



Coyote Canyon School-Life Academy

Student/Parent Handbook 2025-2026

1820 Lakeside Drive
Bullhead City, AZ 86442

(928) 758-4909

School Website: <https://coyotecanyon.crsk12.org/>

Follow us on: Facebook [@coyotecanyonschool](#)

Ms. Kate Hall, Principal

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

“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

Barbara Zarzycki
Fred Rushton
Charlene Dias
Judi Reed

District Staff

Dr. Carolyn Stewart, Superintendent
Jennifer Lott, Director of Educational Services
Kate Hall, Director of Special Education
Amanda Amann, English Language Learners Coordinator

Daily Schedule

Campus opens at 7:45 AM
AM School Day Begins: 8:00 AM
AM School Day Dismissal 12:00 PM
PM School Day Begins: 12:00 PM
PM School Day Dismissal: 4:00 PM

Early Release Days

Campus opens at 7:45 AM
AM School Day Begins: 8:00 AM
AM School Day Dismissal 10:30 PM
PM School Day Begins: 10:30 PM
PM School Day Dismissal: 1:15 PM

School Colors

Bright Pink and Teal

Mascot

Coyote

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

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PRINCIPAL'S MESSAGE

Welcome to Coyote Canyon School- Life Academy and the **2025-26** school year. We are pleased to have you as a member of our school community, and look forward to working with you to ensure your student meets his/her academic learning potential.

MISSION STATEMENTS

The mission of the 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 society.

The mission of Coyote Canyon-Life Academy is to provide a well-rounded educational experience by creating a nurturing and supportive environment where students feel safe, valued, and inspired to explore their interests and talents. Students are given the opportunity to learn in a nurturing and supportive environment that promotes personal growth, creativity, and achievement while encouraging, recognizing, and celebrating accomplishments.

VISION STATEMENT

At Coyote Canyon-Life Academy our vision is to equip our students with the knowledge, skills, and values necessary to become responsible citizens who positively impact their communities. We believe in instilling a sense of social responsibility, empathy, and ethical decision-making in our students, empowering them to become agents of positive change in an ever-evolving society.

BELIEF STATEMENTS

- We believe that all students should expect success in their academic achievement.
- We believe that lifelong learning is nurtured through family, school, and community.
- We believe that all students should understand the core values and governing principles upon which this country was founded.
- We believe that academic instruction should translate into student success.
- We believe that all students, through hard work and accountability, should reach their academic potential every day.
- We believe that all students should be supported in a safe and caring learning environment.

COYOTE CANYON- LIFE ACADEMY STUDENT GOALS

- All **Life Academy** students will be supported in meeting rigorous learning goals through differentiated instruction, intervention, and enrichment programs.
- **Life Academy** will provide services and programs to students to support both their academic and social needs.
- **Life Academy** students will have the opportunity to use technology in a variety of ways in their classrooms to further their learning and application of knowledge and skills.
- **Life Academy** staff will engage families in the academic programs and discussions that impact student learning.

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.

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.

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.

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 and that are consistent with the Arizona School Attendance Laws. Bullhead City School District # 15 serving homeless children and youth must ensure that such children and youth have access to educational services to ensure they have the opportunity 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.

CHILD FIND

Child Find seeks to identify and provide special services to those children who qualify and who live within our district. 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. Available specialists in Learning Disabilities, Emotional Disabilities, Mild and Moderate Intellectual Disabilities, Severe Intellectual Disabilities, Deaf and Hard of Hearing, and Visual Impairments.

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

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.

NOTIFICATION OF RIGHTS UNDER FERPA

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 parents 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 parents' 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:

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.

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 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.

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.

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 at Coyote Canyon- Life Academy.
- Soda, energy drinks, etc. are discouraged in home lunches. Students are NOT permitted to share snacks or lunches with others.
- 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.

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.

NONDISCRIMINATION STATEMENT

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.

ATTENDANCE POLICIES

Regular attendance is expected of all students who attend Life Academy, 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 that child is not in the classroom. All absences are recorded on the child's attendance record.

Any student with 8 or more absences while attending Life Academy may be removed from the program as it is designed as a second chance to stay in school after a disciplinary hearing.

Chronic illness procedures allow properly certified students to earn academic **progress** regardless of excessive absenteeism. Please telephone the school for details **(928-758-4909)**.

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]. School sponsored absences are not counted as part of the total absences allowed for a semester.

EXCUSED ABSENCES

Per state reporting requirements, parents must contact the school **(928-758-4909)** the day a student is absent to verify the reason for the absence. Excused absences include:

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

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).

TARDIES AND EARLY DEPARTURES

Students are required to be in class on time for the entire school day. Tardiness and early departures adversely affects the student's academic progress and is disruptive to the teaching and learning process. A tardy or early departures from school before dismissal will be excused for the following reasons:

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

Missing the bus, oversleeping, leaving school early to avoid the parent pickup line, 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 removal from Life Academy and/or School Resource Officer or Truant Officer.**

PARENT/GUARDIAN COMMUNICATION

Constant communication between parents and teachers is key to any student's success. Below is a list of tools that may be used at Life Academy to communicate with parent(s)/guardian(s):

1. Communication Folders/Notebooks

- a. Will be provided upon request by the parent or teacher
- b. Student will be responsible for bringing the folder/notebook to and from school

2. Notices

- a. When special events or important information needs to be communicated to parents, a notice will be sent home, and a dialer sent out on that day. Please make sure contact numbers are up to date. Be sure to ask your child for any notices that he/she might receive.
- b. Always be sure to check your child's folder and backpacks for these notices.

3. Synergy ParentVUE Portal

- a. ParentVUE Portal accounts are free accounts that allow parents to monitor the progress of their child(ren) online.
- b. ParentVUE Portal information includes grades, assignments, attendance, and more.
- c. ParentVUE can monitor multiple children with one account as long as all students attend the same school district.
- d. In order to create an account, please fill out an enrollment form and return it to the front office.
- e. Synergy ParentVUE Portal can be accessed on any device that can access the internet.

4. Synergy Parent Alerts https://bcsd.apsc.org/PXP2_Login_Parent.aspx

- a. Synergy can send phone, email, and text messages to parents with important information including important events, absences, and announcements.
- b. **If you receive a call from Coyote Canyon, PLEASE be sure to listen to the message before calling the school. The Parent Alert WILL leave a voicemail. PLEASE listen to the voicemail.**
- c. 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.

5. Email

- a. Every teacher at Life Academy 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).**
- b. Parents can email teachers through **ParentVUE** in Synergy.

6. Dojo

- a. Teachers communicate with parents about classroom activities and student behaviors.
- b. Teachers will send home a class code to sign into Dojo that is specific to your student.

7. Website

- a. The URL for our website is <https://coyotecanyon.crsk12.org/home>
- b. The Coyote Canyon-Life Academy Website will be updated on a regular basis to include the most current information.
- c. The website is available on devices that can access the internet.
- d. The BCSD website <https://www.bcsd15.org/> and **District Facebook page** should be checked regularly for useful and up-to-date information.

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.

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:

English Language Learners Coordinator 758-3961

Homeless Liaison 758-3961

Director of Special Education 758-8858 regarding Teacher Assistance Teams (TAT), 504 Plans, testing for disabilities, and development of Individual Education Plans (IEPs)

SCHOOL/CLASSROOM POLICIES AND PROCEDURES

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.

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

At Coyote Canyon- Life Academy students will be assigned homework daily. The homework assignments are in alignment with standards and concepts that have been taught in the classroom and are meant to reinforce what the student has learned. Homework is due the day following the day it is assigned and will be counted towards participation grades. IF your student needs help with the homework they may email the teachers, bring it to school and ask for help, or have you help them. Not completing the homework will result in a zero for the assignment.

LEARNING MATERIALS, WORKBOOKS, CHROMEBOOKS

Textbooks and other learning materials, including Chromebooks, are used as resources provided they are not mistreated. All resources and materials 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 school materials, and Chromebooks.**

COMPUTERS

- The classrooms have computers for student use.
- 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.
- 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 web monitoring programs [BARK](#) and [GoGuardian](#) to monitor student emails and google drive applications (drive, docs, sheets, etc.)

NO PARTIES/BIRTHDAYS [POLICY JL-RA]

Coyote Canyon School- Life Academy does not participate in 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 their classmates. However, in keeping with the District's nutrition program goals, only food prepared or obtained by the District's food services program are permitted to be served.
- This policy includes classroom rewards or incentive programs involving food items as well as foods and beverages offered or sold at school-sponsored events during the regular school day.
- No flowers or balloon arrangements will be delivered to the classroom for special holidays.

PERSONAL/LOST AND FOUND

The only item student needs to bring:

- Water bottle (with unflavored drinking water only)
- Lunch box (if needed)

The following are NOT allowed on campus:

- Backpacks (5th – 8th grade)
- Toys such as spinners
- No perfumes or body sprays are allowed
- No glass bottles or spray bottles are to be brought to school for any reason.
- Fidget Spinners (Allowed only if noted in a student's IEP or 504 plan)
- Trading cards
- Basketballs, footballs, etc.
- Slime
- Hoverboards
- Students may not use cell phones, **smart watches, fitness trackers, radios, MP3s**, videos, headphones, laser lights, and other electronic devices at any time during school hours. Devices will be kept in the Principal's office during school hours.

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

Students needing to call a parent at any other time of the school day must place the call from the school office. Students are responsible for the care and safety of their own personal property, and names should be placed on all personal items. Parents/guardians needing to contact their child may call the school office (928-758- 4909). The school is not responsible for a student's lost, stolen, or damaged personal property.

RETURN TO HOME SCHOOL

Students who successfully complete their time at Coyote Canyon School-Life Academy will be allowed to return to their home school. The successful completion will be determined by the Life Academy Staff, Life Academy Principal, IEP team if applicable, and/or the Hearing Officer.

ELECTRONIC DEVICES/CELL PHONES [POLICY 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 on at bus stops, on buses, or at any school- sponsored activity is prohibited

except as allowed under Policy JICD. 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.

FIELD TRIPS [POLICY IJOA]

- Students *may* participate in field trips if:
- they have been in school the day before the field trip
- they have exhibited school appropriate behaviors
- they have not had excessive absences, tardiness, or early outs during the current semester
- they are currently enrolled in the school
- they ride the school vehicle provided for the field trip (Policy IJOA-RB)

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. Permission slips and any required paperwork must be submitted to the office by a determined date.

Chaperones - All chaperones on the school sponsored field trips:

- must have Tier II (or higher) Volunteer Clearance (forms available in the office)

The school administration makes the final decision regarding student participation in the field trip.

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 our students. Parents may visit their child's classroom. 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. **If visitors plan to bring an animal on campus, it must be arranged in advance and cleared by administration.**

Volunteers: All adults who work with students in classrooms, on campus, on field trips, or as chaperones at school events must comply with district policy; information is available through the District Office regarding the various clearances required for the various levels of interaction with students during school hours.

Visitor and 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 midsection 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.

PROMOTION AND RETENTION [POLICY IKE/IKE-RA]

The District is dedicated to the continuous development of each student.

Year to year promotion of a student in grades one (1) through eight (8) will be based upon standards for each basic subject area as identified in the course of study. *The District may conduct a ceremony to honor pupils who have been promoted from the eighth (8th) grade.*

The District standards that students must achieve for promotion shall include accomplishment of the demonstration of **proficiency** of grade level standards in reading, written communication, mathematics, science, and social studies adopted by the State Board of Education.

The promotion of a student from grade three (3) shall be conditioned on the satisfaction of the applicable competency requirements prescribed by A.R.S. 15-701 and depicted in Administrative Regulation IKE-RB.

In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion.

The final recommendation to promote or assign a student to the next grade or to retain a student in the same grade

should be 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.

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.
- L. Fake fingernails and make-up are prohibited for students PK-4th grades.
- M. Identified gang colors and patterns are not permitted while attending Life Academy.**

ADHERING TO THE DRESS CODE:

- A. Students not dressed in accordance with the District and Life Academy 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.

(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 nonrestrictive 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.

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 the Principal. Prior record, the length of time since the student's last problem, his/her attitude, etc. will be considered when any action is taken. Students continually involved in disciplinary problems will receive more serious consequences which can include suspension, removal from program, and/or referral back to the hearing officer. Parents will receive a Disciplinary Referral and/or phone call. Disciplinary Referrals are to be returned to the Principal signed by a parent. District policies for suspension or expulsion are available upon request. Violation of state law will be reported to the School Resource Officer.

TOBACCO-FREE SCHOOL ZONE:

Student possession of matches, **other chemical inhalation devices** or lighter and/or use of tobacco in any form is not permitted on BCSD property or at any school-sponsored event. Smoking or use of tobacco, or any 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(s), or other chemical inhalation devices (vapes) will be removed from the Life Academy program and will be referred to the Hearing Officer.

STUDENT POSSESSION, USE, OR DISTRIBUTION OF DRUGS (INCLUDING TOBACCO) OR ALCOHOL [POLICIES JJICH-E, JICH-R, JICG]

School employees must report suspected instances of student involvement with drugs or alcohol. The Principal 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 removed from Life Academy with a referral to the Hearing Officer as well as the School Resource Officer.

HAZING [POLICIES JICFA-EB]: HAZING - INTENTIONAL PUT-DOWNS, HARASSMENT, OR MAKING OTHER STUDENTS ACT IN DANGEROUS,

degrading, or demeaning ways - is not allowed 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.

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).

WEAPONS IN SCHOOLS [POLICY JICI & 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.

Principal/Assistant Principal 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 instruments, deadly weapon, and school premises are available in the school office.

SCHOOL RESOURCE OFFICER

Student conduct and/or misbehavior may be in violation of both BCSD #15 Governing Board Policies and Arizona State Law. Conduct that appears to be in violation of 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, Anti-Bullying Programs to maintain a safe and drug free school environment.

SEARCH AND SEIZURE [POLICY JIH]

School administration has the right to search and seize school or personal property, including and not limited to electronic devices, cell phones, **other electronic devices, and** 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 student or 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 item or material detrimental to health, safety, and welfare of the student(s) exists. The school administration retains the right to inspect and search student property, backpacks, desks, etc. for any reason at any time without notice, without student consent, and without a search warrant. If a student is searched then his/her parents will be notified.

Students at Coyote Canyon-Life Academy will be searched each day upon entering school. They will report to the Principal's office where they will be searched before being released for class. Backpacks are not allowed for students in grades 5 – 8.

HEALTH SERVICES

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.**

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-pins, must register them with the health attendant, and provide the health attendant with a written doctor's notice.**

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 without medication.**

CONTAGIOUS DISEASE:

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 your child to school with a rash.

LICE:

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

IMMUNIZATIONS:

- ARS 15-342 requires immunization against diphtheria, polio, measles, mumps, rubella, varicella, 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. They may be reached at 1-800-827-4695 or <https://www.myers-stevens.com/> (Myers, Stevens, & Toohey).

TRANSPORTATION

Transportation will only be provided to students who have curb to curb transportation written in their IEP. City bus passes are available for students to use at no cost to get to school and home.

LIFE ACADEMY PICK-UP & DROP-OFF PROCEDURES

- Students will be dropped off and picked up from the front of the school.
- The students will come into the office to be searched before going to breakfast.
- Students will be walked out by a Life Academy staff member and will be released to the parent/guardian.

Changes In Busing OR Parent Pickup

- Changes in busing or parent pick up must be made prior to the release time of school. Please call 928-758-4909 if you need to change your child's transportation.

RIDING THE SCHOOL BUS

Riding the school bus is a privilege, not a right.

- Bus behavior rules are taught to students.
- Drivers may assign seats on the bus.
- Students may be on the bus with preschool students
- 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 Include:

1. Obey Bus Driver's instructions immediately.
2. Load and unload the school bus in an orderly fashion.
 - No shoving or pushing.
 - Proceed to your seat immediately.
 - Stay seated while on the bus
3. Keep your hands to yourself and inside the school bus.
4. No real or play fighting or sexual harassment allowed.
5. No eating or drinking on the bus except water.
6. Do not throw anything inside the bus or outside the windows.
7. Talk in normal voices. Do not yell or use vulgar language.
8. Do not destroy or damage any part of the school bus.
9. No animals, insects, reptiles, birds, or glass containers are allowed.
10. No weapons, explosive devices, or chemicals are allowed.
11. No drugs, tobacco, or alcohol are 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 drivers.*
13. All school rules ~ *including the dress code* ~ apply at the bus stops and on the school bus.

Bus Standardized Consequences

- (final decisions regarding consequences is at the discretion of the building Administrator) 1st Behavior Report 1 day no recess/lunch detention
- 2nd Behavior Report 2 days no recess/lunch detention
- 3rd Behavior Report 1 day bus suspension
- 4th Behavior Report 4 days bus suspension
- 5th Behavior Report 8 days bus suspension
- 6th Behavior Report 36 days bus suspension

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

BICYCLE SAFETY AND STUDENT PEDESTRIANS

Life Academy students may walk, ride bikes, and scooters to school. A written parent/guardian note must be on file giving permission before a student can leave without a parent/guardian present.

- **Students may not arrive on campus before time designated.**
- **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 designated area. Students are required to lock up their bicycles.**
- **Skateboards, inline skates, tennis shoe skates, or scooters, are prohibited on The Life Academy campus.**

SAFETY DRILLS

Safety drills (fire drill, bus evacuation, school lock-down) will be held periodically. Safe and orderly behavior is expected and misbehavior will result in disciplinary consequences. Instructions and preparations for drills will be reviewed by individual classroom teachers in accordance with district procedures to handle emergency or crisis situations. In the event of a civil emergency, the district would work closely with Bullhead City officials, the Bullhead City Police Department, Bullhead City Fire Department and County and State Emergency Response Teams.

SPECIAL EDUCATION REFERRAL

Parents and/or school personnel may refer students for special education. Once a referral is completed, parents and teachers will meet to discuss the concerns and other interventions to assist the student. If, after interventions are tried, the student does not show progress, parents will be asked to give permission for evaluation. A conference is held following evaluation to decide if the student is eligible for services and to determine an appropriate placement. If the student qualifies, an Individual Education Plan (IEP) is then developed. For further information, speak with your child's teacher, principal, or the Special Services Department (928-758-8808).

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES [POLICY JII-R]

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 WITHDRAWAL AND RECORDS

Since other schools may require parental permission before forwarding records, we request that a release form be signed by the parent/guardian during enrollment. We do not require a parental signature prior to forwarding regular education records to a receiving district, but by law must require 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 (\$.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.

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

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.

BCSD School Year 2025-2026 Calendar

ADOPTED 2/20/25

<p>4, Holiday, Independence Day 7-10 & 14-17 KinderCamp 16-18, NEW Teachers' Induction 21-25, All Teachers' PD Day 28, 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>1</td><td>2</td><td>3</td><td style="background-color: yellow;">4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td style="background-color: green;">28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	July							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>1-2, Winter Break 5, First Day of 2nd Semester 9, Teacher PD Day 19, Holiday, Civil Rights Day 23, Quarterly Planning Day 4 hrs</p>	<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></td><td></td><td></td><td style="background-color: yellow;">1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td style="background-color: green;">5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td style="background-color: yellow;">19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</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														
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<p>1, Holiday, Labor Day 5, Teacher PD Day 11, Parent Teacher Conferences</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">September</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 style="background-color: yellow;">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 style="background-color: blue;">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></td><td></td><td></td><td></td></tr> </table>	September							S	M	Tu	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<p>6, Teacher PD Day 16-20 Spring Break 27, Quarterly Planning Day 4 hrs</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">March</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>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	March							S	M	Tu	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																		
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