unless the caller provides the appropriate identification.

If a parent or guardian fails to pick up their child by 4:00 p.m. on a regular school day or 1:00 p.m. on an early release day, and a parent/guardian cannot be reached, police will be notified.

Cafeteria Conduct

Keeping the cafeteria clean is a requirement of all students eating breakfast or lunch. Good manners are mandatory. Food may not be consumed outside the cafeteria except for when permitted by the office.

1. Students will follow all rules and procedures for entering the cafeteria, getting their lunches, and sitting at their assigned tables. This information will be provided by the cafeteria managers and/or administration at the beginning of the school year.
2. Students will pick up any trash or food around them before being dismissed.
3. Students will discard their trash in the appropriate container, return trays to the designated area, and exit to the basketball courts.
4. No food or liquid may be taken out of the cafeteria except water. **Eating outside is prohibited.** In order to promote a clean campus, all students, even those choosing to bring their own lunch, will eat in the cafeteria.
5. Students will not touch another student's tray, food, or personal belongings.
6. Students will not share food or drinks with others.
7. Students will not throw anything in the cafeteria.

8. Students who do not follow cafeteria rules may be subject to lunch clean-up, lunch detention, or BRC for repeated offenders.
9. Students assigned to all day BRC or for lunch detention will eat separately from their peers and be provided a sack lunch or may bring their own lunch.
10. Students assigned to lunch clean-up will be excused when the bell rings. There are no exceptions. Excused tardy slips will not be issued to a lunch worker for being late to class.
11. No outside food will be ordered or delivered to the school.

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.

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. Students found in possession of substances **MAY** be offered the option of a 9 week diversion program in lieu of an expulsion hearing.

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 Violence/Harassment/Intimidation/Bullying [Policy JICK]

Bullying, intimidation, and harassment of any student, employee or any other person are prohibited on school grounds, school property, school buses, school bus stops or at school sponsored events and activities. Nor shall any student encourage, solicit, aid, or abet another student in the bullying, harassment or intimidation of anyone.

Bullying is defined when a student or group of students engage in any form of behavior that include such acts as intimidation and/or harassment that:

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

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 (Governing Board Policy JICA & Regulation JICA-RA)

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 prohibited. Clothing may not be more than one (1) size too large, to allow for one (1) year's growth. No sagging of clothing is allowed. Pants must fit at the waist, and not touch the ground.
- B. **Shorts must have at least a five inch (5") inseam.** Skirts and 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. Undergarments may not show.

- E. For safety reasons, students must wear closed toe shoes with backs. Students must wear appropriate shoes for physical education, such as tennis shoes. **Flip-flops, shower shoes, slides, skate or "wheelies" shoes, Crocs and bare feet are not allowed.**
- F. **Distracting hairstyles** with inappropriate designs or implied obscenities shaved into the hair, or hair with unnatural colors (pink, blue, green, scarlet, etc.) or styles, are prohibited. Spiked hair may be no longer than one and one-half inch (1 1/2") in length. Mohawks are prohibited.
- G. *Jewelry*: Dangly earrings must be removed during physical education or recess. **Other than earrings, no other facial jewelry is to be worn on campus.** Ear gauges, spikes, and other non-traditional ear adornments are prohibited. Body piercings with adornment must be covered by clothing which meets school dress code guidelines. No tongue studs during the school day. Clear spacers may be worn with the administrator's approval.
- H. Accessories that could be used to injure another, such as chains, dog collars, spiked wristbands, and other exotic jewelry, are prohibited.
- I. Tattoos, real or simulated (including writings or drawings on exposed skin), must be covered.
- J. Any buttons, jewelry, backpacks, clothing, caps/hats, or other accessories that contain vulgar, lewd, obscene, or plainly offensive messages, including accessories that depict alcoholic beverages, tobacco or controlled substances, profanity, vulgarity, nudity, violence, weapons, sexism, racism, or extremism and accessories that make reference to or identify gangs are prohibited.
- K. Due to allergies and other health concerns, perfumes/colognes, soaps, scented hair gel, and aerosol products are prohibited at school.

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

BCSD and Fox Creek 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 Fox Creek 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 Fox Creek administrative office.

Personal Celebrations and Classroom Parties

Fox Creek 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.

Class Schedules

The administration makes every effort to balance all classrooms, with a ratio of 1 certified teacher to 30 students. Once the school year begins, a student's schedule may be administratively adjusted based on the following procedures:

1. Management of classroom sizes
2. Teacher recommendation based on the student's academic performance
3. Subject-based interventions or short-term intervention services
4. Parent conference with the teacher, counselor, and/or principal
5. Fox Creek offers a limited number of enrichment courses, students will be assigned enrichment courses based on availability and testing, or audition (GATE, Band, etc.)
6. Parent/Guardian Request

Computers

Many classrooms have computers. Teachers and students will use the computer lab to meet curriculum and technology standards, and to supplement classroom instruction. Students are expected to use the equipment appropriately. Misuse will result in restrictions to use and/or payment for damages. Parent permission is required for use of any computers. Parents and students must sign the Computer Acceptable Use Agreement.

- 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 student or other students during the school year.

- The school district utilizes a web monitoring program **GoGuardian** to monitor student emails and google drive applications (drive, docs, sheets, etc.)

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, and school lock-downs will be held periodically. Safe and orderly behavior is expected. Due to the serious nature of these drills misbehavior will result in increased 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 City, 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 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.
2. 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.
3. 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.
4. 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.

Library/Media Center

The library is available at select times throughout the school day. 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.

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

The only items needed at school are a backpack, water bottle (**with unflavored drinking water ONLY**), school supplies approved by your child's teacher, and essential personal hygiene items. No glass bottles or spray bottles are to be brought to school for any reason. Toys and trading cards are not allowed on campus. Students may not use cell phones or other electronic devices during the school day unless the use of such devices has been specifically authorized by the school administration. Students who bring such devices to school must keep them in their backpacks. Any unauthorized items that are observed or found in public view will be confiscated and returned only to the parent or legal guardian of the student. The school is not responsible for damage, loss or theft of any electronic devices that the students bring to school.

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. Students 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.

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 (Guadalupe Torres @ 758-3961 extension 1066) 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

Breakfast and lunch, conforming to nutritional guidelines of the National School Lunch Program, are available for all students. Breakfast and lunch are **free of charge** for all enrolled students. Students who would like an extra entree, side, or drink will be charged an additional fee. Breakfast service will begin at 7:05 a.m.

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.** Students are not permitted to share their snacks or food with others and outside drinks (such as sodas, energy drinks, coffees, etc.) are not allowed on campus.

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.

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 district 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 Fox Creek. 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 staff's 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.

Students are responsible for a P.E. locker and a lock which is issued by the physical education teacher. The school assumes no responsibility for lost or stolen items. The use of lockers is a privilege granted to students and is not a right. Students are expected to assume full responsibility for their own lockers, including locking the locker daily. The loss or destruction of any property by the student is the responsibility of the student and the parent will be charged lock replacement or locker repair.

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://bcsd.apsc.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 Fox Creek Junior High, 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.

Withdrawal & Records

Since other schools may require parental permission before forwarding records, Fox Creek requests that a release form be signed by the parent/guardian during enrollment. Fox Creek 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.

Fox Creek Students should notify the office and their teachers when they plan to leave the district. The office will provide parents with a withdrawal form. This procedure will provide the student with a current grade check, and ensure the student returns any borrowed materials.

BCSD School Year 2023-2024 Calendar

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

	July	January																																																																																																																	
<p>4, Holiday, Independence Day</p> <p>7-7 KinderCamp</p> <p>19-21, NEW Teachers' Induction</p> <p>24-26, All Teachers' PD</p> <p>31, First Day of School</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">July</th></tr> <tr><th>S</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>S17/T5</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	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	S17/T5	30	31					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">January</th></tr> <tr><th>S</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	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				<p>1, Winter Break</p> <p>2, First Day of 2nd Semester</p> <p>15, Holiday, Civil Rights Day</p> <p>19, Teacher PD</p> <p>26, Flex Friday</p>							
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Faculty and Staff

Teacher	Subject/Grade	Room Number	Teacher	Subject/Grade	Room Number
Ms. Ybanez	Art	500	Mr. Morani	CTE-Health/Nutrition	201
Mrs. Crawley	Music	204	OPEN	Physical Education/Health	202
Ms. Talbott	Behavior Resource Center	501	Ms. Cotiamco	Physical Education/Health	203
Ms. Ramos	Language Arts/SpEd	104	Ms. Peldonia	Science	303
Mr. Schnabel	Title I - Language Arts	504	Mrs. Martin	Science	304
Mr. Alibugha	Language Arts	404	Mrs. McCune	Science	302
Mrs. Dimanazao	Language Arts	502	Ms. Bravo	Science	301
Mrs. Tolosa	Language Arts	503	Dr. Blevins	Social Studies	310
Ms. Obreque	Language Arts	403			
Ms. Macalam	Math	506	Ms. Jamesolanim	Special Education	105
Ms. Cabarrubias	Math	406	Ms. Salise	CTE- Creative Writing	308
Mr. West	Math	507	Mrs. Newman	Social Studies	305
Mrs. Espinosa	Math	408	Mr. Price	Social Studies	307
Ms. J Martin	Math/Sp. Ed.	506	Mr. Bohlen	Social Studies	405
Mr. Haeberlein	Title I - Math	407	Mrs. Torres	Tech	401

Office Administration and Support Staff

Staff	Title	Staff	Title
Mr. Eastman	Principal	Ms. Vogt	Assistant Principal
Mrs. Barnett	Secretary		Athletic Director
Ms. Baudouine	Health Attendant	Mrs. Hage	Instructional Coach
Ms. Romero	Attendance Clerk	Mr. Vince	Head Custodian
Ofc. James	SRO	Ms. Mackabee	Counselor

Any parent has the ability to email any staff member with questions or concerns, or can call the front office to leave a message for any staff member. If the staff member you have emailed is unable to answer your question, it will be forwarded to someone that can help. Our Principal and Assistant Principal are happy to meet with any parent/guardian; we simply ask that you make an appointment, as the majority of their time will be spent in classrooms.

District Office Information

Bullhead City School District #15 1004
Hancock Road Suite #100 Bullhead
City, Arizona 86442
Telephone: 928-758-3961

Note: All policies listed in this handbook are subject to change by the Bullhead City School District Governing Board or school administrative action. Announcement of such changes will be issued.



Fox Creek Junior High School

3101 Desert Sky Blvd.
Bullhead City, AZ 86442
Phone: (928) 704-2500
Fax: (928) 704-2504

Lester Eastman, Principal

Julie Vogt, Assistant Principal

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 School District and Fox Creek Junior High School. This revised student handbook has been approved by the BCSD #15 Governing Board and was an active collaboration with various community stakeholders. 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, we would be more than happy to answer any questions you may have regarding the contents of the Fox Creek 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 Fox Creek Student Handbook. It does not necessarily indicate that you are in complete agreement with the contents or policies.

Professional Regards,

Lester Eastman, Principal

Julie Vogt, Assistant Principal

Student and Parent/Guardian Attestation

(Must Be Signed and Returned)

My signature below indicates that I have received, and reviewed, the Fox Creek Student Handbook with my child.

I understand that the handbook contains information that my child and I may need during the 2022-2023 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 Fox Creek Student Handbook.

If I have any questions regarding this handbook, or the student behavioral and academic requirements, I may direct those questions to site administration at any time

- Mr. Lester Eastman, Principal: leastman@crsk12.org
- Ms. Julie, Assistant Principal: jvogt@crsk12.org

I may also contact Fox Creek Junior High School administration, via telephone, at (928) 704-2500.

(Student Name Printed)

(Student Signature)

(Date)

(Parent Name Printed)

(Parent Signature)

(Date)