

Bullhead City Middle School

Student & Parent Handbook

2025 - 2026

“A Title I School”

*Changes in this handbook
from previous handbooks are
in red.*



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

Bullhead City Elementary School District #15

“Where Education is a Journey, Not a Destination”

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

Judi Reed

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 bcsd15.org

Revised June 2025

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Principal's Message

Dear Hawk Families,

Welcome to Bullhead City Middle School, home of the Hawks! We are excited that you have enrolled at our school. BCMS offers a variety of academic, intervention and enrichment activities to every student in preparation for their future education, and goals for college and career. We look forward to collaborating with all of our families in order to support our school vision, goals and priorities that support the academic success, safety and emotional well-being of your child. The Hawk staff look forward to working with all our students to help them be successful, contributing members of our school community.

Bullhead City School District Mission

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.

Bullhead City Middle School Vision

At Bullhead City Middle School, students are inspired to engage collaboratively in productive academic teams, facilitated by teachers with high expectations who use intentional standards-based instruction in an environment where students can become independent thinkers and be kind to themselves and classmates. Students will be empowered to become self-regulating, to achieve all of their educational goals.

Bullhead City Middle School Goals and Priorities

Safe, Secure and Positive Learning Environment

We are committed to making the BCMS culture 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. 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.

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 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.

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, and absentee monitoring. We will continue to offer Class Dojo as a Parent/Teacher Communication Platform in order to increase two-way communication between our parents, teachers, administration and support staff. We also provide extracurricular activities and family nights that support good citizenship, school pride and academic achievement.

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.

School Calendar 2025 - 2026

<u>July</u>		<u>January</u>	
21 st	6 th Grade Back-to-School Night 5-7pm	5 th	First Day of 2 nd Semester
22 nd	5 th Grade Back-to-School Night 5-7pm	19 th	Civil Rights Day – No School
<u>August</u>		<u>February</u>	
<u>September</u>		12 th	Parent Teach Conferences – No School for Students
1 st	Labor Day – No School	16 th	President’s Day – No School
11 th	Parent Teacher Conferences – No school for Students	17 th	100 th Day of School
<u>October</u>		<u>March</u>	
2 nd	End of First Quarter	5 th	End of 3 rd Quarter
<u>November</u>		16 th – 20 th	Spring Break – No School
11 th		<u>April</u>	
24 th – 28 th	Veterans Day – No School		State Testing all month
<u>December</u>	Thanksgiving Break – No School	<u>May</u>	
18 th	Last Day of 1 st Semester	21 st	Last Day of School – early release at 12:30pm
22 nd – Jan. 2 nd	Winter Break – No School		

Bell Schedule	
Period	Time
1	7:30 – 7:44
2	7:47 – 8:37
3	8:40 – 9:30
4	9:33 – 10:23
5	11:26 – 11:16
6	11:19 – 12:09
7	12:12 – 1:02
8	1:05 – 1:55
9	1:58 – 2:50

Academics

Model of Instruction

Bullhead City School District is enhancing student learning with a new model of instruction (MOI). Focusing on rigorous tasks aligned with state standards, student teams work through challenging problems. The ultimate goal is for students to think critically, communicate effectively, and develop unifying ideas collaboratively. They can agree, disagree, and/or challenge each other's ideas in a positive manner, thereby being true 21st century learners.

After School Programs

Bullhead City Middle School is the recipient of supplemental grant funding. This year, supplemental tutoring will be offered two days per week on Tuesdays and Wednesdays to identified students. Tutoring includes English Language Arts and Math and Enrichment. Tutoring will begin in September, after parent teacher conferences. Parents of identified students will receive permission slips to attend. As space is limited, students are expected to attend all tutoring sessions and conform to all rules and policies of Bullhead City Middle School.

Assessments

Bullhead City Middle School is committed to academic excellence and expects that each student will receive instruction to the level of subject **proficiency**. 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. Arizona's Academic Standards Assessments (AASA) will be administered in the spring of the current school year.

Gifted Program (GATE)

Bullhead City Middle School offers a 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's assistant principal for more information.

Grading Scale [Policy IKA-R]

Grade reports to parents will also indicate students' performance proficiency of key Arizona Standards using the following indicators which are consistent with Arizona determination of performance:

- HP – Highly Proficient - student is working independently on above-grade level concepts and skills. Typically, few students attain this level.
- P – Proficient - student demonstrates mastery and independent application of grade level skills and concepts. This is the goal for grade level mastery and should be celebrated.
- PP – Partially Proficient - student has not yet mastered the standards but is showing progress toward achieving the skills and concepts for grade level mastery. Additional support from teachers and family is needed.
- MP – Minimally Proficient - student does not demonstrate an understanding of the concepts and skills expected at the grade level. Intervention is needed from teachers and family.

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.

Honor Roll - Academic Achievement

Any student, by virtue of his/her academic performance, may receive Academic Achievement status. For students earning P and HP on their report card, they will be placed on the Academic Achievement list for the semester. Certificates will be issued indicating the 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, or have other factors, including, but not limited to, language acquisition, age, teacher-principal recommendations and other pertinent data.

The final **determination** to promote or assign a student to the next grade or to retain a student in the same grade is made by the teacher. **Consultation with the principal and other staff members, and involvement of parents in all steps of the retention process are vital.**

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.

Reteach/Enrich - Academic Boost

Reteach/Enrich is a part of a school-wide intervention system designed to enhance student academic success. **This includes after school programs, and Title I Math & ELA classrooms.** The program was developed to provide intervention services in a timely fashion. This is a course in which students work on meeting learning objectives based on the Arizona state assessments and current coursework. **Students who fail to meet learning objectives on the Arizona state assessments, benchmark assessments, current coursework or fail a course, will receive reteach notification.**

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 Title Math or Reading elective, reteach sessions, and tutoring after school throughout the school year.

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, which is designated for parent pick up and drop off 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: Due to BCMS and BCSD dismissal protocols and safety concerns, **students may not be picked up in the office after the office cut-off time of 2:20PM, no exceptions. Please plan accordingly for doctor and dental appointments.**

Attendance Policy

Regular attendance is expected of all students as regular attendance is critical to academic success. Parents are advised that children are considered present only when they are actually in the classroom. A child is recorded as absent, whether the absence is excused or unexcused when not in the classroom. All absences are recorded on the child's attendance record. Teachers report daily absenteeism and tardiness **EVERY PERIOD** to the office.

Any student with 15 or more excused or unexcused absences within a school year may be considered for retention. (A.R.S. 15-803) Chronic illness procedures allow properly certified students to earn academic credit regardless of excessive absenteeism. Please telephone the school for details (928-219-3004). Excessive absences may be referred to the School Resource Officer, a Truant Officer, or a district level disciplinary hearing may occur.

Any student who has been absent for three days (3) or more due to illness must present a doctor's note when returning to school in order for the absence to be excused. State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. **The State of Arizona requires a written note when students return to school. [Policy JH].** Prearranged school related activities shall not be counted as absences when implementing the policy.

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.

Excused Absences

Per state reporting requirements, parents must contact the school (928-704-2500) on the day a student is absent to verify the reason for the absence. 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.

Excused absences include:

- Illness or injury
- Religious purposes
- Serious illness or emergency in the immediate family
- Doctor or dental appointments
- Bereavement

It is the responsibility of the student or the student's parent/guardian to request any work missed due to an absence. Work, including missed tests, must be made up within five (5) days of the day of the absence. **(Classwork may be gathered or prepared if the office is notified in advance of an extended absence).**

Tardiness and Early Departures

Students are required to be in class on time. Tardiness adversely affects the student's academic progress and disrupts the teaching and learning process. A tardy will be counted as excused only for the following reasons:

- Medical or dental appointment with a note provided by a caregiver
- Illness
- Accident with proper written, dated documentation (i.e. note from parent, doctor, or dentist's office)

Missing the bus, oversleeping, etc. will not be considered as excused. It is the responsibility of the student and parent/guardian to plan in advance for students to be on time to school. Excessive tardiness may result in student consequences and/or being referred to the School Resource Officer or Truant Officer.

Any student arriving to school after the first period tardy bell rings (7:30 AM) must report to the office immediately. Students must obtain a pass to class through the front office.

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.

Any student without a verifiable medical/dental excuse will be considered unexcused.

Multiple offenses can lead to Parent Conference with the student being put on a tardy-attendance contract and possible referral to the School Resource Officer as truancy.

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.

10-Day Drop 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 when this occurs. It is required that the parent accompanies the student for re-admittance.

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, intramural athletics, service clubs, school sponsored events, etc. Students participating in extracurricular activities must meet academic and behavioral eligibility requirements in order to participate, 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 the following eligibility requirements:

- 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.
- 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 the 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 Regulations

Bus Riders

- **Riding the school bus is a privilege, not a right.**
- Students are allowed only **one** bus stop going home.
- Bus Riders will exit and board buses parked in the parking. **Only BCSD school buses or authorized vehicles are permitted to park, stop, or stand in the parking lot when students are exiting or boarding buses.**
- **Students will be assigned an "emergency" bus stop closest to their address for school-announced emergencies. Students attending on Open Enrollment will also be given a Bullhead City Middle School bus stop closest to their residence.**
- **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 Report with subsequent disciplinary action.
- Bus suspension from the bus will occur at the time of the **third referral**.
- Any extreme behavior including but not limited to acts of violence, sexual harassment, or possession of weapons, drugs, or alcohol is 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. No electronic devices except cell phones. *They may be used to play games or listen to music but may not be used to record other students or driver.*
13. All school rules ~ *including the dress code* ~ apply at the bus stops and on the school bus.
14. 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)

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

- 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 1:50 p.m.** on a regular school day, and **no later than 11:30 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.

Discipline and Conduct [Policy 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 [School Resource Officer](#).

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 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 students in maintaining a standard of behavior that will help them to be successful and remain in school.

Behavior Resource Center (BRC)/In-school Suspension (ISS)

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, or ISS. 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).** **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, dances, etc.**

Bullying/Harassment/Intimidation/ [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.

Cyberbullying is, but not limited to, any act of bullying committed by the use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by the use of social media. **Unauthorized recording or postings on social media may result in OSS and/or Expulsion (JICJ).**

Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm to person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by the use of social media.

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

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.

(Nonviolent) Crisis Intervention (NCI) [Policy JLDB]

Bullhead City School District is a Nonviolent Crisis Intervention (NCI) school District. NCI trained staff are allowed to prevent and/or de-escalate medium to high-risk behavior using both restrictive and non-restrictive methods. Staff are trained in: common de-escalation communication, proactive verbal de-escalation strategies, and safety intervention and disengagement skills. If a student is restrained, parents are notified via phone the day of and provided a written copy of the report within 24 hours of the incident.

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.

Hazing [Policy 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.

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

Student Possession, Use, or Distribution of Drugs (Including Tobacco) or Alcohol [Policies JICH-E, JICH-R, 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.

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, 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.

Weapons in Schools [Policies JICI, 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.

Policies and Student Services

Asbestos Materials

BCSD #15 meets the Environmental Protection 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.

Backpacks

Backpacks are not allowed on campus. If a student has a backpack, it will be confiscated. The policy is to ensure a safe and secure learning environment for all students. Students may have a water bottle (with unflavored drinking water only) and a lunch container (if needed).

Bicycle Safety and Student Pedestrians

- Students may not arrive on campus before **7:15 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 main building, near the northwest 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.

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 Chromebooks to teach students keyboarding and 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**
- 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.

Dress Code (Policy 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, 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.

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.

Suspensions of ten days or less cannot be appealed. Long-term suspensions determined by the District Disciplinary Hearing Office can be appealed to the Governing Board. The Governing Board's decision is final.

Electronic Devices [Policy JICJ, JICJ, IJNDB, & IJNDB-R]

Cell phones **smart watches, fitness trackers** and other personal electronic devices will be turned off and checked in with a teacher at the beginning of the school day. They will be stored in locked boxes designed for such storage. At the end of the school day, devices will be returned to students. Students whose need to have a cell phone has been documented through a 504 Plan or IEP will be the only exceptions. **Students may contact parents during the school day by requesting use of a landline phone in the office. Parents may contact students during the school day by calling the school office and leaving a message or a request for a return call.**

Use of camera features on electronic devices at bus stops, on buses, or at any school-sponsored activity is prohibited except as allowed under Policy JICJ. Unauthorized recording or posting of unauthorized recordings on social media will result in disciplinary action up to and including out-of-school suspension or expulsion.

The school and the district are not responsible for lost or stolen electronic devices.

Email

- Every teacher at Bullhead City Middle School has an email address and is required to check his/her email often. Staff should return your email within 24 hours of receiving your message (unless it is on a weekend).
- Parents can email teachers through [ParentVUE](#) in Synergy.

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.**

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.

Enhanced Security

The safety of our students and staff is a top priority. All school campuses and the district office have enhanced security measures in place. Front office doors remain locked during the school day, and visitors must use the intercom system to request entry. For everyone's safety, all parents and visitors may be required to show valid identification before being granted access to the building. We appreciate your cooperation in helping us maintain a secure and welcoming environment for our school community.

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.

1. 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.
2. Under FERPA, parents and eligible students have the following rights:
3. 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.
4. To request that a school correct record 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 changes to 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.
5. 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 District employees, school board members, entities 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 a school official, 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 educational record in order to fulfill a professional responsibility.

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 20202-460

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.

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.

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 are 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 such as McDonalds.
- **Snacks will be provided at a scheduled time each afternoon as part of the Meal Program.**

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 bcsd15.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 district office. Open enrollment decisions are based on the designated capacity of the school and anticipated enrollment. **Initial applications can be done at any time; applications for continued Open Enrollment must be done yearly before March 1st.**

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.

Personal Celebrations and Classroom Parties [Policy JL-RA]

Bullhead City Middle School does not have holiday parties, wear Halloween costumes, or hold gift exchanges. 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/Lost and Found

The only items needed at school are:

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

The following are NOT allowed on campus:

- Backpacks
- 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

Any unauthorized items that are observed or found in public view will be confiscated and may be 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.

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.

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.

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.

Student Directory Information

As part of the registration process, parents choose whether or not to allow the school to release directory information about their student. If the parents "opt out" of sharing information, they must complete the Designation of Directory Information Form specifying which information may be released upon request. As a matter of practice, Bullhead City School District does not release any student information except for students' first name and last initial unless the parent opts out completely.

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 928-758-3961 Ext. 1001
Bullhead City School District #15 cstewart@bcsd15.org
1004 Hancock Road, Ste. 100
Bullhead City, AZ 86442

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.

Website

The BCSD website <https://www.bcsd15.org/> and **District Facebook page** <https://www.facebook.com/BCSD15> should be checked regularly for useful and up-to-date information.

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 Middle School 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.

WHO TO CONTACT WITH CONCERNS

Parents with concerns related to their child's academic progress should contact the teacher first and may follow-up with the site principal. For other concerns, they may contact the site principal.

Additional District Contact Numbers:

District Office Contact Numbers:

Desert Valley School	(928) 758-6606	Director of Special Education	(928) 758-8858
Sunrise Elementary	(928) 219-3004	English Language Learners Director	(928) 758-3961
Diamondback Elementary	(928) 758-6858	Superintendent	(928) 758-3961
Bullhead City Middle School	(928) 758-3921	Director of Educational Services	(928) 758-3961
Fox Creek Junior High	(928) 704-2500		

School Year Calendar

BCSD School Year 2025-2026 Calendar

ADOPTED 2/20/2025

Month	Calendar Grid	Notes																																																	
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No School for Students or Staff																																																			
HOLIDAY CLOSED																																																			
School Starts			Schools Ends																																																
SUMMER SCHOOL																																																			
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Bullhead City Middle School

1062 Hancock Road

Bullhead City, AZ 86442

Phone: (928) 758-3921

Fax: (928) 758-7428

Michelle Sharpe, Principal

Casey Amann, Assistant Principal

July 2025

Dear Hawk Families,

Thank you for taking the time to read through this Student/Parent handbook with your child. During the first week of school, every student will have received extensive instructions in regard to the rules, policies, and protocols of both the Bullhead City School District and Bullhead City Middle School. This Student/Parent handbook has been approved by the BCSD 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, we 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/Parent Handbook. It does not necessarily indicate that you are in complete agreement with the contents or policies.

Respectfully,

Michelle Sharpe, Principal

Casey Amann, 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 2025-2026 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 Mrs. Michelle Sharpe, Principal, at msharpe@bcsd15.org, or to Mr. Casey Amann, Assistant Principal, at camann@bcsd15.org. You 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)