

SCHOOL CALENDAR 2023/2024

AUGUST

3 First Day of School
26 SAT

SEPTEMBER

4 Labor Day-No School
23 ACT

OCTOBER

6 No School/Parent Conferences
7 SAT
9-13 Fall Break
16 School Resumes
14 PSAT Test
28 ACT

NOVEMBER

4 SAT
10 Veterans Day (Observed)
No School
22-24 Thanksgiving Break
27 School Resumes

DECEMBER

2 SAT
9 ACT
19, 20, 21 High School Finals – Early Release
21 End 1st Semester – Early Release
22 No School / Staff In service
25-29 Winter Break

JANUARY

1-5 Winter Break
9 School Resumes
15 MLK Day – No School

FEBRUARY

13 ACT
19 President's Day No School

MARCH

9 SAT
15 Early Release/
Parent/Teacher Conference
18-22 Spring Break – No School
25 School Resumes

APRIL

13 ACT
26 Testing Break-No School

MAY

4 SAT
17 Last Day for seniors
21, 22, 23 Early Release/Final Exams
23 Graduation/End 2nd Semester/
Early Release/Last day of school
24 Teacher Workday

JUNE

3-28 Summer School
1 SAT
8 ACT

*Early release is every
Thursday at 12:25pm

The Student Handbook is divided into the 7 sections listed below:

REGISTRATION.....	9-11
ACADEMICS	12-16
EXTRA CURRICULAR/CO-CURRICULAR ACTIVITIES	16-18
STUDENT SERVICES.....	18-21
MISCELLANEOUS	21-26
ATTENDANCE POLICY	27
STUDENT CONDUCT.....	45

Specific topics are listed below:

ABSENCES	27
ADVANCED COURSES & ADV. EXAMINATIONS	14
ASBESTOS (AHERA NOTIFICATION)	25
ATHLETIC ELIGIBILITY RULES	16-17
ATTENDANCE POLICY	26-27
BOOKSTORE (HOURS).....	19
CAREER CENTER.....	19
CELEBRATIONS	19
CELL PHONES.....	31
CHANGING CLASSES.....	18
CHILD FIND.....	22
CITIZENSHIP/WORK HABITS GRADE	14
CLASSIFICATION BY GRADE IN SCHOOL	12
CLUBS & ORGANIZATIONS.....	6
COLLEGE CLASSES.....	14
COMPUTER USE POLICY.....	28
CONSEQUENCES OF EXCESSIVE ABSENCES	27
CORRESPONDENCE COURSES	14
DANCE GUIDELINES	17-18
DANCE REGULATIONS	17
DETENTIONS.....	44
DIRECTORY INFORMATION	23-24
DIRECTORY OF SCHOOL OFFICES.....	7-8
DRESS CODE (PERSONAL APPEARANCE)	39-40
DRUG-FREE ZONE	21
DUE PROCESS.....	41
EARLY GRADUATION.....	15-16
EDUCATIONAL PHILOSOPHY	4
ELIGIBILITY RULES.....	17
EXCESSIVE ABSENCES.....	27
EXCUSED ABSENCES.....	27
EXTRACURRICULAR PARTICIPATION.....	16-17

FINALS	13
FIRE DRILL REGULATIONS.....	22
FOOD SERVICE.....	20
GENERAL ENROLLMENT	12
GRADES.....	12
GRADUATION REQUIREMENTS.....	12
GUARDIANSHIP	9
COUNSELING	18
HALL PASSES	28
HAZING	39
HEALTH OFFICE	19
HOMELESS STUDENTS	11
HONOR ROLL.....	15
IDENTIFICATION CARDS.....	19
INTERROGATIONS	41
JURISDICTION OF THE SCHOOLS.....	42
LEAVING A CLASS OR LEAVING CAMPUS.....	26
LIBRARY/MEDIA CENTER	19
LOST AND FOUND	20
MARRIED STUDENTS.....	10
MEDIA	24
MOVIE POLICY.....	30-31
NATIONAL HONOR SOCIETY.....	15
OBLIGATIONS	13
OBLIGATIONS AND ACTIVITIES	16-17
OUT OF SCHOOL SUSPENSION	44-45
PARKING PERMITS.....	21
PAYMENTS TO BOOKSTORE	19
PERSONAL ITEMS	31
POLICE INVOLVEMENT.....	42
PRIVACY ACT.....	23
PROGRESS REPORTS.....	13
PROTECTION OF STUDENT RIGHTS.....	24-25
RECORDS (STUDENT)	10
REGISTRATION.....	9
REPEATING A CLASS.....	13
REPORT CARDS	13
REPORTING ABSENCES.....	27
RESPECT FOR OUR NATION.....	4
RETURNING TO SCHOOL AFTER AN ABSENCE	27
SCHOOL CALENDAR.....	1
SCHOOL MAP.....	5
SCHOOL PICK UP	21
SEARCH AND SEIZURE.....	41-42

SELF DEFENSE.....	42
SEXUAL HARRASSMENT.....	39
SHOW OF AFFECTION.....	39
STANDARDIZED SHIRT (FAILURE TO WEAR).....	39-40
STAFF.....	7
STEP PROCEDURE.....	49
STUDENT CONCERNS.....	43
STUDENT COURT.....	45
STUDENT INSURANCE.....	17
STUDY HALL.....	22
SURVEILLANCE.....	42
SUSPENSION/DETENTION HALL RULES.....	44
SYNERGY.....	13
T.A. CREDIT.....	14
TARDINESS.....	27
TELEPHONE REGULATIONS.....	22
TEXTBOOKS.....	22
TRADITIONS.....	25-26
TRANSCRIPTS.....	10
TRANSFER GRADES.....	9
TUITION.....	10
UNEXCUSED ABSENCES (DITCHING).....	27
UNIVERSITY REQUIREMENTS FOR ARIZONA.....	15
VISITORS.....	21
WEB SITE.....	8
WEIGHTED GRADES.....	15
WITHDRAWAL FROM A CLASS.....	18
WITHDRAWAL FROM SCHOOL.....	11

STATEMENT OF EDUCATIONAL PHILOSOPHY

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.

RESPECT FOR OUR NATION

Students are encouraged to show respect for our country by attentively joining fellow classmates and staff in the patriotic minutes set aside daily.

Insert maps here

CLUBS AND ORGANIZATIONS

Anglers Club
Art Club
Audio Studio Club
Band of Knights
Chess Club
Choir
Close Up Club
D.E.C.A (Distributive Education Clubs of America)
Drama
Dungeons and Dragons Club
Educational Tour Group
Educators Rising
Excalibur
Explorers
FCCLA Early Childhood
FCCLA Fashion & Nutrition
FBLA (Future Business Leaders of America)
Gaming Club
HOSA (Health Occupations Students of America)
Hot Rod Knights
Interact Club
Key Club
Knight Life News
Lake Havasu Youth Court
Mu Alpha Theta Math Club
National Honor Society
Pride Alliance
Robotics Club
“S” Club
Shining Stars
SkillsUSA
STEM
Student Council
SWAT
Video Studio Club
Youth Alive

LAKE HAVASU HIGH SCHOOL STAFF

ADMINISTRATION

Mr. Scott Becker	Principal
Mrs. Amy Sullins	Assistant Principal
Mrs. Amy Barney.....	Assistant Principal
Mr. Dustin Zampogna	Assistant Principal/Athletic Director

COUNSELORS

Mrs. Katie Robertson	A-DI
Ms. Kaitlin Levine	DO-K
Ms. Deanna Ainsworth.....	L-Ril
Ms. Sara Chandler	Rim-Z
Ms. Kaymee Kelly	CTE Counselor

OFFICE STAFF

Mrs. Sherry Miller.....	Mr. Becker's Admin Asst.
Mrs. Sydnee Johnson	Mr. Zampogna's Admin Asst.
Ms. Ashley Taylor	Mrs. Sullins Admin Asst.
Mrs. Kristin Mortenson.....	Receptionist
Mrs. Carol Newton	Registrar
Mrs. Debbie Janecek	Counseling Office
Mrs. Tina Simpson	Counseling Office
Mr. Fred Stott	Bookstore Manager
Mrs. Patricia Benefiel	Attendance Office
Mrs. Melissa Mizia	Attendance Aide
Ms. Sherry O'Leary	Nurse
Ms. Abigail Henegar	Nurse
Ms. Dina Curran	Nurse's Office Asst.
Mrs. Francine Galea	Career Center
Mr. Justin Wilson	School Resource Officer

LIBRARY-MEDIA CENTER

TBD	Librarian
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TAHER FOOD SERVICE

Anne Taffe.....	Manager
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CUSTODIAL-MAINTENANCE

Mr. Froilan Salas	Custodial
Mrs. Melanie Anselm.....	Custodial
Mrs. Cindy Bolinger.....	Custodial
Mr. Joe Torregano.....	Custodial
Mr. Joel Nelson	Custodial
Mrs. Kimberly Salas	Custodial
Ms. Skye Duncombe	Custodial
Mr. Jai Brathwaite	Custodial
TBD	Maintenance
Mr. Vernon McMurray	Maintenance

SCHOOL BOARD MEMBERS

Mr. Kyle Neidermann	President
Ms. Sharon Harvey	Vice President
Dr. Eric Aurand.....	Member
Mr. John Masden	Member
Mrs. Lisa Roman.....	Member

IMPORTANT NUMBERS

Lake Havasu High School	854-5001
Fax	854-5499
Website	https://lhs.lhusd.org
Athletic Administrative Assistant.....	854-5317
Attendance Office.....	854-5324
Counseling Office Assistant.....	854-5327
Nurse.....	854-5350
Principal Administrative Assistant	854-5318
Registrar.....	854-5340
Lake Havasu Unified School District	505-6900
Fax.....	505-6999
Website	https://www.lhusd.org

SCHOOL DIRECTORY

ABSENTEEISM.....	Attendance Office (A-Hall)
ACTIVITY DIRECTOR	Assistant Principal (A-Hall)
ATHLETIC OFFICE.....	Main Office (A-Hall)
CAREER CENTER	I-100
CLASS SCHEDULES	Counseling Office
COLLEGE INFORMATION.....	Career Center
DAILY ANNOUNCEMENTS	Main Office
DETENTIONS	Main Office
EMPLOYMENT (STUDENT)	Career Center
FINANCIAL AID INFORMATION.....	Career Center
ILLNESS.....	Health Office
LOCKER PROBLEMS	Career Center
LOST AND FOUND	Career Center
MILITARY INFORMATION	Career Center
PARKING	Bookstore
PEER MEDIATION	Counseling Office
PRINCIPALS	Main Office
SCHOLARSHIP/FINANCIAL AID INFORMATION.....	Career Center
STUDENT INSURANCE.....	Main Office
TRANSCRIPTS.....	Counseling Office
TRUANCY.....	Attendance Office/Assistant Principal
TUTORING.....	Career Center

REGISTERING AT LAKE HAVASU HIGH SCHOOL

REGISTRATION: 1) According to Arizona law, students must present an original birth certificate when registering for the first time. The school can assist parents in obtaining the certificate. If the birth certificate is not provided within a reasonable amount of time the student will not be allowed at school until the birth certificate is provided. 2) According to Arizona law, no student can be enrolled without proof of immunization. Registration packets are sent home in the spring for eighth grade and returning high school students. Parent approval of students' schedules is recommended. Parents who fill out the packets completely, including parent/student signatures where required, who return their packets by the deadline, and whose students have no obligations will have their students' schedules mailed home during the summer. For new students and for parents whose packets are not filled out correctly, registration days will be scheduled in July. Registration is completed through the Counseling Office and the Bookstore. If money is owed from the previous year, registration will not be allowed until this, or any other obligation, is cleared through the bookstore or administration. Textbooks are issued later by the classroom teacher.

GUARDIANSHIP: Students may be enrolled while a guardianship is being established. A written statement from an attorney signifying that a guardianship is being actively pursued must be presented to the school.

TRANSFER GRADES (JFABC): Core credit for purposes of this policy shall be the units of credit specifically named as required for graduation by the State Board of Education in R7-2-302.

The district shall evaluate the transcripts of transfer students for the assignment of credit pursuant to Section 15-701.01. All public, charter, and private school transfer credits will receive the grade assigned on the official transcript. [A.A.C. R7-2-302, 5.b.] The School District shall provide to a pupil who transfers credit from a charter school, school district or Arizona online instruction a list that indicates which credits have been accepted as either elective or core credits by the School District.

Within ten (10) school days after receiving the list, a pupil may request to take an examination in each particular course in which core credit has been denied. The School District shall accept the credit as a core credit for each particular course in which the pupil takes an examination and receives a passing score on a test, aligned to the competency requirements adopted pursuant to this section, designed and evaluated by a teacher in the School District who teaches the subject matter on which the examination is based.

The School District may not charge a fee to a pupil who takes an examination in a particular course to obtain academic credit, pursuant to section 15-701.01, subsection i, from the School District if the academic credit for a course was previously earned in an Arizona online instruction course or at any public school in this state. Any test administered pursuant to this subsection shall be an assessment that is aligned to the course relevant state academic standards.

If a pupil is enrolled in the School District and that pupil also participates in Arizona online instruction between May 1 and July 31, the School District shall not require proof of payment as a condition of the School District accepting credits earned from the online course provider.

All core credit courses must meet the standards adopted by the State Board of Education where such standards exist. Where standards have not been adopted by the State Board of Education, core credit courses must meet the standards established for the school to which the student has requested a transfer of credit.

Notice of Student of Elective or Core Credit Determination: Following a transfer, the receiving school will give the student a list showing which credits were accepted as core subject credits and which were accepted as credits for electives. Within ten (10) days of receiving this list, a student may request to take an exam for any core course accepted as an elective. If the student earns a score that demonstrates

proficiency (seventy percent [70%] or higher), the school will accept the transferred credit as core credit. A District teacher who teaches or has taught the subject matter covered by the exam must participate in the design and evaluation of the exam.

- The credit meets descriptors of core credit or other requirements and was from a course taught by a teacher certificated by the Arizona Department of Education in the subject or area of the credit.
- Awarding of the credit was based upon an assessment that included the standards adopted by the State Board of Education and evidence of the student having achieved the standards is provided. When transfer credit is not accepted as a core credit, within ten (10) school days the student may request to take an examination on the course subject matter designed and evaluated by a teacher in the receiving school who is certificated in and teaches the subject matter of the course for which the credit was requested. Upon receiving a satisfactory score as determined by the teacher, course credit will be awarded as core credit. All core credit courses must meet the standards adopted by the State Board of Education where such standards exist. Where standards have not been adopted by the State Board of Education, core credit courses must meet the standards established for the school to which the student has requested a transfer of credit.

STUDENT RECORDS: Student records contain confidential information relating to their progress through high school. These records are not to leave the designated area set aside for reviewing them. The school district is not obligated to furnish copies of records other than transcripts of grades. Student records are available under the following circumstances:

1. When they are used by the professional staff of the school district.
2. When requested by a State or Federal agency, as long as the records do not identify the student.
3. When requested by a parent or guardian upon confirmation of their identity.
4. When a student, eighteen years of age or older, requests his or her own records that are maintained by Lake Havasu High School.
5. When requested in writing by a court.
6. When requested by properly identified public health officials.
7. When a divorce or custodial agreement denies one parent access to students or to student records, a request can be filed with school officials before access shall be denied. Parents or guardians have the right to attach a written response to any item in the records when the accuracy of records is disputed.

TRANSCRIPTS: Transcript request will be handled online through a third party, Parchment. Verification and final transmission of transcripts will be done by registrar. Students will be assessed a processing fee for official transcript submissions to colleges and universities. The fees are as follows: \$5.00 for current students, \$7.50 for 1-4 years post-graduation, and \$10.00 for 5+ years post-graduation. Graduates will be given one free transcript upon graduation (available in June). Current students will be able to access unofficial transcripts through the registrar at no cost. The school district is not obligated to furnish copies of records other than transcript grades.

SPECIAL ENROLLMENT: Students needing more than four years to graduate may attend high school until they reach the age of twenty-two years. Their schedules must be approved by the principal.

MARRIED STUDENTS: The Governing Board extends the same rights, privileges and obligations to married students as it does to unmarried students. Married students must report their marriage to their guidance counselor so that the school records can be kept up to date.

TUITION: Students with an F1 Visa will be required to pay tuition charges that are established each year by the District Office and must be paid in advance by the month, semester, or full year to the Principal's Office. These charges should be made payable to Lake Havasu Unified School District #1. When payments are sixty (60) days overdue, the responsible adult will be notified by certified letter of the amount due.

If payment is not received within ten (10) days of receipt of the letter, classes will be closed to the student. If necessary, the student may be removed as a trespasser.

WITHDRAWAL FROM SCHOOL: A student withdrawing from school must have written permission to do so from his or her parent or guardian. To withdraw, a student must obtain a withdrawal slip from the Guidance Office and present it to his/her teachers and to the various school offices before withdrawal is complete. By state law students must be withdrawn from school when they accumulate ten consecutive unexcused absences in all of their classes. A student may be withdrawn from school for non-payment of tuition and other fees. **Students no longer enrolled at the high school may not be on campus. Trespassing charges will be filed with the police department.**

HOMELESS STUDENTS: Each local education agency liaison for homeless children and youths shall ensure that

(iv) the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

(v) public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.

NONDISCRIMINATION: Annual Public Notification of Nondiscrimination

Lake Havasu Unified School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Lake Havasu Unified School District Career and Technical Education department does not discriminate in enrollment or access to any of the programs available [Arts-Communications-Humanities, Business Systems, Engineering & Information Technology, Health Services, and Social & Human Services]. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The Lake Havasu Unified School District also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

Section 504 Site Compliance Coordinator: Scott Becker

A – DEL.....Kathleen Robertson

DEM- K.....Kaitlin Levine

L-RIL.....Deanna Ainsworth

RIM-Z..... Sara Chandler

District Section 504 Compliance Coordinator: Jonathan Moss

Lake Havasu Unified School District

2200 Havasupai Blvd. Building A

Lake Havasu City, AZ 86403

505-6934

Parents or Guardians may request a meeting to review their students 504 plan or to address concerns by calling 505-6950.

Title II Compliance Coordinator, Jaime Festa-Daigle

Lake Havasu Unified School District

2200 Havasupai Blvd. Building C

Lake Havasu City, AZ 86403

505-6916

Title IX Compliance Coordinator: Jonathan Moss

Lake Havasu Unified School District

Located at LHHS 2675 Palo Verde Boulevard S.

Lake Havasu City, AZ 86403

505-6934

ACADEMICS

GRADUATION REQUIREMENTS: Listed below are the credits required by the Board of Education for a student to graduate from Lake Havasu High School.

<u>Subject</u>	<u>Credits Needed</u>	<u>Year Taken</u>
English	4.0	
Economics	0.5	12 th
Science	3.0	
Physical Education	1.0	9 th
Mathematics	4.0	
Vocational/Fine Arts	1.0	
World History/Geography	1.0	10 th
U.S. History/Arizona History	1.0	11 th
Civics/AZ. Government	0.5	12 th
<u>Electives</u>	<u>7.0</u>	
Credits total	23.0	

GRADUATION REQUIREMENTS: All credits must be satisfactorily completed before a senior can participate in graduation exercises and receive a diploma.

CLASSIFICATION BY GRADE IN SCHOOL

Promoted 8th graders..... Freshmen (9th grade)
 2nd year of high school Sophomores (10th grade)
 3rd year of high school Juniors (11th grade)
 4th year of high school Seniors (12th grade)
 Graduation: A student will remain a Senior (12th grade) until completion of 23 + credits (fulfilling all graduation requirements).

REQUIREMENT TO RECEIVE A LHHS DIPLOMA: A student who plans to receive a diploma from Lake Havasu High School must have completed his or her last 2 credits with the Lake Havasu Unified School District #1 (excluding Credit Recovery). In order to walk at graduation all coursework must be completed and turned into counseling two weeks prior to graduation.

GENERAL ENROLLMENT: Freshmen, sophomores and juniors must enroll in six classes per semester. Seniors must enroll in at least four classes per semester. Students may enroll in only one study hall per semester. Exceptions to these rules require approval by the principal.

GRADES

A (4.0) 90%-100%.....Highest grade given for outstanding work
 B (3.0) 80%-89%.....Above average academic achievement
 C (2.0) 70%-79%.....Average academic achievement
 D (1.0) 60%-69%.....Below average academic achievement
 F (0.0) 59%-0%.....Below minimum req. academic achievement
 INC (Incomplete).....Given when minimum required academic achievement is not met and there is an opportunity to make up the work.
 CR/NC.....Awarded in non-academic and/or Credit/No Credit remedial classes.

FINALS: A finals schedule is announced each semester. A student who is unable to take a final at the scheduled time must get prior approval from the principal to take a late final. Without prior approval students will receive a "0" on the final. If a student does not seek permission and then has an emergency which prevents him from taking the final on time, he can appeal and ask to take the final. If there are extreme circumstances on the day of the final – death in family, illness, etc., the "0" can be changed at a later date if the student is allowed to take the final. A doctor's excuse, an obituary notice, etc. will be accepted. Students who do not take their finals at the scheduled time will not be considered for Honor Roll recognition in the newspaper. Teachers are not expected to give finals in advance of the designated time or to give full credit for such examinations ahead of time. Students leaving before the end of the school year without taking finals do so at their own risk as far as credit is concerned. The final counts 20% of the semester grade.

REPEATING A CLASS: Students have the option of repeating any class in which they received a "D" or "F." The student has a year in which to improve a "D." Credit will be given for the highest grade achieved. Double credit for the same class will not be given. Performance-based classes may be repeated for credit but not for an improved grade.

Students repeating an in-class course may have a repeat tag added to the original "D" or "F" grade, thus eliminating that grade from their GPA calculation. Any course taken in our Credit Recovery Program, and not repeating the full courses in class, will not have a repeat tag added after completed.

OFFICE HOURS: Office hours are held by teachers Mondays, Wednesdays, and Fridays from 2:30-3. Private tutoring can be arranged through the Career Center.

PROGRESS REPORTS: It is Lake Havasu High School's policy to inform parents by means of a progress report when their student is doing unsatisfactory work in any class Synergy allows parents to go online at any time to check individual grades, missing assignments, attendance, and tardiness. Parents may contact teachers through an email link on Synergy and are also asked to notify Guidance if their e-mail addresses change. Parents who do not have access to Synergy may receive reports by having students obtain weekly progress reports from their teachers. Weekly progress report forms are available in the guidance office. Paper progress reports are sent home with students two times a semester for all students. Students and parents are encouraged to request conferences with a counselor or teacher when the need arises. Parents may discuss any concerns/problems they or their children may be having in school by contacting the appropriate school staff member. In most situations parents are asked to start with the teacher.

SYNERGY Parent/Student Portal: The parent portal provides real-time access to students' current grades and attendance through the internet. It also provides e-mail notification set up, access to class notes, teacher's e-mail address and the bulletin, which contains important daily information. Students may also have access through a student portal. However, changes/additions to e-mail notifications are restricted to parents.

REPORT CARDS: 1st semester report cards will be distributed the week student's return from Christmas break and the 2nd semester report cards will be mailed home approximately 1-2 weeks after school has concluded. Students who owe obligations will not be given report cards until the obligations are satisfied. Please check with the bookstore if your student has an obligation.

STUDENT OBLIGATIONS: Students are required to fulfill all obligations, disciplinary or financial, in order to receive their report cards. Seniors must meet their obligations prior to graduation in order to receive their diplomas. If a student withdraws from school after receiving notice of possible action concerning discipline, expulsion or suspension, the Governing Board and school officials may continue with such action in the student's permanent file. If the student wishes to re-enroll, the obligations still owed must be met first.

CITIZENSHIP/WORK HABITS GRADE: It is a school district responsibility to assist parents in helping students develop acceptable attitudes and behaviors in preparation for adult citizenship and functioning in the workplace and higher educations. Students will receive from each classroom teacher a citizenship/work habits grade which will be shown on their report card. This grade is based on citizenship and appropriate work habits displayed in each classroom. Students will receive a grade of "S", which is SATISFACTORY, for meeting all 4 criteria below; "N", which is NEEDS IMPROVEMENT for meeting 3 criteria below; or "U" for UNSATISFACTORY if meeting two or fewer criteria. Students who have more than two UNSATISFACTORY grades MAY NOT participate in any extra-curricular or co-curricular activities during the following semester. This applies to the ability to participate the following semester of the new school year if the student received the two or more unsatisfactory grades the spring semester. This includes field trips, band, athletics, athletic events (home and away), drama, assemblies, dances, student government, and all other school-sponsored activities. A student who is referred to administration by a teacher and who is then written up for disrespect, non-compliance, insubordination, or disruption in class may be given a "U" by that teacher.

CRITERIA FOR CITIZENSHIP/WORK HABITS GRADE

1. Attends school regularly and is seldom tardy – no more than eight absences or tardies per semester.
2. Respect's school property and observes classroom rules consistently.
3. Works diligently and uses time effectively – turns assignments in on time.
4. Displays courtesy and shows respect – complies with guidelines of the school handbook.

TEACHER AIDE CREDIT: Students may earn a maximum of 1 credit during their high school years as a student or teacher aide. Placement as an aide requires a 2.0 GPA for the previous semester, passing ALL citizenship grades the previous semester, no more than 8 absences (excused or unexcused) the previous semester, and no more than one or two minor discipline referrals the previous semester. Students must maintain the same standards during the semesters that they serve as TA's. Seniors who take only 4 classes and one of those is as a TA will not qualify for Honor Roll. Refer to the Course Description Handbook for a full listing of qualifications.

CORRESPONDENCE CLASSES: Students must complete any correspondence or distance learning courses in time for credits to be posted. For seniors, any credits needed from correspondence classes, on-line learning, or community college courses must be received in the counseling office two weeks prior to graduation in order for a senior to participate in graduation ceremonies. The responsibility for timely completion of correspondence courses and the delivery of final grades to the Lake Havasu High School Counseling Department rests with the student and his/her parents or guardian. Students are limited to criteria as described in Arizona Administrative Code R7-2-302.

COLLEGE CLASSES TAKEN FOR HIGH SCHOOL CREDIT: Graduation requirements established by the Lake Havasu Unified School District #1 Governing Board may be met by a student who successfully completes the required courses or electives at a community college or university. To receive credit at Lake Havasu High School, courses taken must be 100 level courses or higher, must be at least 3 credit hours, and must be approved by the Counseling staff prior to enrollment in the course.

ADVANCED CLASSES: Advanced classes at Lake Havasu High School are categorized as dual enrollment (DE), honors (H) and advanced placement (AP) courses, all of which are accelerated courses. Check the current course catalogue for available advanced courses. Dual enrollment classes are Mohave Community College classes that are taught during the high school day by a high school instructor to juniors and seniors. Both tuition and textbooks are free to dual enrollment students. Students receive both high school credit and college credit from MCC and may also be able to transfer the class to another college or university, thus saving both time and money after graduation from high school. In order to take these classes, juniors must meet MCC requirements prior to taking a DE course. Students who do not meet the MCC requirements at the high school may call Mohave Community College. A student who takes a dual enrollment class at the high school will receive a grade on both the high school and college transcripts. This grade may have an effect on the student's cumulative high school GPA.

WEIGHTED GRADES: Grades earned in honors classes are weighted when the student earns a C or above. At the end of each semester the weighted (honors and advanced) GPA and ranking are based on a 5-point scale (i.e.) A=5, B=4, C=3, D=1, F=0.

HONOR ROLL: Both the Principal's Honor Roll and Regular Honor Roll are calculated based on unweighted grades. Freshman, sophomores and juniors must be enrolled in five academic classes to be eligible for the Honor Roll. Seniors must be enrolled in **four** academic classes. All classes are considered academic except Teacher Aides, Study Hall and DCE Work 1 and 2 (off campus work experience)."

Principal's Honor Roll: A student must have a grade point average of "A" (4.0).

Regular Honor Roll: A student must have a grade point average of at least "B" (3.0). Only one grade of "C" (2.0) may be averaged in. Students with only four academic classes may not have a grade "C" averaged in. A grade of "D," "F," or "INC" automatically excludes a student from Honor Roll.

LATIN HONORS: Seniors with the following achievements will be recognized at graduation:

- Summa Cum Laude: Earn a minimum unweighted 3.900 GPA, take at least eight (8) honors, A.P. and/or Dual Enrollment Classes.
- Magna Cum Laude: Earn a minimum unweighted 3.700 GPA.
- Cum Laude: Earn a minimum unweighted 3.500 GPA.

NATIONAL HONOR SOCIETY: Founded in 1921, the National Honor Society has established a reputation for excellence among administrators, faculty, students, parents and residents of the business and academic community and is considered by many to be the highest honor bestowed upon high school students. To be eligible for NHS, a student must have a cumulative grade point average of 3.40 or higher and must demonstrate exemplary character, leadership, and involvement with service and co-curricular activities. Students are selected from the sophomore, junior and senior classes each year.

UNIVERSITY REQUIREMENTS IN ARIZONA

English (4 credits): should include English 1-2 or 1-2H, English 3-4 or 3-4H, British Literature, Advanced Composition/Literature or regular English.

Mathematics (4 credits): should include Algebra 1-2, Geometry 1-2 or 1-2H, Algebra 3-4 or 3-4H plus one additional math class beyond Algebra 3-4 to include either Pre-Calculus, Calculus, or Dual Enrollment Math.

Lab Science (3 credits): Must include Biology and Chemistry plus one other selected from Physics, Geology or Advanced Biology or Anatomy.

Foreign Language (2 credits of the same language); Arizona universities now require foreign language proficiency in order to graduate from college);

Fine Arts (1 credit)

Social Studies, P.E. and Vocational courses are required by Lake Havasu High School for graduation. To be admitted with unconditional status a student must have one of the following:

- 3.0 GPA; unweighted 4.0 scale **OR**
- top 25 percent class rank **OR**
- 1040 SAT score **OR**
- 22 composite ACT score **AND**
- complete the required course work with no deficiencies

EARLY GRADUATION: The Board will authorize early high school completion in order to meet career goals for selected students. Students desiring early graduation must submit a written request to the high school principal prior to the first day of the academic year of graduation. The principal may accept requests after this date in special circumstances. The request must contain the reasons for the request

and the written approval of the student's parents or guardian. All graduation requirements must be met by the early completion date.

Students who wish to graduate early will only be allowed to take two classes outside of Lake Havasu High School during their last academic year. This means fall semester for December graduates and fall and spring semesters for year early graduates. *All outside courses MUST be completed two weeks prior to last day of the semester to be eligible for graduation ceremony.* **For December graduation, if not completed on time, student will need to enroll in classes at Lake Havasu High School for 2nd semester.**

Early graduate candidates may become ineligible for early graduation if they have excessive absences. Lake Havasu High School Administration will make final determination regarding excessive absences. Student will be warned by Administration.

The Superintendent will establish procedures to evaluate each request and will ensure that the parents or guardian are informed of any restrictions or limitations to be placed on the student in the event the request is approved, including restrictions on co-curricular activities. Therefore, students who take advantage of early graduation in December are no longer eligible for such activities with the exception of graduation. This includes dances, Disney Grad Night or club activities. In order to attend a LHHS, dance the early graduate would be required to be a guest of a currently enrolled student and follow procedures to obtain a guest pass.

Diplomas normally will be awarded only at the completion of the spring semester. However, final transcripts will be provided as soon as the high school requirements have been met. The district shall notify the Arizona Department of Education and the Commission of Postsecondary Education when a student graduates at least one (1) year before the student's scheduled graduation date.

EXTRACURRICULAR/CO-CURRICULAR PARTICIPATION

Lake Havasu High School, in the past, has offered valid and invigorating extra-curricular and co-curricular programs fully supported by its faculty and staff. These enriching and stimulating experiences can provide additional educational opportunities during the high school years. Students are expected to adhere to the following policies for these activities:

1. When a student is absent from school anytime during the day, regardless of the reason, the student will not be allowed to participate in any extra-curricular/athletic function the evening or night of the day of the absence.
2. Participation in weeknight games is not an excuse for an absence the following day.
3. A student must pass all classes each week. Failure to achieve a cumulative passing grade in all classes will result in the student's not being allowed to participate in competition the following week. Students who are failing classes may not compete in activities in which a championship ranking, or rating is involved.
4. Eligibility will be determined each Friday by the athletic director or his designee.
5. Notices listing ineligible students will be given to sponsors of activities by Monday of the week before the activity. Such students will be ineligible to compete or participate Monday – Saturday following publication of Friday's list. Students and parents will be notified by the high school administration of ineligibility.
6. Students who have 4 or more hours of detention may not attend any pep assembly or dance.

OBLIGATIONS AND ACTIVITIES: Students who have financial or disciplinary obligations will not be allowed to attend extra or co-curricular activities until they have cleared their obligations. Students who have 4 or more hours of detention, who are serving in-school suspension, or out-of-school suspension or who have failed their citizenship grade may not attend or participate in any co- or extra-curricular activities sponsored by Lake Havasu High School until they have completed serving their suspension or hours. Extra-curricular activities are interpreted as the following: athletic events, home or away,

practicing, participating, and traveling with any athletic team, non-graded class activities such as band, choir, drama and club/class sponsored competitions, assemblies, pep assemblies, dances etc. Students will be given an alternate assignment for co-curricular activities that have a grade assigned to the activity. Failure to comply with this policy will be considered insubordination. Students who are on out-of-school suspension or who no longer attend the high school may not be on campus without administrative approval. This includes dances, games, etc. Students who come on campus without permission may be cited for trespassing.

ELIGIBILITY RULES: The Arizona Interscholastic Association has formulated the rules governing athletic and interscholastic competition. Students must have on file a birth certificate, a current physical, informed consent form, handbook form, concussion form, concussion class, concussion test, and registered on registermyathlete.com with insurance information in order to try out for an athletic team. Contact the athletic office in Administration for more information.

STUDENT INSURANCE: The school does not carry insurance for students. If a student is injured in a class or on school grounds, the parents are responsible for paying any medical bills. The school offers insurance for all students through an independent insurance company. High Option and (Low Option) coverage is available. If a student will be participating in football, he/she will have to purchase additional football insurance. If dental coverage is desired, there is an additional fee. Athletes must be covered by their own insurance, or the insurance offered through the school. Information regarding insurance is available in the athletic/administration office.

DANCES: A calendar of school dances for the year will be arranged by student government. School organizations should contact student government with activity petitions for dates on which to sponsor dances. Dances shall last no later than midnight. Students nominated to a court must be in good standing.

DANCE REGULATIONS: No student will be admitted without a valid school ID card. Students may invite one guest to a school dance. A guest must have a guest pass this includes early LHHS graduates. Guest passes can be obtained in the main office. The completed application is due **no later than 3:30 p.m. a week prior to the dance**. Guests must be enrolled in high school and/or be under the age of 21. Students in middle school are not able to attend any dances. Students who have dropped out of high school may not attend school dances until their class has graduated. A student who invites a guest is responsible for the conduct of his or her guest. The guest is expected to abide by the rules of Lake Havasu High School, and failure of a guest to follow the rules of Lake Havasu High School will result in his or her removal from the dance. **Students with 4 or more hours of detention, may not attend any dance.**

There will be no admittance to the dance 1.5 hours after the dance begins. For example, if the dance begins at 8:00 p.m., students have until 9:30 p.m. to enter. Any exceptions must be approved by the administration before the dance. Students are required to remain in designated areas during a dance. Failure to remain in the designated areas will result in removal from the dance. Students and non-students are not allowed to loiter on campus during school dances. Rules concerning the use of tobacco/nicotine related products, alcohol and drugs, as found in the student handbook under actions prohibited by students, apply to school dances. Anyone in possession of or under the influence of drugs or alcohol at school dances will have charges filed with the police and will face school consequences, up to and including, long term suspension or expulsion from school. There is no re-admittance to the dance once a student leaves. Any exception will be made by the administrator in charge.

DANCE GUIDELINES: In order to promote a healthy, safe, and enjoyable evening for all students, the following procedures will be in place for dances. Lake Havasu High School encourages families to discuss these rules together with their child.

DANCE EXPECTATIONS

- All students must present their current LHHS student ID card and guests must show ID at the door. Temporary ID's may be purchased at the dance ticket booth for \$5.
- Tickets are non-transferable and non-refundable. You must have your dance ticket to enter the premises.
- Students are expected to dance in a respectable manner. Inappropriate dancing includes: indecent, extreme, or sexually suggestive. Additionally, students are not permitted to straddle legs and bend over touching their hands to the ground. School officials reserve the right to make decisions on suitable dancing.
- No one may leave the dance and be readmitted. If a student leaves the building during the dance, he/she is expected to leave the premises immediately.
- Students removed from the dance will not be given refunds.
- There is not a place for personal items to be stored such as purses or shoes. Coat check will be available for a small fee and supervised by a staff member. All bags will be searched. The school is not responsible for any lost, damaged, or stolen personal items.
- No backpacks or outside food/drinks are permitted.
- Students may not have 4 or more hours of detention when attending the dance.
- For the safety of our students, only ticket holders, staff members and pre-designated chaperones will be allowed into the LHHS dances.

DRESS CODE FOR DANCES

<p><u>Prom and Winter Formal:</u></p> <ul style="list-style-type: none">• Formal Attire• Dress, Tuxedo, Suit, Collared Shirt with tie and Jacket <p><u>Homecoming:</u></p> <ul style="list-style-type: none">• Semi-formal Attire• Dress, Collared shirt with dress pants or slacks
<ul style="list-style-type: none">• Excessively low-cut dresses, holes, inappropriately cut, or see-through dresses in inappropriate areas are <u>not</u> permitted• No exposed undergarments• Appropriate dress shoes• Jeans are not acceptable for prom

STUDENT SERVICES

COUNSELING: Students are encouraged to use the counseling department to answer questions concerning social, personal, educational and career matters. Counselors also help students with registration, tutoring, early graduation, college and career planning. In order to see a counselor a student must schedule an appointment in the counseling office.

CHANGING CLASSES- Students may initiate schedule changes prior to the first week of a semester. **Due to master schedule limitations, students may not request a specific teacher or lunch.** Other changes may be initiated by a counselor, teacher or administrator during the first five days of a semester without penalty.

WITHDRAWAL FROM A CLASS- Students may withdraw from a class through the eighth week without penalty but will be assigned to a study hall for no credit. After the eighth week of a semester, students withdrawing from a class will be given a W/F (withdrawal/fail) and be assigned to study hall for no credit.

BOOKSTORE: The Bookstore operation is for the benefit of the students at Lake Havasu High School. The bookstore does not accept personal checks. (Cash, debit/credit, or money order) However, the purchase of dance tickets and fundraising items thru clubs may still accept checks. The bookstore is open before and after school and during lunch periods.

CELEBRATIONS: Flowers, Balloons, and any other celebratory items will be held in the office until the end of the school day. We encourage you to keep these items at home as they are a distraction to the learning environment.

IDENTIFICATION CARDS: Each student is issued an identification (ID) card showing the student's name, picture, grade, and student number. This card is to be worn on a lanyard around the student's neck at all times. The card will be surrendered upon request to any member of the faculty or administration at Lake Havasu High School. Refusal to do so is considered an act of insubordination. Lost ID cards may be replaced at a cost of \$5.00.

PAYMENTS: Students are charged fees for classes which use consumable materials or have other costs associated with them (band instrument rental, etc.). Students are not allowed to charge these fees or supplies bought in the bookstore. Seniors will not be allowed to walk unless all obligations have been paid.

CAREER CENTER: Students are encouraged to use the Career Center to research career options and post high school educational choices. Many resources are available to assist students as they select and define their own Career Pathway. The Career Center and Counseling Office work together to provide students with information on careers, colleges, universities, technical schools, financial aid, scholarships, military and more. Also offered are programs such as Job Shadowing, guest speaker presentations, Career Pathways, student tutoring and the Job Board.

LIBRARY/MEDIA CENTER: This facility is open from 7:30am to 3:30pm each school day. It may be used without a pass before and after the school day, as well as during the lunch period. Students must have a valid Student ID Card with them in order to check out books or use the computers in the library. Computers may only be used for schoolwork. Students are allowed to check out no more than 2 books at a time. Overdue books must be returned before other books can be checked out. The fine for overdue books is 20 cents per day per item. Students on the overdue list will not be allowed to use the library until obligations are met.

HEALTH OFFICE: Students will not be admitted to the health office without a pass except in case of an emergency. No medication, including Tylenol, is given out at the health office without parental consent. If parents wish for the nurse to administer medication to a student 1) prescription medication must be in the original labeled container provided by the pharmacist. 2) Over-the-counter medication must be in the original packaging with all directions, dosages, and contents clearly labeled. All over-the-counter medication must be FDA approved. 3) A request for medication form must be filled out, signed, and given to the nurse. It is recommended that if a parent is going out of town that the nurse be given an emergency contact in case of injury or illness.

If your student will be attending any **OFF-CAMPUS SCHOOL SPONSORED EVENT** and will need medication or any special care, please contact the school health office in advance to make arrangements.

Various health screenings will be conducted through the health office. If you would prefer that your student not participate in screenings, please notify the health office in writing. Contact your school nurse with any questions you may have.

IMMUNIZATIONS: Upon registration you must provide proof of current immunizations for your child or a valid exemption form. In the event the state or county health department declares an outbreak of a vaccine preventable disease for which you cannot provide proof of immunity for your child, your child may not be allowed to attend school for up to 3 weeks or until the risk period ends.

STUDENTS WITH INJURIES: Students with obvious injuries such as splints, casts, crutches, etc. need to bring a note from the doctor to the health office that specifies:

- The nature of the injury
- What accommodations will be needed
- How long accommodations are expected to be needed

Your student will not be allowed to return to activities such as PE or sports until a note is received from the doctor releasing him/her to participate. For more minor injuries a parent may request in writing that for a short, specified amount of time (no more than one week) their student be excused from PE or sports.

LOST AND FOUND: Students may look for lost items in the Lost and Found area, which is located in the Career Center.

FOOD SERVICE: The District administers a nutritious, well-balanced breakfast and lunch program at all District schools. The program is managed by Taher, Inc. Students or parents **MUST PAY FOR THIS IN THE SCHOOL KITCHEN** (cash or check at the school, no debit/credit cards) or online at <https://family.titank12.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 put on the 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 and prices are on the district website. 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://family.titank12.com> and in the school office.

The Food Service Building is open in the morning and during lunches, but not during instructional or passing time. Students are expected to dispose of trash in receptacles provided and are held responsible for picking up the lunch area they use and for keeping it clean and neat. Throwing food in or outside the food service building is prohibited and violators are subject to disciplinary action. Students are expected to eat lunch in the food service building or the adjacent patio areas. **Food or drink may not be taken away from these areas.**

FOOD/DRINK: The concourse, hallways and classrooms are off limits for all food and drink with the exception of water. Delivery services are not permitted to deliver food/drink. This includes Door dash, Uber Eats, Postmates, etc. Student will be issued a disciplinary consequence.

STUDENT VEHICLE/PARKING: Students who drive any vehicles on campus are expected to respect the speed limit, respect stop and yield signs and follow the directions of supervising adults. Students who do not follow the rules can expect to lose the privilege to have a car on campus.

NON-MOTORIZED VEHICLES: Students using non-motorized vehicles, such as bicycles, skateboards, and scooters will provide right-of-way to all pedestrians and obey all traffic signs and laws. Students who cause damage to school property by use of one of these vehicles will be liable for damages and subject to disciplinary action. Designated areas will be used for storing non-motorized vehicles. A 50-foot limit around all buildings for non-motorized vehicle use will be strictly enforced 24 hours a day.

PARKING AREAS: All student vehicles must be parked on campus in the designated lots, but not on adjacent streets. **DESIGNATED STUDENT PARKING AREAS ARE C-HALL AND FOOTBALL FIELD PARKING LOTS ONLY.** Athletes may only park in sports parking on away games with the sports parking pass clearly displayed in the window. Parking by students is not allowed in any faculty parking spot, visitor parking areas or fire lanes. Vehicles parked in prohibited areas will be towed.

No vehicle may be parked in such a way as to interfere with the normal flow of traffic or create a safety hazard. Vehicles blocking access to a fire hydrant may be subject to a \$500.00 fine from the Fire Department. No student is permitted to go to the parking lot to move or remove his or her vehicle or put anything in it or get anything out of it during school hours without permission from the administration. This includes lunchtime. Any student who leaves campus and returns will be subject to having his vehicle searched. Any person who brings a vehicle on campus is subject to having the vehicle searched.

PARKING PERMITS: These are required for all vehicles driven by a student to school and parked on the school grounds. Students must show a valid Arizona driver's license and registration papers. A fee of \$25.00 is charged for non-covered parking. A fee of \$50.00 is charged for covered parking/guaranteed spot for the school year. Students who drive cars onto campus have until the end of the first week of school to obtain a parking permit. You can obtain your parking permit by going to the Lake Havasu High School Web store to purchase online. Failure to display the parking permit for the current year may result in the vehicle being towed at the owner's expense. Failure to follow parking procedures and other rules governing vehicles on campus will result in disciplinary action or loss of driving privileges on campus. Students who do not purchase a parking permit will automatically be issued a parking permit and be given an obligation of \$25. Lost Parking Permits may be replaced for a cost of \$5. When a student graduates or withdraws from Lake Havasu High School, their parking spot will be resold by Lake Havasu High School.

SCHOOL PICK UP: At the end of the day students must either be in the library or off campus by 3:00pm. All students using the library must be picked up no later than 3:30pm.

VISITORS: All persons visiting Lake Havasu High School must report to the administration office for a pass. Prior notice should be given to the main office if a teacher will be expecting a visitor. Lake Havasu High School is a closed campus and therefore does not allow students to have guests on campus.

MISCELLANEOUS

DRUG FREE ZONE

Lake Havasu High School substance abuse regulations, including tobacco, will be enforced within 1000 feet of the high school as indicated in the map below.

Insert map here- Drug Free Zone

CHILD FIND: 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 or 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 in 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 Student Services, at the District Office. Requests for screening and evaluations for children ages 3-5 years may be referred to the Smoketree Developmental Preschool at 505-6033. Screening and evaluation procedures for infants and toddlers (birth to age3) are provided by the Arizona Early Intervention Program (AzEIP). Contact Smoketree Developmental Preschool.

FIRE DRILL REGULATIONS/CRISIS PRACTICE: The Arizona Fire Code Sec. 10.114 states that fire drills shall be held at least once a month. These drills shall include complete evacuation of all persons from the buildings. Teachers will keep a current roster of students entrusted to their care and will take it with them for roll call during fire drills and actual fire evacuation. Students are required to go to designated areas, with their instructor, so they can be accounted for. Setting off false fire alarm is illegal and extremely dangerous. The school administration will file legal charges against any student caught setting off a false alarm, have that person arrested, and take appropriate administrative action including, but not limited to, suspension. In addition to fire drills, quarterly practices of crisis situations, such as lockdowns and evacuations, can be expected.

TEXTBOOKS

DAMAGES: Teachers will determine the condition of textbooks when issued and when returned, and they will assess charges for damaged or lost books.

RECEIVING: Students will receive from their teachers all textbooks, workbooks, and laboratory manuals for all classes.

RETURNING: A student who transfers to another class is responsible for returning his/her textbook to the teacher who issued it. If the student transfers to another teacher of the same subject, a note from the original teacher should be obtained signifying the text has been returned before a new text is issued. Damages or replacement costs are paid in the bookstore.

STUDY HALL: Students are expected to model positive behavior, attitudes, and scholarship at all times. Food, candy, drinks and chewing gum are not allowed in Study Hall at any time. Study Hall is conducted the same way as any other class with respect to tardies and attendance. A student who wishes to see a teacher or go to another room during study hall must have that teacher sign a pass (in Student Handbook) ahead of time. After roll is taken, the pass may be presented to the Study Hall teacher for approval to go to the desired area. Each person is responsible for the upkeep of his or her own desk and the floor immediately around it. If, at the beginning of the period there is a mess on or around a seat, it should be reported to the teacher.

Students must do schoolwork in study hall and bring a library book, homework, paper and pencil. Failure to comply with this rule will result in disciplinary action. Talking, whispering, or making unnecessary noise or commotion is not permitted. No one is permitted out of his seat without permission from the teacher. Students must remain in their seats for dismissal from Study Hall. Couches and lounges are off limits during study hall.

TELEPHONE REGULATIONS: For emergencies only, there is a student phone in the main office for local calls. Classroom phones are not for student use. School telephones are to be used only for school business and with consent of the person in charge. Parents may leave a message for their student during class time if there is an emergency. In such an event, parents are to call 854 -5001, and the receptionist will assist them.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), a federal law, allows schools to disclose student records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

FERPA Notice for Directory Information

The Family Educational 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 education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the district that they do not want their student's information disclosed without their 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 on our website at www.lhusd.org. Please understand that signing this form would exclude your child's directory information from any documents that are typically made public or relating to school-related organizations and activities such as:

- Yearbooks
- Alumni Directories
- Graduation Programs
- Honor Roll and Recognition Lists
- Sports activity and theatrical programs

If you do not want LHUSD to disclose directory information from your child's education records without your prior written consent, you must complete the Opt-Out Form by August 20th or two weeks from the date you receive this notice. If you do not have access to the internet, please contact the Lake Havasu Unified School District Office at 928-505-6900 and forms can be mailed to you. Please submit Opt-Out forms to the school your child attends. The form is valid for one school year.

LHUSD has designated the following information as directory information:

- Student's name
- Student's Address
- Student's Date of Birth
- Student's district-provided electronic mail address
- Student's Photograph
- Student's Grade Level
- Student's Participation in officially recognized activities and sports
- Student's weight and height if a member of an athletic team
- Student's honors and awards received

Public Media Release: It is the intent and practice of the Lake Havasu Unified School District to publish, post or distribute a student's name, photograph, audio and/or video recording, displays of student work or other information related to student achievement (ie: academic/athletic recognition or award) or student accomplishment (ie: a specially selected piece of work). Media includes, but is not limited to, newspaper, audio/video, live broadcast, internet, web pages, and social media.

If you do not wish to have your child featured in any form of media, please sign the media portion of the FERPA Opt-Out Form, and we will exclude them from any media photos or publications. If you have not completed an Opt-Out Form, your student will be allowed to participate in human interest stories. The LHUSD Student Opt-Out Form is located on the LHUSD website at www.lhUSD.org. The form is valid for one school year.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents (and students who are 18 or emancipated minors) certain rights when the school conducts surveys, collects and uses information for marketing purposes, and performs certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law, to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect, upon request and before administration or use –*
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Lake Havasu Unified School District has developed and adopted policies in consultation with parents and made arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Lake Havasu Unified School District will directly notify parents and eligible students of these policies at least annually at the start of each school year through our student handbooks and after any substantive changes.

Lake Havasu Unified School District will also directly notify parents and eligible students, such as through U.S. mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

AHERA NOTIFICATION: On October 22, 1986, the President signed into law the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763, which requires that we inform employees, building occupants, or their legal guardians, and outside vendors about the results of our compliance with AHERA. This includes building inspections periodic surveillance and re-inspection activities that are planned or are in progress. During the course of the inspection, it was found that asbestos- containing building materials were used in the form of thermal systems insulation, surfacing materials, and other miscellaneous materials. The specific type of material and the locations are further identified in the Inspection Report. All information may be made available to you by contacting the school principal or Mike Murray, the designated person with responsibilities for compliance with AHERA. You may go to the school or administration office to review or obtain a copy of the Inspection Report and Management Plan. If you request a copy of the material, there will be a fee of \$.10 per page for duplication of the material. All requests for copies must be in writing.

TRADITIONS

ALMA MATER

On the shores of the Colorado rose the mountains proud

Mid the mighty desert stretches, our Alma Mater

May the pride of our Purple & our gold live on

Our treasures yours until we die

Hail Lake Havasu High!

COAT OF ARMS

Arms: Purple and Gold

Shield: Parted per fess and pale, surmounted on crossed sabers and supported by palm trees proper. In the chief, a bridge and lake scene proper. In the dexter base, a winged foot of the second on a field of the first. Below the shield, a banner inscribed with Lake Havasu.

Crest: A plumed Knight's helmet proper. The scene depicts Lake Havasu which receives its life-giving blue water from the Colorado River. A mesquite tree symbolizes toughness in adversity. The bridge is the Old Thames Bridge from London, a link between old and new. The sabers symbolize gallantry and style. The palm trees symbolize abundance. The winged foot symbolizes athletics and fleetness of thought. The quill and scroll symbolize academic excellence. The helmet is heraldically correct, bearing the school colors and symbolizing Knights and school spirit.

GOLDEN SHOVEL: The Golden Shovel is a symbol of the long-standing competition between Mohave and Lake Havasu High Schools. The shovel was used to break ground for both schools in 1968. The winner of the Golden Shovel football game each year gets to display the Golden Shovel for the year.

FIGHT SONG

Fight on down the field to Victory
Fight for everything that's yours
Carry forth your colors true
Your PURPLE and your GOLD
LAKE HAVASU!
Fight on down the field to Victory
Hold your banners high
Fight! Let's win!
For Lake Havasu High!

HALL OF FAME: The Hall of Fame honors those athletes who have been selected to the first team ALL-STATE in their respective sports.

HOMECOMING: Homecoming is an annual event to welcome all alumni back to school. This celebration is centered around the football game. Aside from the game, homecoming includes many other festivities and school traditions.

PROM: Prom is an annual formal dance sponsored by the junior class in order to honor the graduating seniors.

ATTENDANCE POLICY

Regular attendance is basic to success in high school. Parents and students are expected to work with the school so that students regularly attend their classes. Arizona law requires parents and guardians to ensure that their minor children between age six (6) and sixteen (16) attend full time while school is in session unless legally excused pursuant to ARS§15-802 or §15-803.

ARRIVING ON CAMPUS AND LEAVING CAMPUS: Students are to come directly to campus at the beginning of the school day. They are not to loiter off school grounds or go to the wash. Once on school grounds, a student may not leave campus without permission and without signing out in the attendance office. This applies from the time of arrival at school until school is dismissed. One reason for this is that the school has a considerable responsibility to know where students are at all times during the school day. Students should sign out during the school day only in cases of emergency. Gates will open at 7:30 AM each morning. Students arriving after gates close should walk around to the main office parking lot to enter campus.

When it is necessary for a student to leave campus during the school day, he/she must have written or verbal permission from the parent, guardian, or a person designated by the parent. In cases where students do need to be picked up from campus a phone call needs to be made 1 hour ahead of time. A student should never leave school for any reason without signing out in the attendance office. A student who becomes ill during the school day should obtain a pass from his or her teacher to see the nurse. If the nurse and administration determine there is an appropriate reason, parents or guardians will be called to pick up the student. Students who become ill should not remain in the restroom for an entire class period without reporting to the nurse or office. If it is necessary to go home, they still must sign out in the attendance office.

EXCUSED ABSENCES

Absences are excused for these reasons:

1. Personal illness, verified by a parent or guardian.
2. Serious illness of a family member.
3. Chronic illness, with written verification by a physician.
4. Prolonged illness (more than 8 days) with written verification by a physician.
5. Bereavement.
6. Appointments with medical doctors or dentists that cannot be scheduled after school.
7. Court appointments and other legal obligations that cannot be scheduled after school.
8. Out of school suspension, except when issued for not serving detentions
9. Participation in a school-sanctioned event.
10. Prearranged absences verified in advance by parent or guardian.

UNEXCUSED ABSENCES (DITCHING): Unexcused absences are also referred to as "ditches" and do not fall into the same category as excused absences. These might 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.

REPORTING ABSENCES: A parent or guardian must notify the attendance office by phone or in writing on the day of the absence. Absences will not be excused after 24 hours.

RETURNING TO SCHOOL AFTER AN ABSENCE: When a student returns to school after an absence, the following must occur on that day:

1. The student must bring a written statement from his or her parent or guardian explaining the reason for the absence if a phone call was not made.
2. A student who was absent during school time because of an appointment with a professional or institution, such as a medical doctor, dentist, court of law, etc. will present a note from the professional or institution involved verifying the student's presence at the appointment.
3. A student is allowed one day for each day of absence to complete his/her make-up work. As long as the absence is excused, an athletic event or field trip. A grade of zero "0" will be given for work not completed on time.

CONSEQUENCES OF EXCESSIVE ABSENCES

1. Students who are absent from school for 10 consecutive days during a semester without an excuse will be withdrawn from school (ARS 15:901 A1)
2. Students who are determined truant as defined by School Board policy JEDA and state law ARS 15-803 may be cited by the police department.

TARDINESS: Tardiness of more than 10 minutes is counted as an unexcused absence.

First class of the day: A student not in his/her assigned seat when the tardy bell rings is considered tardy. A student who is tardy to his/her first class of the day must report directly to the attendance office and not go directly to class. Upon receiving a 4th -10th tardy a student will receive the following consequences whether excused or unexcused. ("First class of the day" also refers to the first period of those days when we have alternate schedules--2nd, 4th, 6th one day and 1st, 3rd, 5th the next day.)

Remaining classes: Students who are tardy to remaining classes go directly to class, and the teacher will issue a tardy slip.

STUDENT CONDUCT

Lake Havasu Unified School District students are expected to support their school by helping to maintain a safe, responsible and respectful 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.

HALL PASSES: Each student is issued a student handbook, which will be used for hall passes. The hall pass pages must be intact, and the student's name must appear at the top of each page. When a student needs a pass, he/she will fill out the next blank line on the Hall Pass page and have the teacher initial it. It will be carried with them, and they must wear the classroom issued lanyard. If a student attempts to use hall passes other than his/her own, discipline will be applied for Non-compliance. If a student loses his/her handbook, a new one may be purchased at the bookstore for \$5.

COMPUTER USE POLICY

Computer use and access to the internet are provided to students for academic and research reasons. Access is a privilege. Students must demonstrate responsibility. The following are not permitted:

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

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 Internet Safety concerns. The Arizona Attorney General's Office is committed to protecting children & 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 Force (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 which of this 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 to best protect yourself on the web. Check them out here: www.azag.gov/internet-safety

Also, visit our 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.

CONTENT OF LHHS MEDIA

A. STUDENT & STAFF PUBLICATION POLICY

1. All students and staff of Lake Havasu High School are eligible for publication in the student Media.
2. Any student or staff member wishing to 'opt out' of being published in the student Media needs to fill out the appropriate 'opt out' form (media release) with the guidance office.
3. All efforts will be made to keep students and staff who have 'opted out' of coverage from publication in the Media.

B. REGARDING DEATHS

1. Any alumni (from the previous four years), current student, staff member, faculty member or building administrator who dies during the year may be recognized in the student Media.
2. The Media will publish factual information (date of birth, date of death, survivors, organizations, hobbies, interests) in a 300-word obituary, including picture, if possible, in the Knight Life.
3. The student Media will work to obtain permission from the deceased person's family before publishing any information regarding the cause of death. If permission is not granted, the Editorial Board reserves the final say in publication of cause of death. Suicide will not be listed as a cause of death.
4. The student Media will treat all deaths in a tasteful, respectful way.
5. An issue of publication in any of the Media will not be dedicated to, or in memory of, the deceased.
6. Yearbooks will not be dedicated to someone who dies during the school year.
7. Equal coverage will be given for each death.

YEARBOOK SPECIFIC POLICIES/PRODUCTION INFORMATION

A. Portrait Policy

1. To be included in the current volume of *Excalibur*, all students and school personnel must have their portraits made with the official school portrait photographer on specified scheduled dates (including make-up day).
2. Seniors must have their photographs taken through the yearbook chosen photographer for the senior mug pages to ensure that all faces are of the same proportion and use the same background. There is no charge for this shooting.
3. The school calendar lists the photo dates and retake dates scheduled by the *Excalibur* staff.
4. All students, faculty and staff will be afforded at least two opportunities to have their portraits taken or retaken if necessary.
5. Having all portraits taken by the same photographer, under the same conditions, and having all senior portraits taken in a similar manner can assure the yearbook staff of the highest quality reproduction of all photographers serving the best interests of all students.
6. Every effort will be made to include all students in the yearbook; however, the students are encouraged to assist in this process by dressing up for spirit days, being involved in clubs, sports, etc., participating in advertised "selfie" submission events.

B. Team Photo Policy

1. All sports teams must have their team photo taken by the yearbook chosen photographer. The *Excalibur* staff is not responsible for scheduling such appointments.
2. The chosen photographer sends a copy of such photographs to the *Excalibur* staff automatically.

C. Group Photo Policy

1. Group photos for clubs and organizations, not including sports teams, will be posted during the year. The *Excalibur* staff will be responsible for scheduling these events.
2. Groups who do not appear at their specified time on the scheduled day will not be included in the book. No make-up session will be scheduled.
3. Any persons who jump into the photo of a group that they are not a part of will be fined the cost of taking a new photograph or removing their image from the photo.
4. All group members arrange in horizontal rows as tightly as possible. Special seating arrangements or props are not allowed for yearbook group photos.
5. Those in the photo must all wear the current years' club shirt, or all wear the same color school shirt. Any group not conforming to these guidelines may not be shown in the yearbook.

D. Name Spelling Policy

1. Student and school employee names will be spelled as they appear in school records for portrait identifications in the mug sections and for the index. Variation on names will be acceptable for any other book copy in any section.

E. Book Sales Policy

1. The *Excalibur* staff reserves the right to raise costs due to production prices increasing and also reserves the right to end sales of the book any time throughout the production year.
2. Exchanges can be made for books with minor flaws if no writing has been made in the book. If a book has been written in, then no exchange can be made unless the adviser feels the flaw in the book is of major proportion (pages missing, pages in upside down).
3. It will be the responsibility of the buyer to provide proof-of-purchase/receipt if no record can be provided by the staff.

MOVIE POLICY: Movies, videos and electronic materials with ratings other than for general audiences of all ages are not to be shown in classrooms or at any District facility (this includes buses and motels where students are present) except when:

- The movie, video or electronic material has been previewed by the teacher or other certificated staff member.
- The movie, video or electronic material has been determined to not contain material that is objectionable or inappropriate for the age group to which it is intended to be shown.
- The responsible school administrator has approved the use of the movie, video or electronic material prior to its showing.
- The teacher or other certificated staff member has provided advance notification to each student's parent(s), or other responsible adult, of the title of the movie, video or electronic material and the date on which it will be shown.
- When a movie, video or electronic material has a rating the above advance notification will include the rating and the source providing the rating.
- A student whose parent(s) or other responsible adult has provided notice of their disapproval will not be permitted to view the movie, video or electronic material.

Parents or guardians have the right to have advance access to instructional materials, learning materials and activities currently in use, or being considered for use, in the district.

Parents have the right to request that their child not view any movie or video, regardless of its rating or the purpose for which it is to be shown.

A parent or guardian who objects to any learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion or, because of sexual content, violent content, or profane or vulgar language, may request to withdraw that student from the activity or from the class or program in which the material is used and request an alternative assignment.

PERSONAL ITEMS AT SCHOOL: The school is not responsible for money or personal items which are lost by students. Students are advised to bring only enough money to cover lunch expenses. Sunglasses may not be worn in the classroom or in the halls. Laser pointers are prohibited.

TECHNOLOGY: Cell phones will be allowed at school for the convenience of parents and students. Students may carry cell phones in their backpacks, their purses, and on their persons between classes, but they must be silenced and placed in a cell phone holder unless being used with teacher permission. They may also be kept in a locker. When staff members ask students for their technology, refusal to turn the technology over may be treated as insubordination. Technology may be in use until the first bell, during their lunch period and after the last bell. Students may not use their phones to take pictures. Technology can be picked up at the end of the student's school day. Technology includes cell phones, air pods, ear buds, smart watches, laptops and any other smart technology.

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Appropriate use of Electronic Information Services

The district may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the district. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs/DVDs), floppy disks, media, or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the district. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the district will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.

The Superintendent shall determine steps, including the use of an Internet filtering mechanism, that must be taken to promote the safety and security of the use of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Technology protection measures shall protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to use of computers by minors, harmful to minors. Safety and security mechanisms shall include online monitoring activities.

As required by the Children's Internet Protection Act, the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use and dissemination of personal identification information regarding minors.

It is the policy of the Board to:

- A. prevent user access over the district's computer network, or transmissions of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
- B. prevent unauthorized access and other unlawful online activity.
- C. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- D. comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47 U.S.C. 254(h)].

Each user will be required to sign an EIS user's agreement. The district may log the use of all systems and monitor all system utilization. Accounts may be closed, and files may be deleted at any time. The district is not responsible for any service interruptions, changes, or consequences. The district reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The district does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

Filtering and Internet Safety

As required by the Children's Internet Protection Act, the District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.

Limits, controls, and prohibitions shall be placed on student:

- A. Access to inappropriate matter.
- B. Safety and security in direct electronic communications.
- C. Unauthorized online access or activities.
- D. Unauthorized disclosure, use and dissemination of personal information.

Education, Supervision and Monitoring

It shall be the responsibility of all District employees to be knowledgeable of the Board's policies and administrative guidelines and procedures. Further, it shall be the responsibility of all employees, to the extent prudent to an individual's assignment to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The Superintendent shall provide for appropriate training for District employees and for students who use the district's computer network and have access to the Internet. Training provided shall be designed to promote the district's commitment to:

- A. the standards and acceptable use of the district's network and Internet services as set forth in District policy.
- B. student safety in regard to use of the Internet, appropriate behavior while using, but not limited to, such things as social networking Web sites, online opportunities and chat rooms; and cyberbullying awareness and response; and compliance with E-rate requirements of the Children's Internet Protection Act.

While training will be subsequently provided to employees under this policy, the requirements of the policy are effective immediately. Employees will be held to strict compliance with the requirements of the policy and the accompanying regulation, regardless of whether training has been given.

The Superintendent is responsible for the implementation of this policy and for establishing and enforcing the district's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

Parent Notification

Parents will be notified of the policies regarding the use of technology and the Internet while at school. Parents will also be notified of their ability to prohibit the student from the use of technology and the Internet while at school in which covered information may be shared with an operator pursuant to A.R.S. [15-1046](#). This does not apply to software or technology that is used for the daily operations or administration of a local education agency or Arizona Online instruction programs authorized pursuant to A.R.S. [15-808](#).

Parent/Guardian Responsibilities

A strong partnership between school and home will help students be successful using 1:1 technology. Parent responsibilities are to:

- Review the information in this handbook.
- Read Responsible Use of Technology.
- Sign the Technology Device User Agreement and return it to school with your student so he or she can receive a device.
- Monitor student use away from school.
- Support your child in the charging of the device nightly.
- Ensure the device is properly cared for outside of school.

Receiving and Returning Your Device

To receive a device, a student must submit a signed Technology Device User Agreement to acknowledge receipt of the device and understanding of responsibilities related to the device. Your device must be returned to the school:

- at the end of the school year
- upon withdrawal or transfer to another district school or
- at the request of the school.

It must be returned in working order with all parts and accessories included or the appropriate fees will be assessed.

Caring for Your Device

Proper use and care of your device is essential. This includes caring for the included power cord. Please follow these guidelines.

At all times

- Follow the Responsible Use of Technology guidelines.
- Protect your device from damage due to food, liquids or extreme heat or cold.
- Do not place items on top of your device.

At School

- Do not leave your device unattended.
- Secure your device properly in your bag or backpack or in a locked charging station when not in use.
- Keep your power cord with you.

At Home

- Charge your device every night. **Students are expected to come to school with a fully charged device.**
- Store your power cord with your device.
- Do not leave your device unattended where it could be accidentally damaged by food, liquids, pets, or small children.

Traveling to and from School

- Do not leave your device in a vehicle or on the school bus.
- In public, keep your device out of view.
- Secure your device properly in your bag or backpack while traveling.

Device Care

- Use a soft, dry microfiber or lint-free cloth to clean your device screen.
- Report any issues with your device promptly to a parent, teacher, or school official.
- Do not remove the district barcode or school identification sticker from your device.
- Do not install, uninstall, or modify any application, game or operating system component without school authorization.
- Do not deface the device exterior, including unauthorized stickers.

Repair/Replacement Costs

The following prices are estimates, exact costs for each repair will be established following inspection of the damaged device.

Should a student's device become accidentally damaged, they will be provided with an exact or similar replacement. All repairs must be made by the manufacturer or an LHUSD technician. Intentional damage to the device is not covered under the manufacturer's warranty.

Price Chart – Most common repairs

Repair Type	Approximate Cost
Replace Screen	\$210.00
Replace Keyboard	\$45.00
Replace Keys (each key & lift, up to 10)	\$5.00
Replace Touchpad	\$50.00
Replace Battery	\$120.00
Replace Power Adapter	\$50.00
Replace Hard Drive	\$100.00
Replace Memory Module (per)	\$90.00
Replace Fan Assembly	\$30.00
Replace Main Board with soldered in CPU	\$250.00

Cost does not include tax or labor.
Original Equipment or equivalent parts will be used.
Staff will attempt to reduce the cost of repairs whenever possible.
*If total costs to repair exceed unit replacement cost, a replacement will be issued, and fee assessed.

Using The Device Securely

Students are required to enter their district-assigned user ID and password to operate the device. The device has security features and filtering intended to protect and prohibit your student from accessing inappropriate materials on the internet unless specific action has been taken to bypass these features. Security features and filtering are in effect at school, and on home or other networks, including public libraries, restaurants, and airports.

Responsible Use of Technology

Students must use the device in compliance with Governing Board Policy IJNDB, which outlines appropriate technology use. Students and parents must acknowledge they have read this policy, including its regulation, and understand that violation of this policy will result in a loss of privileges and further disciplinary action.

Prohibited Uses

Students are responsible for their actions involving district technology, along with personal files, passwords, and accounts. Uses and activities that are expressly prohibited include:

- Accessing or downloading VPNs or other proxy-avoiding extensions with the intent of bypassing district security features and filtering.
- Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
- Soliciting or distributing information with the intent to threaten, harass or bully others.
- Using district technology for any illegal activity or activity that violates other Board policies, procedures and/or school rules.
- Copying or downloading copyrighted materials, including software, without the permission of the copyright owner or express authorization of the student's teacher or principal.
- Representing as one's own work any materials obtained on the internet, such as term papers and articles. When internet sources are used in student work, the author, publisher, and website must be identified.
- Using an unreasonably high level of internet bandwidth provided by district technology.
- Using district technology for non-school-related purposes.
- Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts.
- Any malicious use, disruption or harm to the school's technology devices, networks and internet services, including, but not limited to, hacking activities and creating or uploading malware.
- Accessing social networks without specific authorization from the supervising teacher.
- Misuse of a school name or logo on a personal website gives the reader the impression that the website is an official school or district website.

The district retains control, custody and supervision of all district technology. The district reserves the right to monitor student usage of all district technology. Students have no right of privacy in their use of district technology, including browsing, communications, and stored files.

Device Support

LHUSD is committed to providing the necessary support to students' use of the device. Students have several options when it comes to getting the help they need.

Troubleshooting Guides - Students have access to simple troubleshooting steps via their school's website. These guides are accessible 24/7.

Information Systems Help Desk - Students may visit the LHUSD Help Desk in the library before and after school. Someone is available for assistance a half hour before and after school, and during lunches, Monday through Friday during the school year.

Frequently Asked Questions (FAQS)

1:1 Program

What does 1:1 mean?

Every Lake Havasu High School student can receive a device to use for school-related purposes, including notetaking, assignments, tests, research and asking questions. Students use their devices in class and take them home to use for homework.

Why does the district support a 1:1 model of instruction and learning?

Technology is an important learning and teaching tool. The device, software and applications enhance teaching and learning activities. Key areas of focus are student engagement, access to higher-level questions and activities, student self-assessment, parent monitoring of student progress and teacher assessment of learning. Technology use is an important component of many post-high school challenges, including college, university, and work. The 1:1 model better prepares students for success in high school and beyond.

When are these devices issued to students?

Students receive their devices according to their high school's schedule. Usually, distribution is during registration days or the first week of school.

What is required for a student to receive a device?

Parents and students are required attend an information session. Parents and students must submit a signed Technology Device User Agreement to the school to receive their device. Students will not receive a device unless this form is signed by the parent and student.

Are these devices considered district property?

Yes, these devices are checked out to students much like textbooks, and students are required to return the devices in good working condition. Care and use expectations can be found on page 3. Failure to return the device may result in appropriate collection efforts and a possible stolen property report to law enforcement.

In addition to the device, what other items are issued to the student?

Each device comes with a power cord. These are considered property of Lake Havasu Unified School District and must be returned at the end of the school year.

Can a student "opt out" of the 1:1 initiative and not receive a device?

Yes. However, Lake Havasu Unified School District encourages all students to have the technology skills to become successful in their future endeavors. If a student does not wish to accept a device, he or she may use a personal device. In today's technology-driven world, a device is a tool, like a textbook, that is part of a student's learning process.

How does the 1:1 distribution impact students with special needs?

The devices issued to all high school students have amazing capabilities to help enhance learning. Each child's IEP team will determine the best strategy and tools for the student's success.

Will a student need to turn in his or her device at the end of the school year?

Yes, the school-provided devices will be collected, much like textbooks are distributed and collected.

Costs

Are there fees associated with the 1:1 program?

There are no costs to participate in the 1:1 program. However, parents and students are held responsible for any damages to the device. Does my family homeowner's insurance cover breakage and damage to my student's device? Please contact your personal insurance provider to inquire about policy coverage.

Who is responsible for loss, theft, or damage to the device while at school or home?

Parents and students are 100 percent responsible for the assigned device. This includes the costs to repair and/or replace the device for intentional damage, loss or theft.

What if a student's device needs to be repaired?

The student should take the device to the school help desk. The helpdesk will replace the unit if a replacement is available. If the repairs are not covered by the warranty, a representative from the school will contact you with an estimate for repairs. Certified technicians will repair or replace the device and return it to inventory.

Can a student complete the coursework without a device while it is being repaired?

Yes. Students may be given a loaner or replacement device to use while their assigned device is being repaired. The loaner device may not have equivalent performance or features.

What if a student moves or transfers to another school or district?

Students are required to return the device to the school if they transfer to another school or withdraw from the district. The device must be in good working order and be returned with all components (power cord). Failure to return the device is a violation of A.R.S. 13-1802.

Do students have to bring their devices home if they already own a computer or tablet? Students are required to take their devices to and from school, as there is no place to store them at school overnight.

Usage/Classroom/Educational Issues

Do students have unlimited access to the internet?

Students must enter their district-assigned user ID and password to operate the device. The device has security features and filtering intended to protect and prohibit students from accessing inappropriate materials on the internet unless specific action has been taken to bypass these security features. This security and filtering applies to school, home or other networks, such as public libraries, restaurants and airports.

Can students access social media?

Some social media sites have important educational and instructional purposes, so students do have access to a limited number of these sites. Parents should remind their child of any family rules and expectations regarding social media.

What if we don't have internet access at home?

Students can still use the device without the internet. Textbooks and many assignments can be accessed without an internet connection. Resources can be downloaded on the device and available offline.

When can students access the school's internet Wi-Fi capabilities?

The school's Wi-Fi is always on. Students can access it whenever they are on campus. The cafeteria and/or media center is open each morning before school, so students have temperature-controlled locations to sit and access the internet.

Does this 1:1 initiative eliminate the need to bring textbooks home?

No. This program does not eliminate all textbooks. However, using technology to the fullest extent will reduce the number of printed textbooks being used. This is determined on a course-by-course basis.

What if a student forgets to bring his or her device to school?

Loaner devices are not provided to students who forget their device at home.

Using Technology/Securing the Device**How are students trained on the use of the devices?**

Training from teachers on how to use the online curriculum and its tools.

Can students use their own devices?

No. One of the tools that teachers will be using is LanSchool.

This program helps teachers monitor student use in the classroom and is only available on the district issued device. The district technology staff is not able to assist students if their personal technology is malfunctioning.

What are the consequences for inappropriate use of the devices?

Students must use the device in compliance with Governing Board Policy INJDB regarding appropriate use of technology. The student and parent acknowledge that they have read this policy, including its regulation, and understand that violation of this policy will result in a loss of privileges and further disciplinary action.

What does a student do with the device during PE?

During PE, devices should be secured in the student's locker or in a locked charging station, unless the device will be used during the class or activity. Instructors give students directions about device needs as they enter the classroom.

Is the device heat- and water-sensitive?

Yes. Students should use care when storing their devices and should not leave them where they could get damaged by the weather or other elements (vehicles, direct sunlight, and rain to name a few).

End of Year Procedures**Will personal student data be removed from the device after it is checked back into the school?**

Yes. Devices are collected at the end of the school year or when the student withdraws or transfers from the school. At that time, district technology staff removes personal information and resets the device to original settings, except for initial start-up programs.

If a student returns to the same school the next year, will he or she get the same device?

Not at this time.

LHUSD TECHNOLOGY DEVICE USER AGREEMENT

Lake Havasu Unified Schools (district) will loan a laptop device (device) to the student named below under the following conditions:

- The parent and student must sign this agreement.
- The parent and student understand that the device is only being loaned to the student and it remains the property of the district.
- The device must be returned to the district in working order with all accessories upon the earlier of: (i) withdrawal from the district or transfer to another district school, (ii) a request from the school, or (iii) the end of the school year.
- The student must use the device in compliance with all District rules, the Student Device Handbook, and this agreement. The student and parent acknowledge that violation of the rules may result in a loss of use of the device and further disciplinary action.
- Accessing or downloading VPNs or other proxy-avoiding extensions with the intent of bypassing district security features and filtering is prohibited.
- The student will properly care for and use the device.

- Parents are financially responsible for the repair/replacement costs of the device, as outlined in the Student Device Handbook, if the device is damaged, lost or stolen.
- The student or parent must report any lost, stolen, or damaged devices to the school immediately. If the device is stolen, the theft must be reported to a law enforcement agency and a copy of the police report must be delivered to the school.
- If the device is not returned when required by this agreement, after notice to the parent and student the district may report the loss to a law enforcement agency as willful failure to return loaned property in violation of A.R.S. 13-1802 or seek other legal remedies.
- The student must not alter the configuration of the device or accompanying software. Copying or installing software on the device is prohibited.
- This agreement will also govern any additional devices loaned to the student while this agreement is in effect.

HAZING: There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the district school.

Definitions: "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

Students and others are to report hazing to any teacher, counselor, or administrator.

SEXUAL HARASSMENT: Students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment can be charged as a federal hate crime. Sexual harassment may include, but is not limited to:

1. Assault, inappropriate touching, intentionally impeding movement, or continuing comments, gestures, or written communications of a suggestive, coercive, offensive or derogatory nature.
2. Continued expression of sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment).

A substantiated charge against a student shall subject that student to disciplinary action, which will include suspension or expulsion and possible police involvement. Anyone who is subjected to sexual harassment should inform the principal immediately so that it can be stopped.

SHOW OF AFFECTION: Public schools are not appropriate places for hugging, kissing, and other forms of displaying affection. Continuous abuse of this rule may result in severe disciplinary action.

DRESS CODE/PERSONAL APPEARANCE:

It is the philosophy of the Lake Havasu Unified School District #1 Governing Board that student appearance, dress and conduct reflect the individual school and the school district. Dress should be clean, neat and appropriate in material and style for a businesslike educational atmosphere. Students must have appropriate hygiene. Attire that is distracting, disruptive, or derogatory interferes with the orderly operation of the school (POLICY JFCA). The Board has approved standardized shirts available in several colors. Standardized wear is available for purchase only at the high school: LHHS standardized apparel **REQUIRED** for the current school year:

- Short-Sleeved T-Shirts
- Standardized outerwear (jackets/sweatshirts)
- Approved LHHS club shirts/wear with logo (may be worn any day of the week).
Once a student is no longer active in a club, he/she may not continue to wear the club shirt/wear.
- Approved LHHS athletic shirts/wear with logo (may be worn any day of the week).
- LHHS letter jackets can be worn by athlete when weather turns cold.

Dress code violations will be given to any student who does not wear APPROVED OUTERWEAR. Blankets are NOT to be used as outerwear. Students are expected to wear the approved clothing when they enter the campus each morning and until 4:00 p.m. The standardized LHHS logo MUST be visible AT ALL TIMES on any outerwear except LHHS letter jackets, CTSO professional day clothing.

MODESTY IS THE KEY

1. Shoes (no slippers) must be worn at all times. This is state law.
2. All attire should be clean and neat in materials and styles appropriate for an educational environment.
3. Hair must be clean and neatly groomed and not present a health or safety hazard to anyone in the school.
4. In the interest of campus security and student safety, the administration reserves the right to ban any item that may be gang-related or suggestive. Wearing "gang-related" attire, such as oversized shirts that almost reach the knees or wearing gang-associated colors IS NOT PERMITTED. Shirts may be no longer than the bottom of the hips. Rubber bands used to hold up pants legs are associated with gangs and are not permitted.
5. Students who borrow a loaner shirt/shorts from the bookstore will be required to bring the loaner shirt/shorts back the following day or be charged the cost of the shirt/shorts.

UNACCEPTABLE DRESS:

1. The standardized shirt must be long enough to cover the midriff, navel, stomach and underwear when worn with low-rider pants or skirts. Bottoms must be fingertip length. This means long enough so that when standing straight, hand at sides, the hem is at the edge of the fingertips. Leggings must be thick enough that the behind or underwear is not showing. From waist to fingertip, clothing must be opaque with no holes, rips, tears, or frays.
2. On fun days, such as Spirit Week, clothing that exposes the midriff or cleavage, as well as spaghetti straps, strapless tops, backless tops, tube tops, beachwear, muscle shirts, shirts with deep cut-outs under the arms, see-through clothing, and any clothing that reveals undergarments (even while wearing overalls) is not allowed.
3. Caps, hats or head coverings, including but not limited to bandanas and hair nets, are not permitted on campus between 6:30 a.m. and 4:00 p.m.
4. Clothes, jewelry, or accessories, such as belt buckles made to look like fake knives, bullets, etc. or bearing phrases or slogans which are sexually suggestive, show nudity, promote use of drugs/alcohol/tobacco/ pornographic material/offensive or vulgar language (or are suggestive), or contain racial or ethnic slurs or other inappropriate references are not allowed.
5. Inappropriate tattoos may not be exposed.
6. Chains, including wallet chains, studded dog collars or clothing adorned with safety pins are not permitted.
7. No metal-toed shoes and boots
8. No altering of standardized wear, including coloring, writing on, tying or cutting shirts or jackets in any way; nothing may be added, attached or affixed to standardized wear
9. Pants or shorts may not be worn so low that underwear can be seen.

Any attire or adornment, including hair styles, cosmetics, and body piercing, which distracts from or disrupts the learning environment, is a dress code violation.

Items that are confiscated in the office or by a teacher will not be returned until the end of the student's school day. Some examples, but not limited to are; hats, skateboards, inappropriate jewelry or clothing. These items can be picked up between 2:30pm and 3:30pm.

The Administration reserves the right to make the final decision regarding appropriate and inappropriate dress as well as what is considered distracting to the learning environment.

DUE PROCESS: All students are entitled to due process, which 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 agree with the school's actions. If students become involved in situations which could result in suspension or expulsion, both the student and parent or guardian will be given a more detailed description of the due process procedure. (Board Policy JGD/JGE/JFA). The following summary will acquaint students and parents with the procedure:

1. The school principal has the right to suspend a student for a period of up to nine days. In cases of this type, an informal conference will be conducted which includes the principal, student and any other appropriate person. If after the conference is completed, the principal decides that a suspension is necessary, it will become effective immediately. The principal will notify parents or guardians of the action taken.
2. The school principal has the right to recommend to the district superintendent that a student be suspended for longer than nine days or be expelled from school. In cases of this type, a hearing will be conducted before the Governing Board or Hearing Officer.
3. In all cases, except for suspension, the student will remain in school until all appeal opportunities have been exhausted or the parents agree to the school district's action.
4. If a student has violated a school rule and is subject to a suspension or expulsion, both the student and parent will be formally notified. Part of the notification process will include instructions regarding the Due Process Procedure.
5. The student may be represented only by an attorney at a hearing before the Governing Board. In hearings before the Governing Board, a student may present witnesses and cross examination of witnesses is permitted.
6. A student who has received disciplinary action and is barred from activities will not be allowed to participate in those activities until the matter is resolved or the disciplinary action is completed.

INTERROGATIONS: The school has legal custody of students during the school day and during approved extracurricular activities and acts as the parent in the parent's absence. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by a law enforcement official. When a student is interrogated during school time by a police officer, a school administrator will be present during these interviews. When a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parent or guardian. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." Personnel of the school district shall cooperate fully with the police. When the arrest is formally made, the school district and its employees no longer exercise jurisdiction over the student.

SEARCH AND SEIZURE: Students have the right of privacy of person and freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment of the Constitution. This right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all students. School administrators may conduct searches when they have reason to suspect that the health, safety or welfare of students may be in danger. In cooperation with law enforcement, canine searches will be conducted. Any administrator making a search, or a seizure will follow these guidelines:

1. Illegal items (firearms, explosive devices, other weapons, drugs) or other possessions reasonably determined to be a threat to the safety, security of other, or might possibly interfere with school purposes may be seized by school employees.
2. Items which may be used to disrupt or interfere with the educational process can be temporarily removed from a student's possession.

3. A student's person may be searched by the administrator or his or her designee when there is reasonable cause to believe that the student has on his or her person illegal items or other items that may interfere with school purposes. This search shall take place in the presence of a witness. At all times a student search will be carried out by an administrator or designee of the same sex as the student being searched.
4. The school maintains ownership of student lockers. The school may and will search lockers periodically to protect the health, safety, and welfare of all students.
5. Motor vehicles parked on school property may be searched by school administrators when there is reasonable cause to believe the health, safety, or welfare of students might be in jeopardy. Student vehicles must be registered with the office and parked on school property.

SELF DEFENSE: School personnel may use that force which is necessary to protect themselves, others, or school property. Arizona laws ARS §15-507, §13-1204 make it illegal to insult, abuse or assault a teacher or other school employee while they are engaged in the execution of any official duties. The penalty for violation of this law can range from a \$500.00 fine to imprisonment.

SURVEILLANCE: LHUSD property, including busses, are monitored by surveillance cameras. 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

1. A video recording of actions by students may be used by the Board or administrators as evidence in any disciplinary action brought against students arising out of the student's conduct in or about District's property.
2. Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to Board policy and school rules.
3. The district may use video surveillance to detect or deter criminal offenses that occur in view of the camera.
4. 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.
5. 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.
6. The Board or its administrators may use video surveillance and the resulting recordings for inquires and proceedings related to law enforcement, deterrence, and student discipline.
7. The district shall not use video monitoring for other purposes unless expressly authorized by Board policy or regulations.

JURISDICTION OF THE SCHOOL: Students are subject to the authority of all faculty and staff members during the school day and while attending any school function. The regular school day includes the time traveling to and from a student's residence. Students who are insubordinate, disrespectful, or violate generally accepted rules of good citizenship and behavior will be subject to disciplinary action. Severe violations of the law which occur off school premises may result in the suspension of a student or other disciplinary action if continued attendance in school is likely to be detrimental to the welfare of other students or staff.

POLICE INVOLVEMENT: Any action taken by police authorities will be in addition to action taken by the school. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer. (District Policy JIH: Student Interrogations, Searches and Arrests)

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any questions concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted, or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law, enforcement authorities will be informed.

Repeated cases of misconduct may result in In-School-Suspension, Out-of-School-Suspension, Behavior Contract and/or a Board hearing.

A student has one week to serve detentions. Detentions not served in the allotted time will result in day(s) of ISS or OSS.

DETENTION

Detentions can be served each day of the week before school from 6:55am-7:55am. After school, Monday, Tuesday, Wednesday, Friday from 3:00pm-5:00pm and Thursdays from 1:00pm-3:00pm. Students who are assigned detention must abide by the following rules. Students must bring school assignments to work on for the entire time. It is the student's responsibility to make certain that he/she signed in upon arrival.

1. Food, candy, and drinks are not allowed.
2. When a student enters the room, no talking, whispering, writing notes, or making unnecessary noise or commotion is allowed.
3. Students will not be admitted into detention late.
4. Students may not speak unless they raise their hand and are given permission.
5. Students may not be out of their seats without permission from the teacher.
6. Failure to observe the above rules will result in removal from the detention room for no credit and additional disciplinary action.
7. Not reporting to detention will result additional discipline. Continued offenses will result in removal from school.
8. Students with 4 or more hours of detention are restricted from all school activities such as field and band trips, athletic events, assemblies, dances and sporting events. Any student who fails to comply will receive additional disciplinary action.
9. Students with 4 or more hours of detention will report to a designated room during assemblies and other special events.

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 including suspension or expulsion.

IN SCHOOL SUSPENSION: The in-school suspension program will be conducted Monday through Friday from 8:00am-2:30pm (early release days from 8:00am-12:25pm) with the following components: academics, counseling and service. If a student fails to fulfill the terms of the in-school suspension assignment, the out of school suspension designated in the student handbook will be implemented, with no classroom credit given for the duration of the out of school suspension. Assignment to the in-school suspension program does not alter the sequence of disciplinary procedures. In-school suspension does not eliminate any previous disciplinary actions which have not been satisfied, i.e., detentions incurred prior to the beginning of the in-school suspension. Upon arrival, students are to report directly to the In School Suspension room.

OUT OF SCHOOL SUSPENSION:

ASSIGNMENT OF OSS:

Students may be assigned OSS by Administration for disciplinary action. OSS can be assigned from one to nine days, depending on the severity of the offense.

When a student is assigned OSS for an incident the student is not allowed to be on Lake Havasu High School campus unless they are escorted by a parent or guardian. Students assigned to OSS are not allowed to be at ANY school sponsored events. If a student is found on school premises it will be considered criminal trespassing. [ARS13-1502: Criminal trespassing in the third degree. Sec. A: a person commits criminal trespassing in the third degree by: 1. Knowingly entering or remaining on any real property after a reasonable request to leave by the owner or any other person having lawful control over such property or reasonable notice prohibiting entry.]

A student assigned OSS is allowed to receive homework for the suspension period. The student is to check google classroom for their homework and e-mail their teachers. For suspension of 5-9 days, hard copies

of the student's homework can be requested and the student's parent/guardian can pick the work up from the administration office.

Administration will inform the student as to which date or dates they are to be suspended and what day they are to return to school.

STUDENT COURT: Students who feel they have been treated unfairly may appeal to the Student Court through the Front Office. The Student Court's decision is an opportunity for the student's case to be reviewed objectively by his or her peers but may be overruled by administration. It is Student Court's decision that certain infractions may not be appealed. Examples are cell phones, any First-Class Offense, stealing, scholastic dishonesty, or any offense for which a student could be arrested.

GUIDELINES: A report form, obtained from the Front Office, must be filled out completely and returned to the Student Court. This form must include a full written testimony of the events that led up to the incident. The form and included testimonial must be given to Student Court within 24 hours of the initial charge. If the form and testimonial are adequate and punctual, Student Court will review the case during Youth Court.

STEP PROCESS: *The Step Process is used with students who show repeatedly by their attitude/work habits that they do not wish to be in a particular class.*

STEP ONE - Disciplinary Warning: The teacher will handle disciplinary situations according to school rules and their own classroom policies. The student is notified of the seriousness of the last infraction, and the teacher will notify the parent/guardian that if there is another incident that the student will be placed on Step Two.

STEP TWO: If the behavior continues, the student will be placed on Step Two, and the student will be sent to his/her counselor for guidance but will be given no discipline consequence. Parents will receive a copy of the Step Two form.

STEP THREE: If the problem continues, the student will be sent to the Assistant Principal. The student will be removed from the classroom for five (5) days and placed in study hall and will receive 5 – 10 hours of detention. A conference involving the counselor, parents/guardians, student and Assistant Principal is required prior to the student returning to class.

STEP FOUR: If the behavior is repeated, the student is removed from the class by administration and placed in study hall for the remainder of the semester with no credit received. A W/F (withdraw/fail) will be recorded for the class.

EXCEPTIONS TO THE STEP PROCEDURE: Severe cases of discipline are directly sent directly to the Assistant Principal, who may move student to a higher step, including bypassing the warning and moving student directly to Step Four.

**Students can access student discipline through an icon on the school issued laptop. Parents can request a copy of student discipline from the LHHS Administration Office.*