



# DIAMONDBACK ELEMENTARY SCHOOL

## Student/Parent Handbook 2025-2026

2550 Tesota Way  
Bullhead City, AZ 86442

**928-758-6858**

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

Follow us on: Facebook <https://www.facebook.com/DiamondbackElementary/>

**Mrs. Stephanie McCorkle, Principal**  
**Ms Maggie Emlund, Assistant Principal**

**Bullhead City School District #15**

**“Where Education is a Journey, Not a Destination”**

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

### 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

### District Staff

Dr. Carolyn Stewart, Superintendent

Mrs. Jennifer Lott, Director of Educational Services

Ms. Kate Hall, Special Ed. Director

Mrs. Amanda Amann, EL Coordinator/Hearing Officer

### Daily Schedule

Campus opens at 8:05 AM

Breakfast in the Classroom: 8:05 – 8:30 AM

School Day Begins: 8:30 AM

School Day Ends: 3:50 PM

### Early Release Days

Campus opens at 8:05 AM

Breakfast in the Classroom: 8:05 – 8:30 AM

School Day Begins: 8:30 AM

School Day Ends: 1:30 PM

### School Colors

Black and Gray

### Mascot

Rattlers

THIS SCHOOL IS  
**NUT FREE**



THANK YOU  
for keeping our school safe!

*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](http://bcsd15.org)*

# Contents

PRINCIPAL'S MESSAGE .....	5
MISSION STATEMENT .....	5
INSTRUCTIONAL VISION STATEMENT .....	5
BELIEF STATEMENTS .....	5
DIAMONDBACK ELEMENTARY GOALS .....	5
FAMILY FRIENDLY ZONE .....	5
ASBESTOS MATERIALS .....	6
ATTENDANCE POLICIES .....	6
EXCUSED ABSENCES .....	6
TARDIES AND EARLY DEPARTURES .....	6
PARENT PICK-UP & DROP-OFF PROCEDURES .....	7
TRANSPORTATION .....	7
BUS REGULATION .....	7
RIDING THE SCHOOL BUS .....	8
BIKE SAFETY/WALKERS.....	8
CHILD FIND .....	9
COMMUNICATION .....	9
COMPUTERS .....	10
(NONVIOLENT) CRISIS INTERVENTION (NCI) [Policy JLDB] .....	10
DISCIPLINE and CONDUCT [Policy JIC] .....	10
DRESS CODE [Policy JICA-RA].....	12
ELECTRONIC DEVICES/CELL PHONES [Policy JICJ, IJNDB, & IJNDB-R] .....	13
EMERGENCY CARE.....	13
Emergency Procedures .....	14
ENHANCED SECURITY .....	14
EXTRACURRICULAR ACTIVITIES .....	14
FIELD TRIPS [Policy IJOA] .....	14
FREE AND APPROPRIATE EDUCATION.....	14
GIFTED AND TALENTED EDUCATION PROGRAM.....	15
GRADING SCALE [Policy IKA-R].....	15
HEALTH SERVICES .....	15
HOMEWORK .....	16
MODEL OF INSTRUCTION.....	16
LIBRARY/MEDIA CENTER.....	16
LEARNING MATERIALS, WORKBOOKS, LIBRARY BOOKS, CHROMEBOOKS.....	16
McKINNEY-VENTO HOMELESS ACT .....	17
MEAL PROGRAMS.....	17
NONDISCRIMINATION STATEMENT (Policy AC) .....	17
NO PARTIES/BIRTHDAYS [Policy JL-RA].....	18
NOTIFICATION OF RIGHTS UNDER FERPA.....	18
STUDENT DIRECTORY INFORMATION .....	18
NUT FREE SCHOOL .....	19
OPEN ENROLLMENT .....	19
PERSONAL ITEMS AT SCHOOL/LOST and FOUND .....	19
PHYSICAL EDUCATION .....	19
PROMOTION AND RETENTION [Policy IKE/IKE-RA] .....	20
SCHOOL RESOURCE OFFICER.....	20
SEARCH AND SEIZURE [Policy JIH] .....	20
SPECIAL EDUCATION REFERRAL .....	20
STUDENT CONCERNS, COMPLAINTS, and GRIEVANCES [Policy JII-R].....	20
STUDENT WITHDRAWAL AND RECORDS.....	21
TARDY POLICY .....	21

TITLE I.....21  
VISITORS/VOLUNTEERS.....21  
WHO TO CONTACT WITH CONCERNS.....22

## SCHOOL CALENDAR 2025-2026

JULY		JANUARY	
7/7/25-7/17/24	KINDER CAMP - 8:30AM - 1:30PM	1/1/26-1/2/26	Winter Break - NO SCHOOL FOR STUDENTS AND STAFF
7/23/25	BACK TO SCHOOL NIGHT - 5:00PM	1/5/26	School Resumes
7/28/25	FIRST DAY OF SCHOOL	1/9/26	No School Professional Development Day for Teachers
AUGUST		1/16/26	NO SCHOOL FOR STUDENTS AND STAFF
8/1/25	No School Professional Development Day for Teachers	1/19/26	No School Civil Rights Day
8/8/25	No School Professional Development Day for NEW Teachers	1/23/26	No School Professional Development Day for Teachers
8/15/25	No School Professional Development Day for Teachers	1/30/26	NO SCHOOL FOR STUDENTS AND STAFF
8/22/25	NO SCHOOL FOR STUDENTS AND STAFF	FEBRUARY	
8/29/25	NO SCHOOL FOR STUDENTS AND STAFF	2/6/26	No School Professional Development Day for Teachers
SEPTEMBER		2/12/26	NO SCHOOL - PARENT TEACHER CONFERENCES
9/1/25	NO SCHOOL - LABOR DAY	2/13/26	NO SCHOOL FOR STUDENTS AND STAFF
9/5/25	No School Professional Development Day for Teachers	2/16/26	No School Presidents Day
9/11/25	NO SCHOOL - PARENT TEACHER CONFERENCES	2/17/26	100th Day of School
9/12/25	NO SCHOOL FOR STUDENTS AND STAFF	2/20/26	NO SCHOOL FOR STUDENTS AND STAFF
9/19/25	NO SCHOOL FOR STUDENTS AND STAFF	2/27/26	NO SCHOOL FOR STUDENTS AND STAFF
9/26/25	NO SCHOOL FOR STUDENTS AND STAFF	MARCH	
OCTOBER		3/6/26	NO SCHOOL FOR STUDENTS AND STAFF
10/3/25	No School Professional Development Day for Teachers	3/13/26	NO SCHOOL FOR STUDENTS AND STAFF
10/10/25	NO SCHOOL FOR STUDENTS AND STAFF	3/16/26-3/20/26	Spring Break - NO SCHOOL FOR STUDENTS AND STAFF
10/17/25	No School Professional Development Day for Teachers	3/27/26	No School Professional Development Day for Teachers
10/24/25	NO SCHOOL FOR STUDENTS AND STAFF	APRIL	
10/31/25	NO SCHOOL FOR STUDENTS AND STAFF	4/3/26	No School Professional Development Day for Teachers
NOVEMBER		4/10/26	NO SCHOOL FOR STUDENTS AND STAFF
11/7/25	No School Professional Development Day for Teachers	4/17/26	NO SCHOOL FOR STUDENTS AND STAFF
11/11/25	No School Veterans Day	4/24/26	NO SCHOOL FOR STUDENTS AND STAFF
11/14/25	NO SCHOOL FOR STUDENTS AND STAFF	MAY	
11/21/25	NO SCHOOL FOR STUDENTS AND STAFF	5/1/26	No School Professional Development Day for Teachers
11/24/25- 11/28/25	THANKSGIVING BREAK - NO SCHOOL FOR STUDENTS AND STAFF	5/8/26	NO SCHOOL FOR STUDENTS AND STAFF
DECEMBER		5/15/26	NO SCHOOL FOR STUDENTS AND STAFF
12/5/25	No School Professional Development Day for Teachers	5/21/26	Last Day of School
12/12/25	NO SCHOOL FOR STUDENTS AND STAFF	5/22/26	No School Professional Development Day for Teachers
12/19/25	NO SCHOOL FOR STUDENTS AND STAFF	5/25/26	No School Memorial Day
12/22/25 - 12/31/25	Winter Break - NO SCHOOL FOR STUDENTS AND STAFF	5/26/26-6/4/26	Summer School

## PRINCIPAL'S MESSAGE

Welcome to **Diamondback Elementary** and the **2025-2026** school year. My name is Stephanie McCorkle and I am so happy to have the privilege of being the principal. I bring 31 years of educational experience. I am so very excited to get to know all our students and families as we embark on this new 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 or her academic learning potential. Throughout the school year, we will offer a variety of family events, parent-teacher conferences, and select after school tutoring/enrichment programs. We also have an active PTO and Site Council, and encourage you to get involved as we discuss and plan for both fun and educational events and programs on campus.

At Diamondback, we **HISS!**

**H:** Harm No One

**I:** Inspire Greatness

**S:** Support Safety

**S:** Seek Success

## MISSION STATEMENT

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 our society.

## INSTRUCTIONAL VISION STATEMENT

Diamondback staff and students will engage in respectful collaboration, centered around standards-based content or tasks that produce evidence of student learning.

## 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 that this country was founded upon.
- 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.

## DIAMONDBACK ELEMENTARY GOALS

- All **Diamondback Elementary** students will be supported in meeting rigorous learning goals through differentiated instruction, intervention, and enrichment programs.
- **Diamondback Elementary** will provide services and programs to students to support both their academic and social needs.
- **Diamondback Elementary** 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.
- **Diamondback Elementary** 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.

## 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.

## ATTENDANCE POLICIES

**Regular attendance is expected of all students**, kindergarten to 4th grade, **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 15 or more absences within a school year may be considered for retention.** Chronic illness procedures allow properly certified students to earn academic credit regardless of excessive absenteeism. Please telephone the school for details **(928-758-6858)**. Excessive absences may be referred to the School Resource Officer, a Truant Officer, or a district level disciplinary hearing may occur.

**The ninth (9th) day of absence per semester for a kindergartener may result in withdrawal from school.** The principal may determine that a student's enrollment may continue based on certain considerations. See Policy JFC-R STUDENT WITHDRAWAL FROM SCHOOL/DROPOUTS. If withdrawn due to absenteeism, the student will be eligible to enroll in kindergarten the following school year.

**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 **(928-758-6858)** the day a student is absent to verify the reason for the absence.

Excused absences include:

- Illness or injury
- Religious purposes
- Serious illness or emergency in 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).**

## TARDIES AND EARLY DEPARTURES

Students are required to be in class on time. Tardiness adversely affects the student's academic progress and is disruptive to 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 from caregiver
- Accident with proper written, dated documentation (i.e. note from parent, doctor or dentist's office)
- Illness

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.**

## PARENT PICK-UP & DROP-OFF PROCEDURES

Below is the procedure for picking up and dropping off students at **Diamondback Elementary DO NOT DROP STUDENTS OFF IN FRONT OF THE SCHOOL:**

- **Students may not be picked up between 3:20 pm and dismissal at 3:50 pm**
- Have your Parent Pick Up (PPU) card displayed in plain sight, preferably in the front windshield. Students will not be released to you without a PPU card.
- **Enter from Tesota Way.** Do not cut in front of other cars already waiting in line. Allow buses to pass.
- Form a single line only. No double parking.
- Students will be loaded/unloaded from the passenger side of the vehicle.
- **Remain in your vehicle** and simply proceed through the PPU line. A staff member will release your student to you.
- Exit the lot from the furthest driveway.
- Students are not allowed on campus before **8:05 a.m.** **Do not leave students at school before the gates are open, as staff will not be available to watch them.**
- Students are released at **3:50 p.m.** – Do not arrive too early.
- We generally take less than 10 minutes to load all of the children.

## TRANSPORTATION

Students will be assigned an alternative “PM to Home” bus stop closest to their address for school-announced emergencies. Students attending on Open Enrollment will also be given a **Diamondback** bus stop closest to their residence.

### Bus Riders

- Students are allowed only **one** bus stop going home. Parents are responsible for making arrangements to meet students at that stop.
- Bus Riders will exit and board buses parked in the parking lot near Tesota Way. **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 Desert Valley bus stop closest to their residence.**
- Kindergarten students are not allowed off buses at the end of the day if a parent is not present; they will be returned to the school.

### Changes In Busing OR Parent Pickup

- **Only PERMANENT Bus changes will be permitted; daily changes will also NOT be permitted**
- Changes in busing or parent pick up must be made no later than **2:30 p.m. on a regular school day**, and no later than 12:00 (noon) on an early release day. Please call 928-758-6858. **Students will not be released between 3:20 pm and dismissal time.**
- If a child is not picked up by 4:30 PM, and a parent or guardian cannot be reached, police will be notified.

## BUS REGULATION

- All students living within the bus riding zones are provided with **ONE** stop for pick up from a regularly scheduled stop and **ONE** regularly scheduled stop for return home or to daycare.
- **Students will not be allowed to change stops on a temporary or day to day basis.**
- **Any changes in transportation mode (parent pickup, bus) must be made by the parent/guardian and must be made by 2:30 on a regular school day, and by noon on an early release day. Please call 928-758-6858.**
- **Student requests for change of transportation will NOT be honored.**
- Phone changes **will not be allowed** unless the caller provides the appropriate identification.

## 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.**
- 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**)

1 <sup>st</sup> Behavior Report	1 day no recess/lunch detention
2 <sup>nd</sup> Behavior Report	2 days no recess/lunch detention
3 <sup>rd</sup> Behavior Report	1 day bus suspension
4 <sup>th</sup> Behavior Report	4 days bus suspension
5 <sup>th</sup> Behavior Report	8 days bus suspension
6 <sup>th</sup> Behavior Report	36 days bus suspension

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

## BIKE SAFETY/WALKERS

- Students are **not** to arrive on campus **before 8:05 a.m.** Supervision is not available.
- Students may ride bicycles to/from school if they follow basic safety rules (including wearing a helmet), and parents sign a permission slip giving them permission to ride their bike to and from school.
- Bicycles must be parked in the bike compound immediately upon arrival at school and should be locked.

- **No** skateboards, skates of any kind, or scooters are allowed on campus. Hoverboards and two-wheeled, self-balancing electric scooters are forbidden on the school grounds. Students must have written permission from the parent/guardian to ride their bike or walk to/from school.

## 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 Mental Retardation, Severe and Profound Mental Retardation, 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.

## COMMUNICATION

Constant communication between parents and teachers is key to any student's success.

Below is a list of tools that we use at Diamondback Elementary to communicate with parent(s)/guardian(s):

### 1. Communication Folders

- Each student will receive a communication folder or agenda.
- Important papers, notices, and homework will be inside communication folders.
- **If a folder or agenda is lost, students must purchase a replacement folder for \$3.00 in the school office.**
- It is essential that folders be cared for and brought to school every single day.

### 2. Notices

- 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.
- Always be sure to check your child's folder and backpacks for these notices.

### 3. Synergy ParentVUE Portal [https://bcasd.apsc.org/PXP2\\_Login\\_Parent.aspx](https://bcasd.apsc.org/PXP2_Login_Parent.aspx)

- ParentVUE Portal accounts are free accounts that allow parents to monitor the progress of their child(ren) online.
- 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.

### 4. 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 Diamondback Elementary 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.

## 5. Email

- Every teacher at **Diamondback Elementary 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.

**6. Class DoJo** Teachers communicate with parents about classroom activities and student behaviors via DoJo. **This is a website and app that is 100% free for parents and families.**

## 7. Website/Social Media

- The URL for our website is <https://diamondback.crsk12.org/>
- The **Diamondback Elementary School** Website will be updated on a regular basis to include the most current information.
- The website is available on devices that can access the internet.
- The BCSD website <https://bcsd15.org/> and **District Facebook page** should be checked regularly for useful and up-to-date information.

## 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.**
- 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.)

## (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 Assistant 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. **Parents will receive a Disciplinary Referral and/or phone call. Disciplinary Referrals are to be returned to the Assistant 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 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) are subject to BCSD code of conduct.**

**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 Principal/Assistant Principal will follow due process in handling any reports. Both police and parents will be contacted. Students who use, distribute, sell, or are in possession of alcohol or drugs will be suspended and referred to a disciplinary hearing.

**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-EB]:**

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes 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:** 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:** 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.**

**Intimidation:** 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.

**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.

### **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.

### **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.

### **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 at bus stops, on buses, or at any school-sponsored activity is prohibited except as allowed under Policy JK-R. 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.

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

## 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.

## EXTRACURRICULAR ACTIVITIES

**All students are encouraged to participate in extracurricular activities on campus.**

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 runoff 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.

Participation in academic/instructional activities outside the school day is determined by the nature of those activities and participating students' need to participate.

Students may participate in "Extracurricular" activities as long as they have:

- **been in school the day before the event**
- **no more than one out-of-school suspension (OSS) during the current semester**
- **no more than 6 absences, tardies, and/or early outs during the current semester**
- **shown appropriate effort toward mastery of standards**

## 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.**

## 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.

### **GIFTED AND TALENTED EDUCATION PROGRAM**

The purpose of the gifted program for Bullhead City School District is to develop the critical thinking and problem solving skills of identified students 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 needs. Students at the elementary level are grouped by grade level in their homeroom classes.

Students may be referred by school staff, teachers, parents, or themselves for testing for the program. Please contact the school 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 grade level concepts and skills. Typically, few students attain this level.
- **P** – Proficient - student demonstrates mastery of grade level concepts and skills. This is the goal for grade level mastery and should be celebrated.
- **PP** – Partially Proficient - student demonstrates mastery of grade level concepts and skills has not been achieved but is showing progress. 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.

### **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-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**. **If a student is sent home by the health attendant for fever, diarrhea, or vomiting, they must stay home the next school day and then be 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 nurse must clear your child before he/she will be admitted back to class. All students are checked bimonthly, as a class, for evidence of lice.

#### **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).

#### **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.

#### **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 21<sup>st</sup> century learners.

#### **LIBRARY/MEDIA CENTER**

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

#### **LEARNING MATERIALS, WORKBOOKS, LIBRARY BOOKS, CHROMEBOOKS**

Textbooks and other learning materials, including Chromebooks, 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 @ 928-758-3961 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.

## 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 Diamondback. Additional milk/water, for students who pack a lunch, is available for \$.50 per half pint of milk.
- **Soda, energy drinks, etc. are discouraged in home 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](http://bcsd15.org).

## 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.

Subsequent 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.

## **NO PARTIES/BIRTHDAYS [Policy JL-RA]**

**Diamondback Elementary 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 may 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.

## **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.**

## **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.**

### **NUT FREE SCHOOL**

Due to nut allergy reactions (range from mild to severe life threatening anaphylactic reactions)

**Diamondback** is a "NUT FREE SCHOOL." Please do not send products that contain nuts (peanuts or tree nuts) to school with your child. Students who do 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 back to class or recess. A reminder slip will be given to the student.

### **OPEN ENROLLMENT**

Students who live outside of the desired school attendance area may attend that school in accordance with the District's Open Enrollment Guidelines. Complete Guidelines are available in the school office. 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 1<sup>st</sup>.**

### **PERSONAL ITEMS AT SCHOOL/LOST and FOUND**

The only items needed at school are:

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

**No glass bottles or spray bottles are to be brought to school for any reason.**

**The following are NOT allowed on campus:**

- **Toys such as spinners**
- **Fidget Spinners (Allowed only if noted in a student's IEP or 504 plan)**
- **Trading cards**
- Basketballs, footballs, etc.
- Slime
- Hoverboards
- Two-wheeled, self-balancing electric scooters
- **Students may not use cell phones, radios, MP3's, videos, headphones, laser lights, and other electronic devices at any time during school hours. Devices should be powered down and kept turned "off" and out of sight while on campus/school property.**

**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 (928-758-6858). **The school is not responsible for a student's lost, stolen, or damaged personal property.**

### **PHYSICAL EDUCATION**

Physical Education is required for all students in grades K-4. **When outdoor temperatures exceed 100°F, PE may 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 request for limited or non-participation.

### **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 ONLY.***

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.

### **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.

### **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 (928-758-6871).

### **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.

### **TARDY POLICY**

Tardy students must check in at the office with a note from or accompanied by a parent. **Tardiness** and early departures result in loss of learning time, are discouraged, and will be recorded on report cards. Both will result in loss of perfect attendance status. Excessive **tardiness** may result in student consequences and/or a referral to the School Resource Officer. **Students will not be released between 3:20 pm and dismissal time.**

### **TITLE I**

All schools in the BCSD are Title I Schools. All students are eligible to receive Title I services.

### **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.

### **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

### 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:**

Desert Valley School	(928) 758-6606
Sunrise Elementary	(928) 219-3004
Diamondback Elementary	(928) 758-6858
Bullhead City Middle School	(928) 758-3921
Fox Creek Junior High	(928) 704-2500

#### **District Office Contact Numbers:**

Director of Special Education	(928) 758-8858
English Language Learners Director	(928) 758-3961
Superintendent	(928) 758-3961
Director of Educational Services	(928) 758-3961