

*Lake Havasu Unified School District #1*



2023-2024

Elementary School Handbook



*Lake Havasu Unified School District will engage each student with a focus on scholarship, character, and humanity – so that all students may graduate with the academic and social skills necessary to become responsible citizens and contributing members of society.*

# Lake Havasu Unified School District #1

**DISTRICT OFFICE**  
**2200 HAVASUPAI BLVD.**  
**Phone: 928-505-6900**  
**Fax: 928-505-6999**  
**Superintendent: Dr. Rebecca Stone**

## Elementary School Hours and Visits:

The first bell rings at 7:55 a.m. and school begins at 8:00 a.m. Dismissal is at 2:30 p.m. Every Thursday is Early Release with dismissal at 1:00 p.m. We welcome parents to their child's school. However, parents as well as any other visitors **must** check in at the front office before going anywhere in the building. When parents want to come in to observe a class, advance notice is required.

### HAVASUPAI ELEMENTARY

880 Cashmere Blvd.  
Phone: 928-505-6040  
Fax: 928-505-6059  
Principal: Tamara Yates



### ORO GRANDE CLASSICAL ACADEMY

1250 Pawnee Drive  
Phone: 928-505-6080  
Fax: 928-505-6099  
Principal: Brett Bitterman



### JAMAICA ELEMENTARY

3437 Jamaica Blvd. So.  
Phone: 928-854-7280  
Fax: 928-854-7299  
Principal: Jennifer Black



### SMOKETREE ELEMENTARY

2395 Smoketree Ave. N.  
Phone: 928-505-6020  
Fax: 928-505-6039  
Principal: Nina Mersing



### NAUTILUS ELEMENTARY

1425 Patrician Drive  
Phone: 928-505-6060  
Fax: 928-505-6079  
Principal: Shannon Williams



### STARLINE ELEMENTARY

3150 Starline Drive  
Phone: 928-505-1490  
Fax: 928-505-1499  
Principal: Ginny Sautner



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# DISTRICT MISSION STATEMENT

Lake Havasu Unified School District will engage each student with a focus on scholarship, character, and humanity- so that all students may graduate with the academic and social skills necessary to become responsible citizens and contributing members of society.



## GUIDING PRINCIPLES

### Basic Skills

The core components of academic success include reading, writing, math, and speaking and listening.

### Foundational Curriculum

The foundational curriculum includes Core Knowledge Language Arts, Singapore Mathematics, History & Geography, Science, Technical Education, Physical Education, and exposure to Fine Arts.

### Study Skills

The development of study skills and self-discipline are integral and indispensable elements of a quality education process.

### Character Skills

To meet the challenges of daily living, we model and reinforce a willingness to work cooperatively towards personal and common goals. We promote the development of the following body of acquired skills and character traits:

- Honesty, integrity, trust, and respect for the dignity of all
- Problem solving, reasoning, and creative thinking
- Goal setting, responsibility, decision making, and independent thinking
- Social skills and coping skills
- Development of a healthy lifestyle
- Development of a productive work ethic
- Effective communication and leadership



### Physical Environment

We are committed to the proper maintenance of buildings and the efficient use of space within them. An appropriate environment contributes to a successful learning experience.

# STAKEHOLDER RESPONSIBILITIES

## Student Responsibilities

The Lake Havasu Unified School District provides the opportunity for all students to learn. Students are expected to:

- Be active participants and take responsibility in the learning process
- Maintain a good attendance record
- Be on time and prepared with materials and assignments
- Be respectful of others and the learning environment
- Accept responsibility for personal actions
- Work to the very best of their ability
- Respect school property
- Communicate concerns and solutions

## Parent/Guardian Responsibilities

Parents are a student's first and most lasting teachers. Parents are encouraged to reinforce the educational process by:

- Understanding the guiding principles and the importance of their support with their student's education
- Holding students accountable for their responsibilities
- Reinforcing the completion of homework
- Encouraging and recognizing educational success
- Supporting the discipline guidelines to ensure learning for all students
- Seeking information and staying informed
- Participating in school activities
- Ensuring their students attend classes regularly and on time
- Communicating concerns and solutions

**“Unity is strength. When there is teamwork and collaboration, wonderful things can be achieved.”**

**– Mattie Stepanek**

## School Staff Responsibilities

The family, school, and community partnership are one of mutual commitments. We expect that school personnel will nurture and treat each student with respect by:

- Supporting the implementation of the guiding principles
- Modeling and reinforcing positive behavior
- Modeling the concept of lifelong learning
- Maintaining a safe and positive learning environment
- Following the district curriculum maps to assure equal access to information for all students
- Making responsible and efficient use of resources
- Maintaining open lines of communication with parents and within all levels of the district and community
- Holding themselves accountable to high professional standards
- Communicating concerns and solutions

## Administration Responsibilities

- Hiring and supporting staff that will carry out the implementation of the guiding principles
- Modeling the concept of lifelong learning and supporting personal and professional growth in all staff
- Holding staff accountable to high standards in the implementation of their job duties
- Developing systems that promote and enhance student achievement
- Monitoring the learning environment to ensure safety and discipline
- Building trust and positive relations with personnel, parents, and community
- Modeling the open and honest communication expected from all constituencies
- Monitoring curriculum and adapting as necessary to meet local, state, and national needs
- Addressing educational issues at the state and federal levels
- Communicating concerns and solutions

## District Office Responsibilities

- Hiring and supporting leadership that will carry out the implementation of the guiding principles
- Modeling the concept of lifelong learning and supporting personal and professional growth
- Ensuring staff accountability to high standards and student achievement
- Building trusting and positive relations with personnel, parents, and community
- Modeling open and honest communication
- Adopting curriculum as necessary to meet local, state, and national needs
- Addressing educational issues at the state and federal levels
- Communicating concerns and solutions

**“Never doubt that a small group of thoughtful committed citizens can change the world; indeed, it’s the only thing that ever has.” – Margaret Mead**

# ACADEMIC/BEHAVIORAL ACHIEVEMENT

## Synergy

Synergy is the District’s student information system. **Parents may access the parent portal after receiving paperwork from the office with a password for their child.** The parent portal provides real-time access to a student’s current grades and attendance through the Internet. Parents will be able to set-up their own account and email notifications if so desired. If you have questions or need help, please contact the office.

## Grading Scale

A = 100% - 90%, given for work of such character as to merit special recognition. It is the highest grade.

B = 80% - 89%, given for work which is above average.

C = 70% - 79%, given for work which is average (the lowest recommending grade).

D = 60% - 69%, given for work which is below average (fulfilling only the minimum essentials).

F = 0% - 59%, given to students who fall short of fulfilling the minimum essentials required.

S = Satisfactory

N = Not Satisfactory



U = Unsatisfactory

I = (Incomplete) = a conditional grade given to students who fail to fulfill all of the requirements, but whose deficiencies are such that they can be made up. This grade will automatically become a failure if the student has failed to complete the work assigned, after the end of 10 school days from the issuance. A letter I (Incomplete) will not be carried into the next school year.

## **Out of District Transfer Students**

Students who transfer into our elementary schools from outside LHUSD, during the school year, will not be given a grade on their report card for the particular quarter in which they transferred, unless they have been enrolled for a minimum of 4 weeks.

## **Principal's Honor Roll**

A student is placed on Principal's Honor Roll with all A's on the report card. A student may not be recognized at awards assemblies or in the newspaper if they have any N's or U's.

## **Honor Roll**

A student is placed on Honor Roll with all A's and B's on the report card. A student may not be recognized at awards assemblies or in the newspaper if they have any N's or U's.

## **Citizenship**

It is one of the district's responsibilities to assist parents in helping students develop acceptable attitudes and behaviors. This translates into preparing students for adult citizenship as well as preparing them for jobs and higher education. For this reason, we believe that it is important for the school to teach and evaluate citizenship.

Students in grades K-6 will receive letter grades in achievement and S, N, or U in citizenship. Teachers will keep a log of individual student behavior. This log will help in determining the proper citizenship grade earned by each student.

In general, a student with good citizenship:

- Attends school regularly and is not excessively tardy (quarterly: 4 or less days absent and/or 4 or less days tardy)
  - 5-9 unexcused absences and/or tardies = N
  - 10 or more unexcused absences and/or tardies = U
- Respects school property and observes classroom rules consistently
- Works diligently and uses time effectively (turns assignments in on time)
- Completes homework assignments
- Displays courtesy and shows respect (complies with handbook guidelines)

## **Retention**

In the state of Arizona, the decision as to whether a child is promoted or retained in the student's current grade is the decision of the Student Intervention Retention Team. The team will also utilize the Light's Retention Scale to assist in determining the aspects of a student's development and school performance. The Light's Retention Scale will not be the sole criterion in determining whether a child is retained. Areas of consideration for retention include but are not limited to academic, age, attendance or social reasons and will only be considered in the best interest of the particular child. Parents will be involved in meetings with the teacher and administration as soon as it becomes evident that this is a possibility

Arizona state law, known as Move On When Reading, states: "third graders who 'fall far below' on the state assessment in reading in third grade will be retained in grade three."

# ATTENDANCE

## Tardies and Late Arrivals

Students are to be in their classroom at 8:00 a.m. or will be considered tardy. The first bell will ring at 7:55 a.m. signaling the entering into classrooms. Students arriving after the second bell at 8:00 a.m. need to report to the office to get a late pass.

Parents need to make every effort to have students at school on time. Disruption occurs, as tardy students entering the classroom. Excessive tardies (5 or more per quarter) will affect a student's citizenship grade and honor roll eligibility.

## Student Attendance

[Arizona's Compulsory Education Law \(A.R.S. 15-802\)](#) requires that children be in school unless they are ill or there is a family emergency. The Arizona State Department of Education requires a written note to be kept on file for all absences and tardies. Therefore, after being absent, your child must bring a written note signed by you explaining the absence or tardy.

Absent students will have one school day for each absent day in which to make up work. If your child is ill for an extended period (more than two days), you may notify the teacher in advance if possible to request work.

**If a child is absent 10% or more of the school year, unexcused or excused, this may be a consideration for retention.**

## Excused Absences

- Personal illness, verified by a parent or guardian
- Serious illness of a family member
- Chronic illness, with written verification by a physician
- Prolonged illness (more than 8 days) with written verification by a physician
- Bereavement
- Appointments with medical doctors or dentists that cannot be scheduled after school
- Court appointments and other legal obligations that cannot be scheduled after school
- Participation in a school-sanctioned event
- Prearranged absences verified by parent or guardian

## Unexcused Absences

These would include failure to bring a parental excuse note, truancy, leaving school without authorization, and being absent when not approved by a parent/guardian or authorized by an administrator.

## Truancy

A child between the ages of six and sixteen failing to attend school during the hour's school is in session is truant unless excused pursuant to A.R.S. 15-802, 15-803, or 15-901. Truant means an unexcused absence for at least one class period during the day. Unexcused absence for at least five school days within a school year constitutes habitual truancy. Such violation may lead to discipline of the child and/or referral of the parent to the police department. The student's school will send out letters regarding habitual tardiness and absences, including five, ten and fifteen day letters of absences notifications. **When the number of excused and unexcused absent days exceeds 10% of the number of required attendance days prescribed in section A.R.S. 15-802, the school resource officer will be contacted and parents can be cited for truancy.**

## Release and Return of Students During School Day

If you need to take your child out during the school day, you must come in and sign the student out at the office. If a student returns during the school day, you must come in with your child and sign them back in at the office. **For any out-of-town school sponsored field trips, your child must ride the bus in order to be in-attendance for the school day.**

# DRESS FOR SUCCESS

## Dress Code

Student clothing needs to be clean, neat and appropriate for school. Children are active and should dress accordingly. Students must have appropriate hygiene.

## Standardized Shirts

The LHUSD standardized shirt with the district logo is the only shirt worn to school unless the school has a designated spirit or reward day. The standardized shirt is available in gray, black or white in a short-sleeved tee, short-sleeved polo or long-sleeved tee. Shirts are not to be altered or embellished in any manner and free from rips and tears.

One day per week, students are permitted to wear their school spirit shirt, which depicts their mascot and/or school name in the school colors. On days when Student Council or other clubs meet, students may wear their club shirts.

**Standardized shirts may be purchased at each elementary school or by visiting the Web Store located on each school's webpage.**

## Other Dress Code Information

In order to promote safety and professionalism, the following are not permitted:

- Bottoms must be fingertip length or longer and cover all undergarments. The clothing area from the waist to fingertip must be opaque with no holes, rips, tears, or frays.
- Wallet or pocket chains or other kinds of chains
- Excessive make-up
- Distracting or unsafe accessories, facial piercings
- Tattoos, stamps, or any writing or drawings on skin that are not school appropriate
- Tinted or cosmetic contact lenses
- Excessive use of perfumes, colognes or body sprays

The following are not permitted unless worn for a spirit day or special event:

- High heels, platforms, wedges, flip flops, shoes without backs, or wheel shoes
- Pajamas, sleepwear, or slippers
- Hats inside the building (If a cap is worn outside, brims must be facing forward.)
- Bandanas
- Distracting hair styles

**In the event that a child is dressed inappropriately for school, parents or guardians will be contacted to bring appropriate clothing or to address the situation. The school can also provide clothing from the nurse's office if available in their specific size.**

# EMERGENCY EXPECTATIONS

## Drills

Fire drills and lockdowns are held frequently throughout the school year. The school is not required to provide parents with notice of these drills before, during, or after the drill.

## Emergency Preparedness

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have prepared to respond effectively to such situations. Our school district has a detailed disaster plan, which has been formulated to respond to a major catastrophe. Your cooperation is necessary.

In any emergency:

- Do not telephone the school. Telephone lines may be needed for emergency communication.
- Do not attempt to reach your child by cell phone as this may put your child at further risk depending on the emergency, and cell phone lines may be needed for emergency communication.
- In the event of a serious emergency, students will be kept at their schools until a responsible adult who is listed on the school district emergency card picks them up. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - Authorized person is 18 years of age or older.
  - Authorized person is able to walk to school, if necessary.
  - Authorized person is known to your child.
  - Authorized person is both aware and able to assume this responsibility.
- Turn your radio to KBBC 96.7 FM, KZUL 104.5 FM, KNLB 91.1 FM, or KVEZ FM for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service and Internet services are not affected, information will be posted on the school website, which can be accessed through the district website at <https://www.lhusd.org/>.
- In addition, information regarding day-to-day school operation will be available by calling the District Office at 928-505-6900.
- Communicate to your children the need for them to follow the directions of any school personnel in times of an emergency.

## FOOD SERVICE PROGRAM

The District administers a nutritious, well-balanced breakfast and lunch program at all District schools. Taher, Inc. manages the program. Students or parents MUST PAY IN THE SCHOOL KITCHEN (cash or check at the school, no debit/credit cards) **or** online at <https://www.linqconnect.com>. Please note that the District has implemented a “NO CHANGE” policy for meals. Any money given to a cashier for any purchase that has change coming, will be applied to a student’s account, as they no longer have the ability to give out change. The District does not allow for the “CHARGING” of school meals. The front office also cannot credit money for school meals. Menu calendars, prices, and Food Service policies are on the district website.

**A student may bring meals from home but at NO TIME are parents/guardians/outside groups allowed to bring food on campus for distribution unless approval is granted by the Child Nutrition Department.**

**The following items are strongly discouraged from being brought on campus:**

- Energy Drinks, Soda
- Full-Sized Bags of Snacks or Candy

The Lake Havasu Unified School District participates in the USDA National School Breakfast and Lunch Programs by providing free or reduced price meals for eligible children. **Parents must apply for these benefits yearly.** Qualification is determined by income or SNAP, TANF, Foster or Homeless eligibility. Applications are available online at <https://www.linqconnect.com> as well as in the school office.

# MEDICAL ISSUES

## HIPAA

All medical and personal information is kept confidential under the guidelines of HIPAA: Health Insurance Portability and Accountability Act.

## Sick Day Guidelines

District policy requests a child stay home when he or she:

- Has a fever of 100.4 degrees or higher
  - A fever should be gone for 24 hours without medication before returning to school
- Has been vomiting or has diarrhea
  - Keep child home 24 hours after the last vomiting or diarrhea episode
- Has symptoms that keep him or her from participating in school such as:
  - Very tired or lack of appetite
  - Cough that he or she cannot control
  - Moderate to severe headache, body aches or earache
  - Severe sore throat (could be strep even without a fever)
- Communicable disease

## Emergency at School

It is very important that we have current phone numbers (home and work) and emails where you can be reached in the event of an emergency. If your child becomes ill at school or has an accident, which we determine is serious enough to go home, you will be contacted to come and pick up your child. If your child is in an emergency situation at school, we will take immediate action to get your child emergency help by professionals.

## Prescription and Over-the-Counter Medications

If it is necessary for your child to take medication during school hours, please observe the following:

- Prescription medication must be given to the health office in the prescription container where it will be stored.
- Over-the-counter medication must be given to the health office in the original, properly labeled container (it must be FDA approved).
- Students may not carry medication
- Official school medication form (from the health office) must be completed and signed by a parent.
- It is recommended to discuss carry options with the school's nurse and building principal for inhalers or Epi-Pens to ensure a plan is in place to meet the needs of the student.

## Immunizations

To protect children against serious vaccine preventable diseases, Arizona school immunization law requires them to receive immunizations before entry to school. The law requires schools to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports to public health agencies. Students must have proof of all required immunizations, or a valid exemption, in order to attend school. Arizona law allows exemptions for medical reasons, lab evidence of immunity, and personal beliefs.

## Lice

When a child is found to have a lice infestation:

- The parent/guardian will be notified that the child has lice and treatment is needed.
- The child will be required to have one treatment at home.
- It is recommended that all nits be removed; however, the child may return when any remaining nits are farther away than ¼" from the scalp as determined upon examination by the school health office personnel.
- The school may, at their discretion, exclude a child when there is an apparent lack of treatment leading to continued lice infestation and/or viable nits.

**Parents WILL NOT be notified when other children have lice for the following reasons:**

- Privacy
- The risk of getting lice from a classmate is very low.
- To prevent over treatment of non-affected children

## Injured Children

Children with splints, casts, crutches, or other injuries need a physician's note describing physical activity limitations. The child will not be able to participate in activities such as PE and recess until we have a doctor's written release.

## Hearing and Vision Screening

LHUSD state-certified staff provides hearing and vision screening at specified grade levels per Arizona mandate. If a hearing or vision problem is detected, the parent will be notified with a referral letter. If you do not want your child to be screened, please contact the health office to request the opt-out form.

# PERSONAL ITEMS

The following items are to be left at home unless school personnel have granted permission:

- Games and collections
- Toys, electronic included
- Electronic gadgets not approved by the District Technology Bring Your Own Device (BYOD) Policy
  - **If a child brings an e-reader, tablet, cell phone etc. to school, the school is not responsible for loss, theft, or damage to the device.**

The following items are **never** permitted at school:

- Guns (real or toy), ammunition, knives, or any other type of weapon
- Pictures that depict violence
- Lighters, matches, fireworks or other combustible materials
- **Gum**



## Lost and Found

Please mark student belongings with the student's name. When things are left, they are placed in the Lost and Found. At the end of each quarter, unclaimed items will be given to a charity. The school will not be responsible for lost items or money.

# POSITIVE BEHAVIOR INTERVENTIONS SUPPORT

The **Positive Behavior Interventions and Supports** (PBIS) is the Multi-Tier System of Support (MTSS) the Lake Havasu Unified School District uses to recognize and support positive student behavior. Its purpose is to help create and maintain a positive and safe school climate. Lake Havasu Unified School District is committed to resolving behavioral incidents by teaching students social and emotional skills, shaping positive behavior, and restoring relationships. PBIS supports all students through intervention ranging from a school-wide system to developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

## School Counselors

Elementary school counselors may conduct classroom lessons, facilitate small groups as well as meet with students individually to provide developmentally appropriate lessons for students regarding social, emotional, personal, family, behavioral, or peer difficulties, which are interfering with their educational or personal growth.

- **Classroom Guidance:** Counselors may facilitate lessons in classrooms. These lessons will align with each classroom's need, as well as character education, PBIS and the Toolbox curriculum.
- **Small Group Counseling:** Small group counseling sessions may be offered, with parent permission, to students throughout the school year, based on student need. This will allow students to give and receive help from their peers who may be experiencing similar feelings or situations. Examples of small group sessions may include: Divorce, Blended Families, Anger Management, Aggression, Anxiety, Depression, Coping Skills, Motivation, and Resiliency. We are also open to parent suggestions for appropriate group topics.
- **Individual Counseling:** Individual counseling may be conducted in a confidential setting designed to meet the student's immediate needs or concerns. Individual counseling will be short-term in nature and will require parent permission. School counseling services are not intended as a substitute for psychological counseling, diagnosis, or medication, which are not the responsibility of the school. Should a student need on-going therapy, a referral will be made to an outside mental health provider. Individual counseling referrals will be accepted by request of a student, parent, or teacher.
- Please note that the counselor is required by law to share information with parents or others in certain circumstances: Presenting a serious danger to self or another person; Evidence or disclosure of abuse (physically or sexually) or neglect; Threats to school security; Criminal or delinquency proceedings are pending.

## Student Conduct

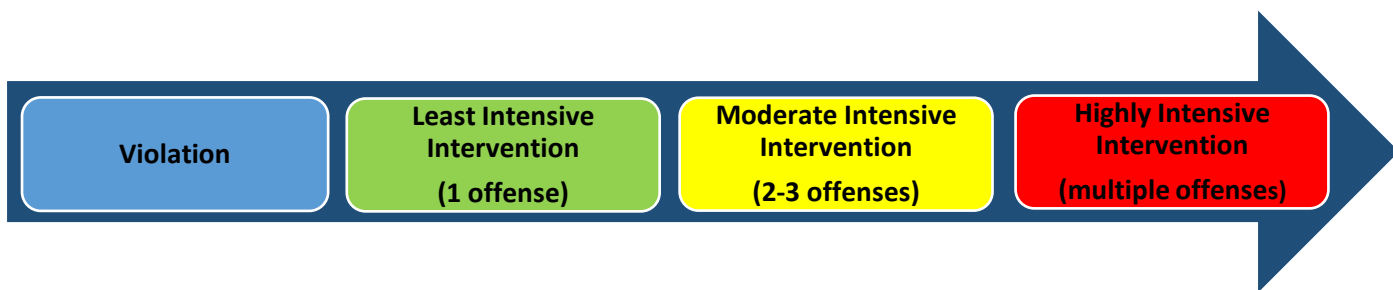
Lake Havasu Unified School District students are expected to support their school by helping to maintain a safe, positive, and participatory learning environment. This ensures each student has the opportunity to develop the academic and social skills necessary to become responsible citizens and contributing members of society. Expectations for student support of our schools **include** acting with respect, integrity and humanity; attending and engaging in class; and demonstrating behavior at all times that is considerate of other students, teachers, staff, parents, and community members.

When student conduct does not meet these expectations, LHUSD schools will resolve behavioral incidents through appropriate interventions and additional opportunities to learn the skills necessary to shape positive behavior.

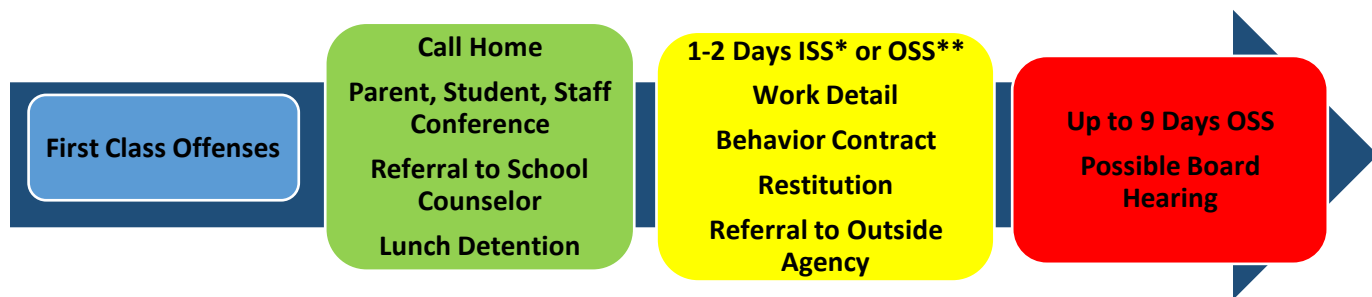
LHUSD will identify the core standards that define our expectations, providing clear parameters and structure. This provides the foundation of a school environment that creates positivity, accountability, and opportunities for success for all students - engaging each student with a focus on scholarship, character, and humanity.

Below is a guide to the probable disciplinary measures that may be taken in the event of student misbehavior. **Absence from the list of additional misbehaviors that may occur does not preclude disciplinary action from being taken on those misbehaviors, nor does it imply limitations to the disciplinary action.**

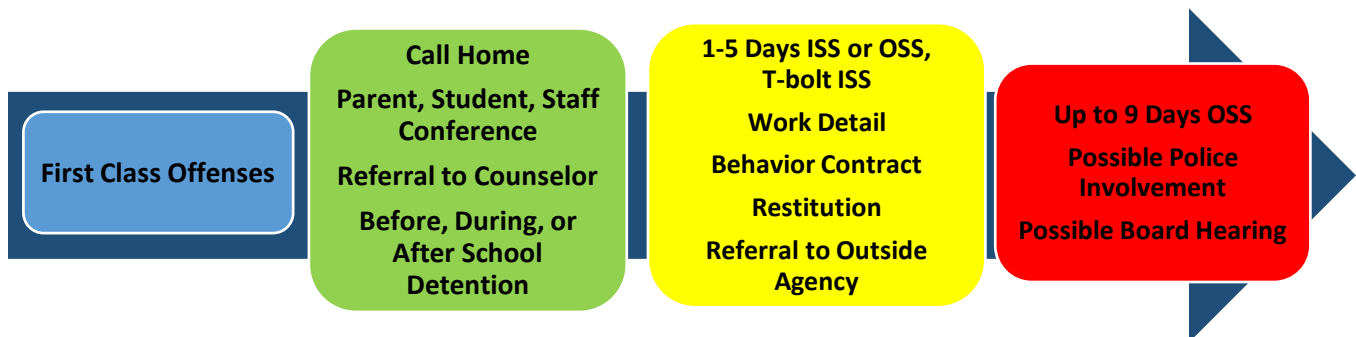
The actual discipline determined for a given violation will be based upon consideration of a variety of factors, which will include, but are not necessarily limited to, the following elements: age of the student; frequency, type, and magnitude of previous misbehaviors by the student; aggravating circumstances associated with the incident; relative severity of the event; whether the student’s behavior violated civil or criminal laws; degree to which the incident interferes with the educational process; extent of endangerment to the student, other persons, and property created by the event; special intellectual, psychological, emotional, environmental, and physical characteristics of the student; student’s attitude concerning the event; and expressed intent concerning the student’s own future behavior.



**First Class Offenses K - 3<sup>rd</sup> Grade**



**First Class Offenses 4<sup>th</sup> - 6<sup>th</sup> Grade**



**FIRST CLASS OFFENSE**

- **Aggravated Assault:** Causing serious bodily injury to another purposely, knowingly, or recklessly, extreme indifference to the value of human life.



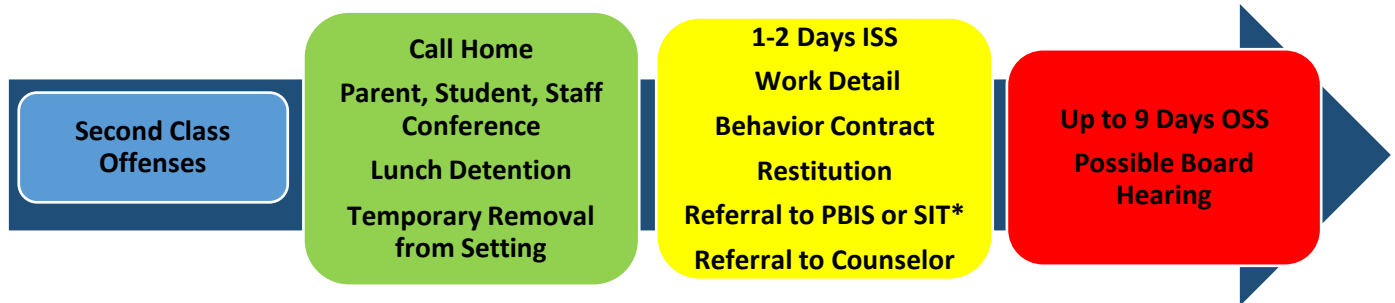
- **Alcohol Violation:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school sponsored events and on school sponsored transportation.
- **Arson:** The intentional burning of school property and/or private property on school grounds.
- **Breaking Behavior Contract:** Breaking contract is the breaking of a School, Hearing Officer, or Board Behavior Contract.
- **Bullying/Cyber Bullying/Harassment/ Sexual Harassment/Intimidation/:** On going actions, which attempt to intimidate/control another student or students, behavior, which is inappropriate or unacceptable at school. Communications motivated by a student's bias attitude about another's sexual orientations, immigration status or other "perceived or actual personal characteristics" are considered hate or bias-related incidents.
- **Disruption of School/Disorderly Conduct:** Conduct or behavior, which is disruptive to the orderly educational operation of the school, including any public areas of the school, such as the office or hallways.
- **Drug Violation/Substance Abuse/Paraphernalia:** Use, possession or distribution of non-prescription drugs, narcotics, other harmful substances, and/or any article related to the use of these substances.
- **Endangerment:** Deliberate attention to bring into danger, create a dangerous situation or recklessly create peril for innocent lives.
- **Excessive Discipline:** Students with seven or more principal discipline referrals in a school year.
- **Fighting:** Engaging in/or threatening physical contact for the purpose of inflicting harm on another person: inciting or encouraging a fight between others.
- **Fire Alarm Misuse:** Deliberate setting off fire alarm with intent to disrupt school environment.
- **Gang Related Activity:** Involvement in gangs or in gang related activities such as drawing or promoting gang symbols or wearing baggy, oversized shirts, imitation of, or association with any hate group by drawing swastikas or the Nazi storm trooper sign, gesturing "Heil, Hitler," writing "white power", using racial/ethnic slurs, stare down's or related activity.
- **Hazing:** Conduct for the purpose of initiation involving harassment.
- **Insubordination:** Severe and/or blatant refusal to comply with a reasonable request of school authorities; includes refusal to wear standardized attire.
- **Physical Assault:** Physical attack by one person or group of persons upon another person who does not wish to engage in the conflict and who has not provoked the attack.
- **School Threat, Bomb Threat:** Engaging in and/or threatening to engage in a school threat, which would/could be perceived to harm the school and/or the school environment. Including but not limited to such school threats as: bomb, chemical, biological or weapons/firing weapons.
- **Sexual Harassment, Sexual Misconduct:** Involving unwanted sexual advancements or obscene remarks.
- **Theft:** Premeditated or organized taking or concealing property belonging to others, pilfering, the action or crime of stealing.
- **Vandalism/Graffiti (Tagging):** Destroying, defacing or damaging objects or materials belonging to the school, its personnel or other persons.
- **Verbal Assault and/or Threat to Another Person:** Statements or actions, which attempt to intimidate, injure, or slander another individual.
- **Weapons Violation:** Possession and misuse of the following:
  - Projectile propelling weapons (guns, and or simulated realistic looking firearms or weapon) a loaded or unloaded, operable or inoperable firearm (gun) or any other device capable of propelling a lethal projectile, whether by explosive or mechanical means.
  - Other weapons or dangerous instrument: An explosive device or their instrument (including but not limited to knives, stun guns, BB guns), capable of intimidating or inflicting bodily harm to another person.

- School owned dangerous instruments: A student shall not intimidate or physically harm another person by deliberately and inappropriately using any school – owned device or instrument. (sharp items, scissors, etc.).

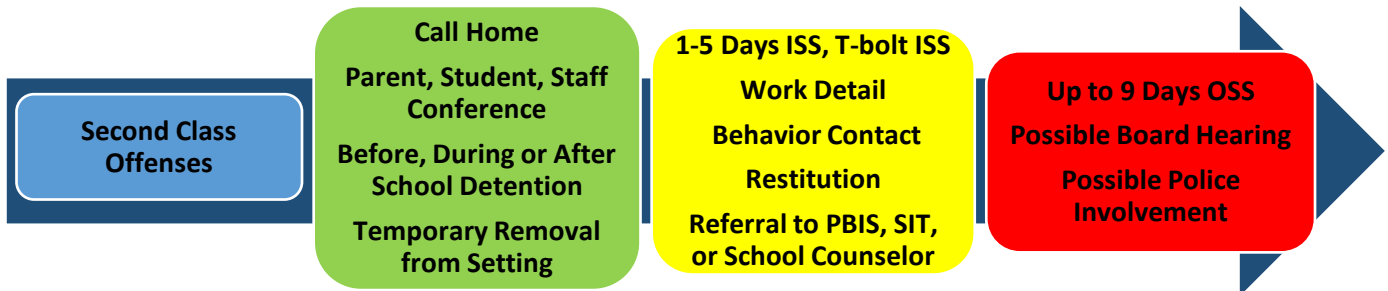
\*ISS = In School Suspension

\*\* OSS = Out of School Suspension

### Second Class Offenses K - 3<sup>rd</sup> Grade



### Second Class Offenses 4<sup>th</sup> - 6<sup>th</sup> Grade

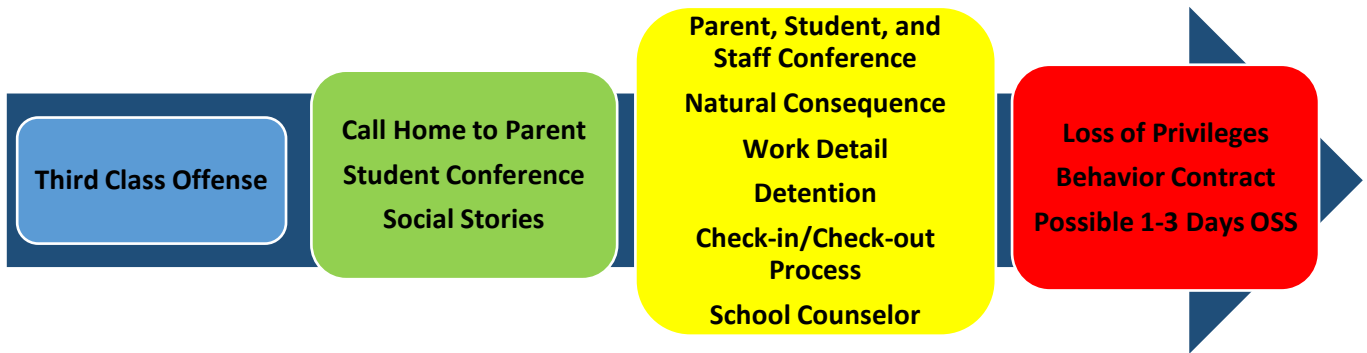


## SECOND CLASS OFFENSE

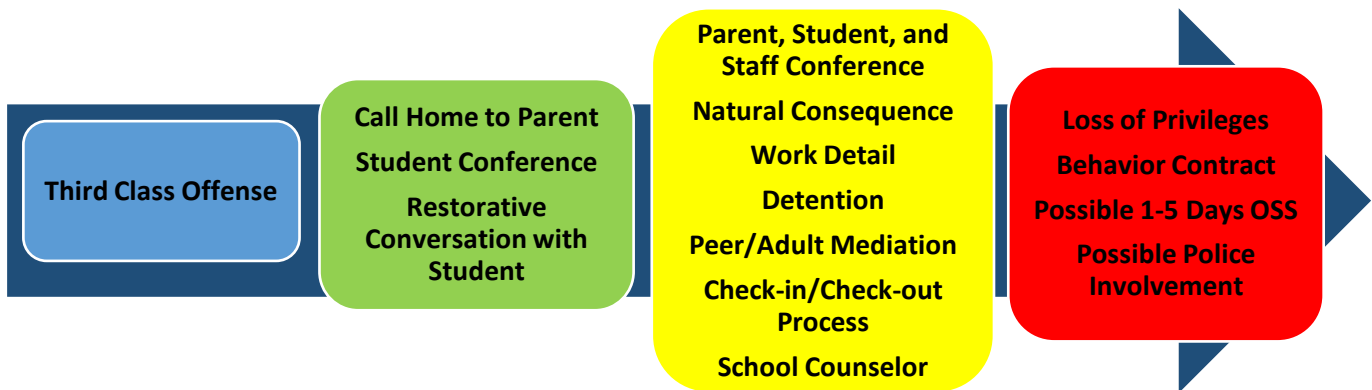
- **Alterations of Records:** Tampering with or changing documents of the school district by any method, including but not limited to computer access or other electronic means.
- **Classroom Disruption:** Action that severely disrupts the normal procedures of the classroom.
- **Combustible:** Student is in possession of substance or object that is readily capable of causing bodily harm or property damage i.e., matches lighters, firecrackers, gasoline, and lighter fluid or other such substance.
- **Contraband:** Items stated in school policy as prohibited because they may disrupt the learning environment.
- **Disrespect toward a Staff Member:** Arguing or other disrespectful behavior directed toward a member of the staff.
- **Extortion:** Obtaining something through force or threat (money).
- **Petty Theft:** Taking or concealing property belonging to others, pilfering, including taking of food in the cafeteria, stealing of something that does not have high value.
- **Recklessness:** Unintentional, careless behavior, lack of control and proper caution that may pose a safety or health risk for others.
- **Safety Violations:** Breaking rules whose purpose is to prevent harm to self and others. Examples are during lockdown and fire drill rules, normal school conduct when walking from class to class.
- **Tobacco Violation:** Use, possession, or distribution of tobacco or tobacco products, including: electronic cigarettes, vape pens, lighters or matches. Police referral may be made.
- **Verbal Provocation:** Means of antagonizing, inciting anger, purposefully stirring up negative or unwanted feelings to incite action.

\*SIT = Student Intervention Team

### Third Class Offenses K - 3<sup>rd</sup> Grade



### Third Class Offenses 4<sup>th</sup> - 6<sup>th</sup> Grade

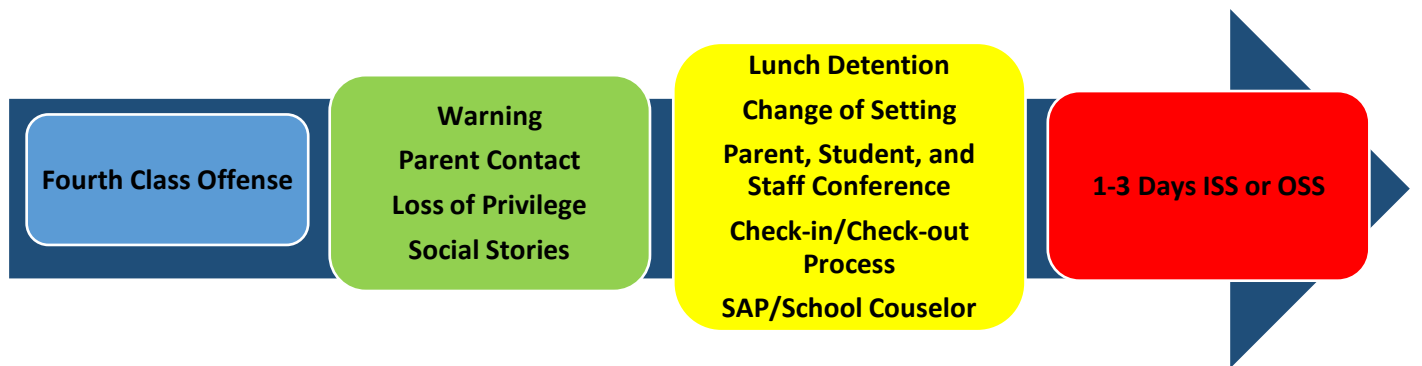


## THIRD CLASS OFFENSE

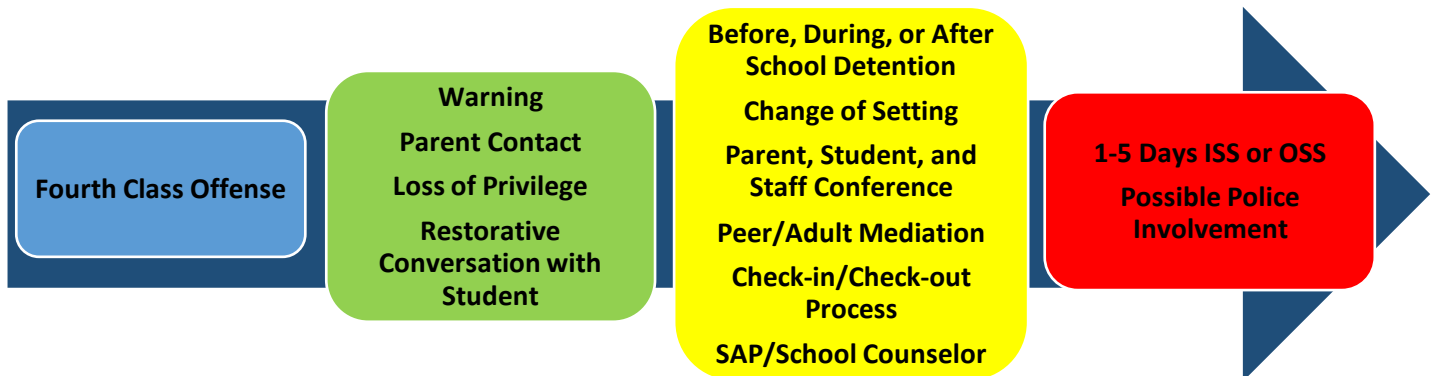
- **Attendance Policy Violation:** Violation of state, school district, or school policy relating to attendance.
  - Tardy: Arriving at school or class after the schedule start time.
  - Unexcused Absence: When a student is not in attendance for the entire day and does not have an acceptable excuse.
  - Truancy: It is unlawful for any child between six and sixteen years of age to fail to attend school during the hour's school is in session, unless excused.
- **Cell Phone/Telecommunication Device Violation:** Improper use of cell phone or telecommunication device during school hours other than approved through BYOD for educational purposes.
  - **First time offense:** The phone will be taken and given back to the student at the end of the day.
  - **Second time offense:** Parent will need to pick up the phone at the end of the day.
  - **Third time offense:** Student will need to give phone to the office daily and pick it up at the end of the day.
  - **Fourth time offense:** Student will not be allowed to have cell phone at school.
- **Computer Violation:** Knowingly not following technology policies outlined in the handbook.
- **Disruption:** Student engages in behavior causing an interruption in class or activity. Disruption includes sustained loud talking, yelling, or screaming; making noise with materials; roughhousing; or sustained out of seat behavior.

- **Dress Code Violation:** Student wears clothing that does not fit within the dress code guidelines stated by school or district policy.
- **Forgery:** Falsely and fraudulently making or altering a document.
- **Gambling:** To play games of chance for money or to bet a sum of money.
- **Leaving Campus without Permission:** Leaving school grounds or being in an “out of bounds” area during regular school hours without permission of the principal or principal designee.
- **Lying:** To make an untrue statement with intent to deceive 2: to create a false misleading impression.
- **Plagiarism:** To steal and pass off the ideas or words of another’s as your own.
- **Profanity/Obscene Behavior:** The delivery of verbal or gestures that include swearing, name-calling, or use of words in an inappropriate way.
- **Scholastic Dishonesty/Cheating:** To deprive of something valuable by the use of deceit or fraud. To violate rules dishonestly.
- **Unauthorized Area:** Knowingly in an undesignated area on campus without permission of a staff member

#### Fourth Class Offenses K - 3<sup>rd</sup> Grade



#### Fourth Class Offenses 4<sup>th</sup> - 6<sup>th</sup> Grade



### FOURTH CLASS OFFENSE

- **Bicycle/Razor, Scooter Safety Violation:** Failure to follow specific bicycle, razor, and scooter safety rules on school grounds.
- **Bus Violation:** Failure to follow specific bus rules designated by the driver.
- **Cafeteria Conduct:** Failure to follow rules and guidelines to keep an orderly, clean cafeteria area.
- **Inappropriate Language:** Profanity, inappropriate gestures and comments.
- **Inappropriate Use of Passes:** Knowingly using hall passes in the wrong way.

- **Noncompliance:** Failure to comply for a reasonable request, failure to serve detentions in a timely manner.
- **Personal Item Violation:** Personal games and collections, electronic toys and gadgets not approved by the District Technology BYOD policy.
- **Playground Rules:** Failure to follow playground rules.
- **Public Display of Affection:** Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy.
- **School Sponsored Rules Violation:** Sponsored activities are an extension of the school day. School rules and district policy apply when involved in these activities and events.
- **Trespassing:** Unlawfully entering the school/district property. To make unwarranted or uninvited intrusion.

**Miscellaneous Offenses:** Any student who performs any act, which materially interferes with or is detrimental to the orderly operation of the school, a school sponsored activity, or any other aspect of the educational process within the school district shall be subject to discipline.

## Bullying

[A.R.S. 15-341](#), section 36, requires the Governing Board to prescribe and enforce policies and procedures to prohibit students from harassing, intimidating and bullying other students on school property, buses, bus stops, at school-sponsored activities and through the use of technology, networks, forums, and mailing lists. The district policy addressing bullying is [5-409 Prohibition on Harassment, Intimidation, and Bullying](#).

## Conduct to and from School

Any inappropriate behavior to and from school can result in disciplinary action by the school and/or police involvement.

## Liability

Individuals who damage school and/or personal property can be held liable for those damages, according to state law. In the case of minor children, their parents are liable. We ask you to help us by teaching your children respect for public property. If an individual is caught vandalizing district property, he/she will be held responsible and may be prosecuted.

## Due Process Procedure

All students are entitled to Due Process. This means there are certain procedures, which school officials must follow prior to taking appropriate disciplinary action. There are also procedures, which students must follow if they do not comply with the school's actions. The school principal has the right to suspend a student for a period of up to ten days. -School officials are not required to initiate or complete Due Process prior to notifying police authorities. If police authorities are notified, parents will be contacted. Any action taken by police will be in addition to action taken by the school.

## Searches and Seizure

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all of its students. Any administrator (of the same gender as the student) making a search or seizure in the presence of a witness will follow the following guidelines:

- General searches of school property (including personal items found on school property) may be conducted at any time, even when the student is not present, if there is a reasonable cause to believe that something which violates a law or school rule is on school property.
- Illegal items (firearms, explosive devices, weapons, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes, may be seized by school employees.
- Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from a student's person.
- The school maintains ownership of students' desks or other areas where students store belongings. The school may and will search these areas on a periodic basis to protect the health, safety, and welfare of all students.
- A school administrator may search motor vehicles parked on school property when there is reasonable cause to believe the health, safety, or welfare of students might be in jeopardy.

**“Our character is what we do when we think no one is looking.” - H. Jackson Brown Jr.**

# **PROCEDURES**

## **Birthdays or Food Sales**

ONLY STORE BOUGHT ITEMS in the original container will be distributed at school. Any foods given out at school must come from a licensed kitchen.

No food sales other than the Federal Lunch Program may occur from midnight to one half hour after school is dismissed.

If a child is planning a birthday party outside of school, invitations **must** be passed out after school unless the entire class is invited.

## **Movie Policy**

Schools follow [Board Policy 5-209.A](#) (Guidelines for Movies/Videos/Electronic Materials) regarding the use of films and videos for student viewing. The policy limits the types of films shown and emphasizes communication with parents. Elementary students may watch G and rated movies without permission. Video clips may be shown in the classroom, including those derived from PG-rated movies, as long as the material in the video clip is deemed appropriate for the classroom environment.

All videos must have been previewed by the teacher or other certified staff member and determined not to contain material that is objectionable or inappropriate for the age group to which it is intended to be shown.

## **Child Custody**

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. **Unless your court order is on file with the school, we must provide equal rights to both parents.** The school cannot be used as a venue for visitation rights of a non-custodial parent.

## Child Abuse and Neglect

All school personnel are **required by law** to report any suspected cases of child abuse or neglect to the appropriate authority. Parents need **not** be informed by the school of any action taken in this area. As mandatory reporters, our concern is always for the safety of a child.

## FERPA: Notice for Directory Information

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that Lake Havasu Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, LHUSD may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow LHUSD to include this type of information from your child's educational records in certain school publications. Examples include:

- Playbill
- Yearbook
- Honor Roll or other Recognition Lists
- Public Media (newspaper, audio/video, live broadcast, Internet, webpages, social media)

Directory information can also be disclosed to outside organizations with a parent's prior written consent. If you do not wish to have your child's directory information released, please indicate so on the LHUSD Student Directory Opt-Out Form located in your registration packet. If you do not have access to the Internet, please contact the district office at 928-505-6900 and forms can be mailed to you. Please understand that signing this form will exclude your child's directory information from any documents that are typically made public or relating to school-related organizations or activities. LHUSD has designated the following information as directory information:

- Student's Name
- Address
- Telephone Listing
- E-mail Address
- Photograph
- Date and Place of Birth
- Dates of Attendance

## Request for Records

Educational records requested by other schools in writing will be forwarded to those schools in which the student seeks or intends to enroll. [Federal Law 99.31](#): No parent signature is required for educational records to be sent to another education agency.

## Challenging the Content of Records

Parents of students under 18 may challenge the content of a student's records to insure that the records are not inaccurate, misleading, or otherwise a violation of the privacy or other rights of the student. The hearing procedure provided by the district provides an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data and/or the opportunity for the parents to enter an explanatory statement concerning the records. Although improperly recorded grades may be challenged, parents and students are not allowed to contest the grade given based upon a student's performance.

# REGISTRATION OF STUDENTS

## Admission of Students

When you register your child in the LHUSD, you will need a certificated birth certificate and a current immunization record or a valid exemption. According to policy, a child must be five years of age prior to September 1 of the current school year to be admitted to kindergarten. Children may be admitted to first grade who are six years of age prior to September 1 of the current school year. **The principal must approve any exceptions to this policy.** Children who are 4 years of age will be screened to determine academic and social readiness prior to enrollment approval. Proof of Arizona residency is required by submitting one form of identification that states the current address of your child and completing the required State of Arizona Residency Form.

## Placement of Kindergarten Students

Some students, due to maturity, behavior, or stamina issues are not developmentally ready for a full day of kindergarten. If, within the first three weeks of school we find your child is not ready for a full day of kindergarten, we will either ask you to consider waiting another year or in some cases provide your child with a shortened day with the goal of full day kindergarten either later in the year or the following year. Some students with 504 plans or Special Education students with an IEP may also have this recommendation written into their plans.

## Parent Requests

The teachers who are hired to teach in our elementary schools are qualified professionals. Though we value parent input, parent requests will not be honored to move a child from one classroom into another or requests to place a child with a particular teacher. We strive for the best education for all of our students including balanced classes. At each grade level, teachers work together to plan for an equitable learning experience for the children.

# SPECIAL SERVICES

## Child Find Policies

The District will ensure that all children with disabilities, between the age of birth (0) through twenty-one (21) years, within the boundaries of the District, including children with disabilities who are homeless, wards of the state, and children with disabilities attending private schools or home schools, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated at no cost to parents.

Parents may request screening and evaluation at any time, whether or not their child is enrolled at the District's public school program. Requests for evaluation and screening for school-aged children (kdg-21 years) must be made in writing to the principal of the school the child attends. If a school-aged child is home or private schooled, the request must be made in writing to the Director of Special Services, at the District Office at 928-505-6900. Requests for screening and evaluations for children ages 3-5 years may be referred to the Smoketree Preschool Developmental Preschool at 505-6033. The Arizona Early Intervention Program (AzEIP) provides Screening and evaluation procedures for infants and toddlers (birth to age 3). The local AzEIP Service Coordinator may be contacted at A-Z Therapies at 928-727-3045.



# SAFETY EXPECTATIONS

Safety is of the utmost importance to us.

- Always use assigned crosswalks to cross streets.
- Please use care when driving up to the school or into the parking lot. **Always drive slowly and watch for children.**
- Handicap license plates or mirror tabs are required to park in handicap spaces.
- **There is no staff supervision before 7:45 a.m. or after 2:45 p.m.**
- Warn your child to never talk to a stranger, go up to a car, or accept gifts from strangers. Instruct children to get the license number of any suspicious car and description of any suspicious character. Your child should know to run for help if he/she feels threatened or scared in any way.

## Surveillance

Surveillance cameras monitor LHUSD property, including busses. Video may be disclosed to appropriate authorities or third parties only with approval of the Superintendent or designee except in the case of a health and safety emergency.

### *Use of Video Recordings*

The Board or administrators may use a video recording of actions by students as evidence in any disciplinary action brought against students arising out of the student's conduct in or about District's property.

Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to Board policy and school rules.

The District may use video surveillance to detect or deter criminal offenses that occur in view of the camera.

Video recordings may be released to third parties or applicants in conformance with the provisions contained in the Family Education Rights and Privacy Act (FERPA), and any rules, regulations or applicable law.

In the event of a catastrophic health and safety emergency, live video may be shared with law enforcement to ensure the safety and security of students and staff.

The Board or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline.

The District shall not use video monitoring for other purposes unless expressly authorized by Board policy or regulations.

[3-401.A Safety and Emergency Management – Property Safeguards](#)

## School-Wide

- Keep hands, feet, body, and unkind words to self
- Run only on playground or field
- Climb only on designated climbing equipment
- Keep landscaping and rocks in place
- Show respect for school property including walls, doors, and buildings
- Stay safely away from air conditioning units, pipes, sprinkler heads, etc.
- Use only positive language and gestures
- Boys and girls need to refrain from touching or showing affection



## Bathrooms

- Use quiet voices
- Use the toilets properly and flush
- Always be private and proper
- Use stall doors properly
- Keep the bathroom clean
- Wash and dry your hands without playing with soap, water or anything else

## Lunchroom

- Walk in the lunchroom and to the playground
- Sit at your assigned area
- Raise your hand before getting up
- Clean your area and use appropriate trash containers
- Eat your own food (no sharing because of possible allergies)

## Playground

- Play in designated areas
- Rocks and sand are not picked up, kicked, or thrown
- Hold onto playground balls/equipment when walking to and from the playground area
- Play only non-tackle games
- No hard balls, league balls, wooden or metal bats
- Play only nonviolent games
- Play tag safely and responsibly

## Swings

- Sitting position only
- No jumping or flips off the swings
- Only an adult may push a child on a swing
- Stay clear of those swinging

## Slide

- Sitting with feet forward only
- One at a time up steps holding handle
- One at a time down



- No other items on the slide
- Stay clear of students getting off

## Climbing Bars

- Hands only
- No one on top, standing, crawling, walking
- No tag, chicken fights, or other body contact
- No feet on bars
- Go in one direction

## Tetherball

- No hitting rope instead of ball
- No touching pole with your body
- Do not touch game ball while in line
- Only single hits
- No catching/stopping ball
- Never use rope on self or others

## Pets/Animals on School Property

Prior approval from the classroom teacher and the principal is needed before bringing a pet to school for show and tell or instruction. On those rare occasions, the pet must be accompanied at all times by a parent or guardian. Certain educational pet partner programs bring dogs or cats to read with selected students one day per week. Otherwise, **no animals are permitted on campus without prior permission.** If you bring a pet when dropping off or picking up a child, the pet must remain in the car.

# SCHOOL AND HOME COMMUNICATION



**\*If you would like to meet with your child’s teacher, please contact your child’s teacher to set up a conference.**

## LHUSD Parent Notification System

The Lake Havasu Unified School District uses a Parent Notification System as the alert and notification service. This system will send personalized messages to a landline, cell phone, text, or email. When a call comes from the school, your caller ID will display the main school phone number. When listening to a message, please be aware that background noise will cause the system to stop and start. **It is very important that the school has all your current telephone numbers and email addresses so that you will not miss any important communication.**

## LHUSD Parent Information App

The Lake Havasu Unified School District has developed a mobile app to provide parents accessible links to pertinent district information. More information for downloading this app is available through this link:

<https://www.lhusd.org/sys/content/newspost/88c06ab56850427d85d0c7b23d83e87f>

# TECHNOLOGY

## Policies

LHUSD uses technology in all aspects of instruction, which includes Internet use, email, computer, IT devices, educational software, etc. While the district will take all responsible precautions to protect your child, realize the district cannot prevent access to all controversial materials. The district may log and monitor all system utilization. We expect your child to follow the district technology policy, which is based upon Federal, State, and local laws regarding acceptable use of computers and IT regardless of whether they belong to the district or to an individual. Anyone who misuses, abuses, or chooses not to follow these guidelines and procedures will be denied access to the district's technology services and may be subject to disciplinary action. The following are **not** permitted:

- Submitting, accessing, downloading, publishing, or displaying offensive messages, pictures, illegal material, or material harmful to minors
- Cyber Bullying/Bullying of any type including but not limited to: harassing, insulting, or attacking others, including the use of profanity or obscene language
- Unlawfully accessing, damaging, modifying, or hacking computer systems, networks, and software
- Plagiarizing and/or violating copyright laws and regulations
- Using school computers or networks for personal gain or unlawful activities
- Using and sharing of passwords of others or interfering with other security systems
- Accessing any non-school sanctioned electronic communication such as email, chatrooms, etc.
- Using school computers, networks, or IT devices without authorization or in an inappropriate manner
- Uploading, downloading, installing any program not approved by the administration
- Revealing personal information of a minor, such as name, address, etc. to unauthorized parties

## Bring Your Own Device (BYOD)

The District Technology Plan states, *"We will provide students with innovative and collaborative educational strategies to integrate technology as they continue to move through the 21<sup>st</sup> Century."* As cloud computing and collaborative social media continues to increase, allowing students to bring their personal digital devices to school provides another avenue to access digital resources. Children are living in a world where they typically have immediate access to information anytime and anywhere. Granting them permission to bring these devices to school with a specific education purpose can increase high quality and rigorous learning.

## Device Types

BYOD are personal, digital, portable devices including laptops, netbooks, tablet (i.e.: iPads, Playbooks, etc.), digital cameras, digital video recorders, e-readers (i.e.: Kindle Fire, etc.), cell and smart phones, and MP3 players.

### Student:

- Takes full responsibility for his/her device
- Complies with the teachers' instruction pertaining to the project using the digital device and uses the device only during specific classroom hours
- Charges the personal device prior to bringing it to school

- Adheres to the rules stated in the IT Use Agreement Policy

#### The District:

- Is not responsible for the security of the device
- **Is not liable for the theft, damage, repair, upkeep, loss, or vandalism of the personal device (Note: It is recommended the owner record the device's serial number, model, and type.)**
- Reserves the right to inspect a child's personal device if there is reason to believe the child has violated district policies, school rules, or the IT Use Agreement Policy
- Has instituted protocol that meet the requirements of the Children's Internet Protection Act (CIPA)

## Internet Safety

From Arizona Attorney General's Office:

As the Internet continues to grow and offer a wealth of information to people around the world, so does the importance of protecting children and teens from potential Internet predators. In addition to identity theft and credit card fraud, new issues affecting teens, such as Cyber-Predators, Sexting, and Cyber-Bullying, Substance Abuse and managing online profiles are at the forefront of the Internet safety concerns. The Arizona Attorney General's Office is committed to protecting children and teens from online predators and to providing resources to help individuals best protect their information online. To that end, the Attorney General's Office is a member of the Arizona Internet Crimes Against Children Task Forces (AZ ICAC). ICAC is a national network of 61 coordinated task forces representing over 3,000 federal, state, and local law enforcement and prosecutorial agencies, 53 are Arizona law enforcement agencies.

Together, the Arizona Attorney General's Office and the AZ ICAC have produced materials for adults, parents, children and teens with tips to help spot potential Internet predators and how best to protect yourself on the web. Check them out here: [www.azag.gov/internet-safety](http://www.azag.gov/internet-safety)

Also available are additional pages on school presentations, Cyber-Bullying, Sexting as well as parent resources for more information on how you can best protect yourself and your children from online predators.

## Children's Online Privacy Protection Act

Lake Havasu Unified School District seeks to extend and enhance the educational opportunities for students with varying technology applications and web-based services. A federal law known as the Children's Online Privacy Protection Act governs the use of many of these resources by children under the age of 13. In order for our students to use these programs and services, certain personal identifying information must be provided to the website operator. A complete list of student web-based tools, software and applications that are operated by third parties can be found on our district website at <https://www.lhusd.org/> under District > About LHUSD > Privacy Policies. An Opt-Out Form can be found in your registration packet. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information under the age of 13. This is included in the Student IT Use Agreement form, which parents sign.



## Videotaping

Videotaping by teachers is done in classrooms for educational purposes and is for internal use only or may be posted on social media pages with parent permission (i.e.: Facebook, Instagram etc.)

## Cell Phones

Cell phones must be turned off and not visible during the school day. If a student is wearing a telecommunication device (smart watch phone), it must be turned off during the school day. When a student needs to use his/her cell phone before or after school, he/she must be in the presence of a staff member. Any violations will be addressed by administration.

# It Takes A Village To Raise A Child.



## APPENDIX: RESOURCES

- **Elementary School/Family Compact**
- **Tax Credit Information**
- **Community Resource Link**
- **School District Guide to Solving Problems and Getting Answers Fast**
- **Governing Board Information**

## ELEMENTARY SCHOOL FAMILY/SCHOOL COMPACT

A compact is a voluntary agreement between two groups that firmly unites them. The purpose of the elementary school compact is to communicate a common understanding of home and school responsibilities to assure that every student attains high standards and quality education. It is imperative that each person assume his or her responsibilities.

### PARENT RESPONSIBILITIES:

- Understanding the guiding principles and the importance of their support with their student's education
- Holding students accountable for their responsibilities
- Reinforcing the completion of homework
- Encouraging and recognizing educational success
- Supporting the discipline guidelines to ensure learning of all students.
- Seeking information and staying informed
- Participating in school activities
- Ensuring their students attend classes regularly and on time
- Communicating concerns and solutions

### STAFF RESPONSIBILITIES:

- Supporting the implementation of the guiding principles
- Modeling and reinforcing positive behavior
- Modeling the concept of lifelong learning
- Maintaining a safe and positive learning environment
- Following curriculum maps to assure equal access to information for all students
- Making responsible and efficient use of resources
- Maintaining open lines of communication with parents and within all levels of the district and community
- Holding themselves accountable to high professional standards
- Communicating concerns and solutions

### ADMINISTRATION RESPONSIBILITIES:

- Hiring and supporting staff that will carry out the implementation of the guiding principles
- Modeling the concept of lifelong learning and supporting personal and professional growth in all staff
- Holding staff accountable to high standards in the implementation of their job duties
- Developing systems that promote and enhance student achievement
- Monitoring the learning environment to ensure safety and discipline
- Building trust and positive relations with personnel, parents, and community
- Modeling the open and honest communication expected from all constituencies
- Monitoring curriculum and adapting as necessary to meet local, state, and national needs
- Addressing educational issues at the state and federal levels
- Communicating concerns and solutions

### STUDENT RESPONSIBILITIES:

- Be active participants and take responsibility in the learning process
- Maintain a good attendance record
- Be on time and prepared with materials and assignments
- Be respectful of others and the learning environment
- Accept responsibility for personal actions
- Work to the very best of their ability
- Respect school property
- Communicate concerns and solutions

### STUDENT HANDBOOK:

I understand that it is my responsibility to review the Elementary Student Handbook ON-LINE at my school's website. If computer access is not available, printed copies are available on request. I also understand that I am a partner with school district personnel and will join with them in assuring that my child complies with the established student discipline guidelines. I understand that compliance with the rules helps ensure that children and staff have a safe, orderly environment in which to work and play. In addition, I expect my child to accept the consequences if she/he breaks a rule.

By signing below I acknowledge that I will strive to meet my responsibilities as set forth above in the Elementary School Family/School Compact and in the Student Handbook. For any questions, I will contact the school office.

|                         |        |
|-------------------------|--------|
| Student's Printed Name: | Grade: |
| Student's Signature:    | Date:  |
| Parent's Signature:     | Date:  |
| Teacher's Signature:    | Date:  |
| Principal's Signature   | Date:  |





## LHUSD #1 School Tax Credit for Extra-Curricular Activities

**OFFICIAL USE ONLY**

Receipt#: \_\_\_\_\_  
\$ Amount: \_\_\_\_\_  
PAID BY: CASH  
Check/Card#: \_\_\_\_\_  
Initialed: \_\_\_\_\_

### Designate Your Tax Dollars to Help Students of LHUSD #1

Did you know that if you must file and pay State of Arizona income taxes, you may contribute to any of the LHUSD #1 schools and receive a Dollar-for-Dollar tax credit of equal value when you file your tax return? Your tax dollars support extra/co-curricular school programs in Lake Havasu City, and your tax dollars stay in Lake Havasu City instead of going to Phoenix!

**By giving now, you reduce your state income tax liability later! *It's a win-win for all of us!***  
**Make checks payable to LHUSD #1**

To pay by credit card, visit the District Office OR make an online payment at [www.lhusd.org](http://www.lhusd.org)

Taxpayer Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_ Email (For electronic receipt only) \_\_\_\_\_

**Amount of Contribution:** \$ \_\_\_\_\_ Contributions are **NONREFUNDABLE** and **NONTRANSFERABLE**

**MAXIMUM eligible tax credit: \$200 if AZ income tax filing status is Single OR \$400 if AZ income tax filing status is Married, filing a joint return**

**YOU hold the power to choose how YOUR state income tax dollars are invested!!**

### 1) Select Your School:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Lake Havasu High School   | <input type="checkbox"/> Havasupai Elementary | <input type="checkbox"/> Oro Grande Classical Academy |
| <input type="checkbox"/> Thunderbolt Middle School | <input type="checkbox"/> Jamaica Elementary   | <input type="checkbox"/> Smoketree Elementary         |
|  | <input type="checkbox"/> Nautilus Elementary  | <input type="checkbox"/> Starline Elementary          |

### 2) Select Your Designated Preference:

- |   |   |
|---|---|
| <input type="checkbox"/> No Preference - distribute to activities as needed | <input type="checkbox"/> Approved Club/Program _____                    |
| <input type="checkbox"/> Athletic Scholarship: LHHS <u>or</u> T-Bolt        | <input type="checkbox"/> Kindergarten Enrichment (for full day program) |

**\*OPTIONAL:** Complete this section ONLY if designating funds for a specific middle school or high school student:

\*Student Name: \_\_\_\_\_ SCHOOL: LHHS \_\_\_\_\_ T-Bolt \_\_\_\_\_

Athletic fee **OR**  Club \_\_\_\_\_

All contributions receive a receipt for tax purposes. If you pay by mail, the receipt will be mailed to you.

Return this form with your contribution to:

LHUSD #1 - Tax Credit  
2200 Havasupai Blvd., Building C  
Lake Havasu City, AZ 86403

Phone: 928-505-6900 Fax: 928-505-6999

Additional Forms and Information at [www.lhusd.org](http://www.lhusd.org)

*Thank You for Your Support!*

Revised 4/29/2020



# COMMUNITY RESOURCES

|                                |              |
|--------------------------------|--------------|
| Arizona's Children Association | 928-680-4458 |
| Beacon of Hope Hospice         | 928-453-4200 |
| Community Health Foundation    | 928-453-8190 |
| Department of Child Services   | 928-854-0315 |
| Haven Family Resource Center   | 928-505-3153 |
| Hospice of Havasu              | 928-453-2111 |
| LHC Parks and Recreation       | 928-453-8686 |
| LHC Police                     | 928-855-4111 |
| Mohave County Probation        | 928-453-0707 |
| Mohave Mental Health           | 928-855-3432 |
| River Cities United Way        | 928-855-6333 |
| Southwest Behavioral Services  | 928-453-2661 |



## Lake Havasu Unified School District #1 Guide to Solving Problems and Getting Answers Fast

The Lake Havasu Unified School District has established procedures to effectively and efficiently respond to questions and suggestions from parents and community members. This guide is meant to serve as a resource for parents and community members to identify the district staff that would have the most information to provide answers to questions and concerns. If you have any questions or concerns related to the school district or your child's progress, please do not hesitate to call. The Lake Havasu Unified School District is here to meet the needs of all students, staff, parents and community members.

### K-8 School and High Schools (General, Staff, etc.)

- Step 1 - Classroom teacher; if not resolved...
- Step 2 - School Principal; if not resolved...
- Step 3 - Complaint form from District Office
- Step 4 - Director will investigate; if not resolved...
- Step 5 - Superintendent

### Curriculum Questions

(State standards, material being taught, textbooks and Materials)

- Step 1 - Classroom teacher; if not resolved...
- Step 2 - School Principal; if not resolved...
- Step 3 - Complaint form from District Office
- Step 4 - Director of Student Achievement; if not resolved...
- Step 5 - Superintendent

### Medical Question and Concerns

- Step 1 - School nurse; if not resolved...
- Step 2 - School Principal; if not resolved...
- Step 3 - Complaint form from District Office
- Step 4 - Director of Special Services; if not resolved...
- Step 5 - Superintendent

### Transportation (Bus Stops, Route Problems, Behavior, etc.)

- Step 1 - Transportation office; if not resolved...
- Step 2 - Transportation Supervisor; if not resolved...
- Step 3 - Complaint form from District Office
- Step 4 - Director of Business Service, or Director of Special Services (if 504 or SPED); if not resolved...
- Step 5 - Superintendent

### Student Behavior

- Step 1 - Classroom teacher; if not resolved...
- Step 2 - School Principal; if not resolved...
- Step 3 - Complaint form from District Office
- Step 4 - Director will investigate; if not resolved...
- Step 5 - Superintendent

### Special Education and Section 504

- Step 1 - Special Education/General Education Teacher; if not resolved...
- Step 2 - School Principal; if not resolved...
- Step 3 - Complaint form from District Office
- Step 4 - Director of Special Services; if not resolved...
- Step 5 - Superintendent

### Gifted Education

- Step 1 - Gifted Classroom Teacher; if not resolved...
- Step 2 - School Principal; if not resolved...
- Step 3 - Complaint form from District Office
- Step 4 - Director of Student Achievement; if not resolved...
- Step 5 - Superintendent

### Maintenance (Buildings, fields, etc.)

- Step 1 - Maintenance office; if not resolved...
- Step 2 - Maintenance Supervisor; if not resolved...
- Step 3 - Complaint form from District Office
- Step 4 - Director of Business Services; if not resolved...
- Step 5 - Superintendent

### Athletics

- Step 1 - Coach; if not resolved...
- Step 2 - Athletic Director; if not resolved...
- Step 3 - School Principal; if not resolved...
- Step 4 - Complaint form from District Office
- Step 5 - Director will investigate; if not resolved...
- Step 6 - Superintendent

### After School Activities (Clubs, etc.)

- Step 1 - Activity Sponsor; if not resolved...
- Step 2 - School Principal; if not resolved...
- Step 3 - Complaint form from District Office
- Step 4 - Director will investigate; if not resolved...
- Step 5 - Superintendent

### Budget and Finance Questions

- Step 1 - Director of Business Services; if not resolved...
- Step 2 - Superintendent

### Facility Usage

- Step 1 - AA of Student Achievement; if not resolved...
- Step 2 - Director of Student Achievement; if not resolved...
- Step 3 - Superintendent

### Phone Numbers

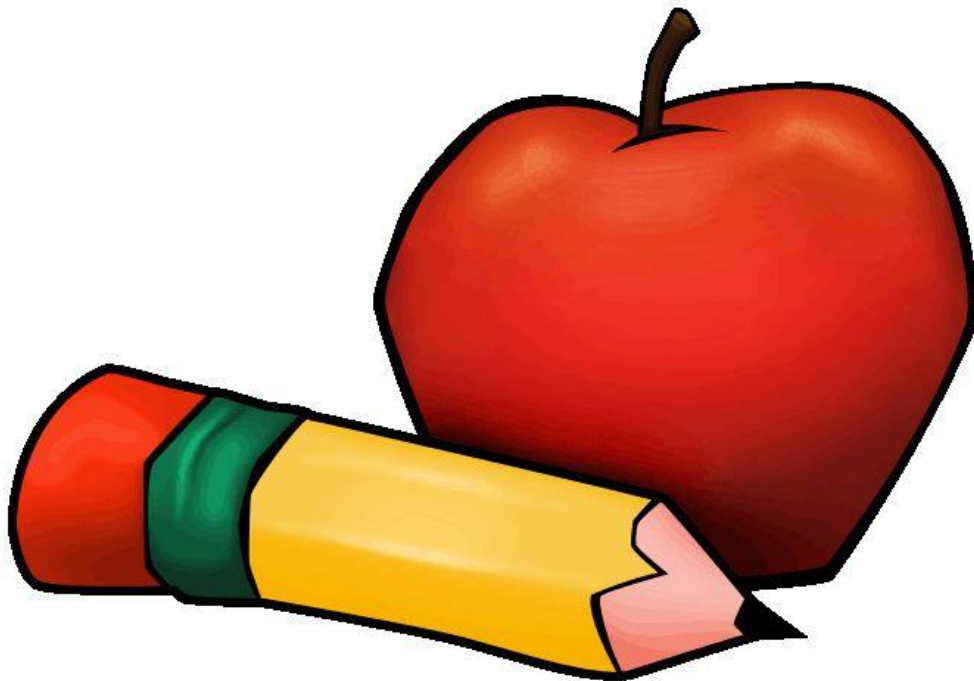
|                     |              |
|---------------------|--------------|
| Business Services   | 928-505-6936 |
| District Office     | 928-505-6900 |
| Human Resources     | 928-505-6904 |
| Maintenance         | 928-505-6918 |
| Special Services    | 928-505-6948 |
| Student Achievement | 928-505-6915 |
| Superintendent      | 928-505-6925 |
| Technology          | 928-505-6909 |
| Transportation      | 928-505-6960 |

*Lake Havasu Unified School District will engage each student with a focus on scholarship, character, and humanity – so that all students may graduate with the academic and social skills necessary to become responsible citizens and contributing members of society.*

## Governing Board Information

Lake Havasu Unified School District #1  
2200 Havasupai Boulevard, Lake Havasu City, AZ 86403-3798  
Phone: 928-505-6900 Fax: 928-505-6999  
Website: <https://www.lhusd.org/>

| Board Member    | Position       | Email  | Phone #      | Term Completion |
|-----------------|----------------|--|--------------|-----------------|
| Kyle Neidermann | President      | <a href="mailto:Kyle.Neidermann@lhusd.org">Kyle.Neidermann@lhusd.org</a> | 928-600-3883 | 12/2024         |
| Sharon Harvey   | Vice-President | <a href="mailto:Sharon.Harvey@lhusd.org">Sharon.Harvey@lhusd.org</a>     | 303-868-1273 | 12/2026         |
| Eric Aurand     | Member         | <a href="mailto:Eric.Aurand@lhusd.org">Eric.Aurand@lhusd.org</a>         | 928-846-7020 | 12/2024         |
| John Masden     | Member         | <a href="mailto:John.Masden@lhusd.org">John.Masden@lhusd.org</a>         | 928-680-0041 | 12/2024         |
| Lisa Roman      | Member         | <a href="mailto:Lisa.Roman@lhusd.org">Lisa.Roman@lhusd.org</a>           | 804-787-3920 | 12/2026         |



SCHOOL BOARD