

# SCHOOL CALENDAR 2011-2012

## AUGUST

8 First Day of School  
 11 Early Release  
 25 Early Release  
 31 Student Progress Reports

## SEPTEMBER

2 End of 1<sup>st</sup> Attendance Period  
 (20<sup>th</sup> day)  
 5 Labor Day-No School  
 8 Early Release  
 10 ACT Test  
 29 Early Release

## OCTOBER

1 SAT Test  
 3 End of 2<sup>nd</sup> Attendance Period  
 (40<sup>th</sup> day)  
 6 Early Release/End of 1<sup>st</sup> 9 Week  
 7 No School/Parent Conferences  
 10-14 Fall Break  
 15 PSAT Test  
 17 School Resumes  
 20 Early Release  
 22 ACT Test  
 25-27 Early Release AIMS

## NOVEMBER

2 ASVAB Test  
 5 SAT Test  
 5 Plan Test  
 8 End of 3<sup>rd</sup> Attendance Period  
 (60<sup>th</sup> day)  
 10 Early Release  
 11 Veterans Day (Observed)  
 No School  
 16 Student Progress Reports  
 23-25 Thanksgiving Break

## DECEMBER

3 SAT Test  
 8 Early Release  
 12 End of 4<sup>th</sup> Attendance Period  
 (80<sup>th</sup> day)  
 20-22 Semester Exams – Early Release  
 22 End 1<sup>st</sup> Semester – Early Release  
 23 No School / Staff In service  
 26-Jan 6 Winter Break

## JANUARY

9 School Resumes  
 12 Early Release  
 16 MLK Day – No School  
 Staff/Student  
 25 End of 5<sup>th</sup> Attendance Period  
 (100<sup>th</sup> day)  
 26 Early Release  
 28 Winter Formal

## FEBRUARY

1 Student Progress Reports  
 9, 23 Early Release  
 11 ACT Test  
 20 President’s Day No School  
 Students  
 23 End of 6<sup>th</sup> Attendance  
 Period (120<sup>th</sup> day)  
 28, 29 AIMS Testing Early Release

## MARCH

8 Early Release  
 10 SAT Test  
 16 End 3<sup>rd</sup> 9 weeks/ Early Release/  
 Parent/Teacher Conference  
 19-23 Spring Break – No School  
 26 School Resumes  
 29 Early Release/End of 7<sup>th</sup>  
 Attendance  
 Period (140<sup>th</sup> day)

## APRIL

10, 11 AIMS/Early Release  
 12 Early Release  
 14 ACT Test  
 25 Student Progress Reports  
 TBA Prom  
 26 End of 8<sup>th</sup> Attendance  
 Period (160<sup>th</sup> day)  
 26 Early Release

## MAY

10 Early Release  
 18 Last day for seniors  
 22-24 Early Release/Final Exams  
 24 Graduation/End 2<sup>nd</sup> Semester/  
 Early Release/Last day of school  
 25 No school/Staff In Service  
 28 Memorial Day  
 30-June 27 Summer School

## JUNE

2 SAT Test

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

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**STATEMENT OF EDUCATIONAL PHILOSOPHY**

“Lake Havasu High School... we are dedicated to challenging our students, to delivering a rigorous curriculum, to developing responsible citizens, and to forming positive relationships.”  
Adopted 2009-2010

**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

Art Club.....	Mr. Robertson
Athletic Team Clubs.....	Sponsor is Head Coach
Audio Visual Club.....	Mr. Brindis
Band of Knights .....	Mr. Spangler
Bible Club .....	TBA
Choir.....	Ms. Guey
Class of 2012.....	Mr. Paluch
Class of 2013.....	Mr. Ruiz
Class of 2014.....	Ms. Nutt
Class of 2015 .....	Mrs. Bishop
Close Up Club .....	Mrs. Festa-Daigle
Computer Club .....	Mr. Treichel
Constitution Club .....	Mr. Zemojtel
D.E.C.A.....	Mrs. Wyneken
Drama.....	Mrs. Ridenour
Educational Tour Group.....	Mrs. Rose-Johnson
Excalibur .....	Mr. Paluch
Explorers .....	Officer Earhart
FCCLA.....	Mrs. Hendry & Mrs. Strother
Fellowship of Christian Athletes .....	TBA
Foreign Language Club.....	TBA
Freshmen Mentors.....	Mrs. Hendry/Ms. Cooper
Future Business Leaders of America.....	Ms. Denny
GSA.....	Ms. Merrifield
Health Careers Club .....	Ms. Ainsworth
High School Bigs Club.....	Ms. Binko/Ms. Fuentes
In-Line Hockey .....	Mr. Jeffree
Interact Club.....	Ms.Fuentes & Ms. Kirkpatrick
J112 (Shooting Stars) .....	Ms. Binko
Journalism/ <i>Knight Life</i> News .....	Mr. Aston
Key Club .....	Ms. Merrifield & Mrs. Rose-Johnson
Lake Havasu Youth Court.....	Ms. Otto
LHHS Library Club.....	Mrs. Koch
Metallic History Club.....	Mr. Strom
Mu Alpha Theta Math Club .....	Mrs. K. Thompson
National Honor Society .....	Mrs. Sautner
PE Club .....	Mrs. Mares
PEP Club.....	Mrs. Sautner
Physics Club.....	Mr. Baker
Renaissance .....	Mrs. George & Mrs. Wallsmith
Rythym Elite Club.....	Ms. Witmer
“S” Club .....	Ms. Ainsworth
School of Rock.....	Mr. Barney
SEA .....	Ms. Darcie Gay
Skills USA.....	Mr. Aranguena
Speech & Debate Club .....	TBA
Spiritline.....	TBA
Student Government.....	Mrs. Hughes
Tinnell Extreme SportsClub .....	TBA
We, The People .....	Mrs. Festa-Daigle
Web Design.....	Mr. Paluch

**LAKE HAVASU HIGH SCHOOL STAFF  
ADMINISTRATION**

Mrs. Denise Miner..... Principal  
 Mr. Roger Burger ..... Assistant Principal/Athletic Director  
 Mr. Dale Genger..... Assistant Principal  
 Mr. Enos Bacon..... RTP Assistant Principal

**COUNSELORS**

Mr. Bob Pauley ..... A-D  
 Mrs. Marie Cooper ..... E-L  
 Mrs. Tonya Krueger ..... M-R  
 Mrs. Monica Conlan ..... S-Z  
 Mrs. Cali George ..... Career Center Coordinator  
 Officer Joe Earhart ..... Safety School Officer

**OFFICE STAFF**

Mrs. Cynthia DiBattista..... Mrs Miner’s Secretary  
 Mrs. Danica Kitchel ..... Mr. Burger’s Secretary  
 Mrs. Sherry Miller..... Mr.Genger’s Secretary  
 Mrs. Sue Sonderen ..... Registrar  
 Mrs. Francine Dropinski..... Guidance Office  
 Ms. Carol Carpio ..... Guidance Office  
 Mrs. Lynnae Kross ..... Bookstore Manager  
 Mrs. Sheryl Hilbert..... Receptionist  
 Ms. Laurie Sacco..... Attendance Office  
 Mrs. Billie Vandenhuevel..... Attendance Aide  
 Mrs. Judy Eide..... Nurse  
 Mrs. Lyndia Lecours ..... Nurse’s Office Asst.  
 Mrs. Lori Fadroski..... Special Ed Secretary  
 Mrs. Laura Bopp ..... RTP Secretary

**LIBRARY-MEDIA CENTER**

TBA..... Librarian

**ARA FOOD SERVICE**

Lilian Arreguin..... Manager

**CUSTODIAL-MAINTENANCE**

Mrs. Melanie Anselm ..... Custodial  
 Mrs. Patsey Flecher ..... Custodial  
 Mr. Ward Davis ..... Custodial  
 Mr. Rob Morrison ..... Custodial  
 Mr. Leon Dieu ..... Maintenance  
 Mr. Steve Gronskei..... Maintenance  
 Mr. Manual Hurtado..... Custodial  
 Mr. Teddy Kilpatrick..... Custodial  
 Mr. Joel Nelson ..... Custodial  
 Mr. Steve Reynolds ..... Custodial

## SCHOOL BOARD MEMBERS

Mrs. Jo Navaretta .....	President
Mr. Pat Rooney .....	Vice President
Dr. Randal Troyer .....	Member
Mrs. Nancy Iannone .....	Member
Mr. Ross Hobday.....	Member

## IMPORTANT NUMBERS

<b>Lake Havasu High School</b> .....	854-5001
Fax.....	854-5499
Website.....	<a href="http://www.lakehavasuhighschool.org">www.lakehavasuhighschool.org</a>
Athletic Secretary .....	854-5317
Attendance Office .....	854-5324
Guidance Office Secretary .....	854-5327
Nurse .....	854-5350
Principal Secretary .....	854-5318
Registrar .....	854-5341
Special Ed Secretary.....	854-5394
<b>Lake Havasu Unified School District</b> .....	505-6900
Fax.....	505-6999
Website.....	<a href="http://www.havasuk12.az.us">www.havasuk12.az.us</a>
<b>Round Table Program</b> .....	505-6001
Fax.....	505-6009
Website.....	<a href="http://www.havasuk12.az.us/high-school/round_table">www.havasuk12.az.us/high-school/round_table</a>

## 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 .....	Guidance Office
COLLEGE INFORMATION .....	Career Center
DAILY ANNOUNCEMENTS.....	Main Office
DETENTIONS.....	TBA
EMPLOYMENT (STUDENT).....	Career Center
FINANCIAL AID INFORMATION.....	Career Center
ILLNESS.....	Nurse's Office
LOCKER PROBLEMS .....	Guidance Office
LOST AND FOUND.....	Nurse's Office
MILITARY INFORMATION.....	Career Center
PARENTING CLASS .....	I-103
PARKING .....	Assistant Principal
PEER MEDIATION.....	Guidance Office
PRINCIPALS .....	Main Office
SCHOLARSHIP/FINANCIAL AID INFORMATION.....	Career Center
STUDENT INSURANCE.....	Main Office
TELEPHONES (PAY).....	C-Hall/A-Hall
TRANSCRIPTS .....	Guidance Office
TRUANCY .....	Attendance Office/Assistant Principal
TUTORING .....	Career Center
YOUTH DIVERSION .....	I-103

# **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 Guidance 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)**

Academic credit for students who transfer from private or public schools shall be determined on a uniform and consistent basis. Each student who enrolls and requests the transfer of academic credits to fulfill graduation requirements shall be provided with a list specifying the courses for which credit has been accepted for graduation and those for which credit has been denied by the District. Transferred credit that satisfies any of the following criteria will be acceptable for fulfilling District graduation requirements:

- The credit was awarded by a school accredited by an accrediting agency, including but not limited to, the following accrediting agencies or colleges and schools: North Central Association, Southern Association, Middle States Association, New England Association, Northwestern Association, and Western Association.
- Students who wish to transfer credits from a non-accredited school, a private school, or a home school will be required to test out in order to have their credits count toward graduation. Credits transferred will be recorded as "CR" (credit) in lieu of a grade.
- Credits from an accredited charter school can be accepted and grades will be recorded as letter grades.
- Credits from students whose transcripts are in a language other than English will be accepted if the student provides a certified translation of the transcript into English. The translation can be made by an embassy, a consulate, or a professional translation service. A seal or official stamp from the translating body must be affixed to the new transcript. Credits will be recorded as "CR" (credit) in lieu of a grade.
- Awarding of the credit was based upon an assessment that included the standards adopted by the State Board of Education. The examination must be administered and evaluated by a teacher in the receiving school who is certified to teach the subject matter of the course for which the credit was requested.

When transfer credit is denied for a course, the student may request and take an examination designed and evaluated by a teacher in the receiving school who is certified to teach that subject matter. Upon receiving a satisfactory score as determined by the teacher, course credit will be awarded to fulfill the requirements for graduation. Students who "test out" of a class by taking

an exam MAY NOT receive a letter grade. Only a CREDIT or NO CREDIT will be applied towards graduation. All courses credited for graduation 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, courses credited for graduation must meet the standards established by 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:** All requested transcripts will be mailed or faxed directly from school to school through the Registrar's office. A reasonable fee for extra copies of transcripts may be charged. 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**

Tuition charges 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.

## 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	
Free Enterprise	0.5	12 <sup>th</sup>
Science	2.0* (3)	
Physical Education	1.0	9 <sup>th</sup>
Mathematics	3.0* (4)	
Vocational/Fine Arts	1.0	
World History/Geography	1.0	10 <sup>th</sup>
U.S. History/Arizona History	1.0	11 <sup>th</sup>
Civics/AZ. Government	0.5	12 <sup>th</sup>
<u>Electives</u>	<u>8.0* (7)</u>	
Credits total	22.0 (23.0)	

**\*Beginning with the Class of 2013 the state of Arizona has increased the number of credits needed in math and science. To see the new requirements, look at the number in parentheses in the chart above. The Class of 2013 will need 23 credits in order to graduate. The Classes of 2010, 2011, and 2012 will need 22 credits.**

### AIMS/GRADUATION REQUIREMENTS

In addition to the 22(23.0) credits mentioned above, the state of Arizona requires students to pass three AIMS tests (Arizona Instrument to Measure Standards) – reading, writing, and math – in order to receive a diploma. The tests are administered for the first time during the sophomore year. A student who does not pass any one of the three tests during the sophomore year will have four more opportunities to pass the tests before the end of the senior year. Sophomores must also take an AIMS science test, but at this time it is not required for graduation.

All credits, including passing AIMS testing, must be satisfactorily completed before a senior can participate in graduation exercises and receive a diploma.

### AIMS – FAILURE TO PASS AIMS BY GRADUATION: AN ALTERNATIVE WAY TO GRADUATE

The Arizona state legislature allows an alternative method of graduating for the student who has fulfilled all other requirements for graduation but who cannot pass all three AIMS tests. The provision is referred to as “AIMS Augmentation.” In order to have a senior’s AIMS score augmented, the senior must have taken the AIMS tests every time offered AND have been enrolled in a school-sponsored tutoring program. If he/she has done so, points are assigned for each A, B, and C in certain core classes. The points are put into a formula and added to 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 receive 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.

**TUTORING:** Tutoring is done by teachers before or after school. Private tutoring can be arranged through the Career Center. Students who do not pass an AIMS test may speak to Mrs. Miner about free tutoring opportunities.

**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. PowerSchool allows parents to go online at any time to check individual grades, missing assignments, attendance, and tardies. Parents may contact teachers through an email link on PowerSchool and are also asked to notify Guidance if their e-mail addresses change. Parents who do not have access to PowerSchool 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 three times a semester. 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.

**POWERSCHOOL 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:** 1<sup>st</sup> semester report cards will be distributed the week students return from Christmas break and the 2<sup>nd</sup> 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.

**PERFECT ATTENDANCE:** Perfect attendance is awarded to the student who has not missed one period, excused or unexcused, during the four years of high school. School-related activities such as field trips or sports competitions do not count against perfect attendance.

**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 work place 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. 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.
3. Respects school property and observes classroom rules consistently.
4. Works diligently and uses time effectively – turns assignments in on time.
5. Displays courtesy and shows respect – complies with guidelines of the school handbook.
6. 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 will be given a “U” by that teacher.
7. Knight Time students will be given a citizenship grade. (Knight Time is a student advisory period.)

**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 guidance office by the last day of senior final exam week 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 Guidance 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.

**ONLINE OR DISTANCE LEARNING:** Lake Havasu Unified School District #1 offers accredited high school classes through the internet. These classes are for the student who wants to get ahead, who needs credit recovery, who enrolls late in the semester, or who would like to learn something new. Seniors who plan to participate in graduation ceremonies in the spring must be registered by January 31 in order to have classes completed in a timely manner.

Information about this program can be accessed at [www.havasuonline.com](http://www.havasuonline.com) or by speaking to your high school counselor.

**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 Guidance staff prior to enrollment in the course. Students who take these courses do not receive a grade on their high school transcript; instead they receive a “CR” for credit. However, students who take a dual enrollment class at Lake Havasu High School will receive a grade rather than a CR.

**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 take MCC’s Compass test during the sophomore year. Students who do not take the Compass test at the high school may call Mohave Community College to schedule a time for the test. The deadline for providing the test results to Guidance is May 1 of the sophomore year. Juniors who did not take the Compass test their sophomore year but who wish to take a dual enrollment class during their senior year may do so by following the same procedure. 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 advanced classes are weighted when the student earns a C or above. At the end of each semester the weighted (advanced) GPA and ranking are recalculated by multiplying the cumulative number of advanced classes by .035 and then adding the result to the student’s unweighted GPA.

### **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.

### **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. Lab Science (3 credits): Must include Biology and Chemistry plus one other selected from Physics, Geology or Advanced Biology or Anatomy. Word processing (1 credit): recommended, not required. 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) (plus 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

**TUITION WAIVER** – Students who exceed the standards on all 3 AIMS tests may be eligible for full state university tuition waiver for one year after graduation. This tuition waiver is subject to change by the Arizona State Legislature. See your counselor for the additional criteria or visit [www.ade.az.gov/asd/tuitionwaiver](http://www.ade.az.gov/asd/tuitionwaiver)

## **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 during the first half of the semester preceding the semester of desired completion. 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.

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.

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 Friday 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 are on suspension of any type and/or who have more than two UNSATISFACTORY citizenship grades at the semester may not participate or compete in athletic activities or any other co- or extra-curricular activities the following semester. This includes citizenship grades from the prior year’s second semester being applied to the following year’s first semester.

### **ATHLETIC ACTIVITY CARDS**

These may be purchased for \$25.00 at the time of registration. This is a one-time fee for admission to all athletic events for the school year (excluding any regional and state tournaments). Because this is an admission ticket it must be repurchased if lost.

### **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 6 or more hours of detention, who are serving in-school suspension, or out-of-school suspension or who have failed their citizenship grade (pages 14-15) 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 and a current emergency care cards 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. Any organization sponsoring a school dance must provide four faculty sponsors, at least two being male. Dances shall last no later than midnight.

## **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. Guest passes can be obtained in the assistant principal's 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 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. He or she will not be allowed to attend another dance sponsored by the school for the remainder of the school year, and the student responsible for the removed guest will not be issued another guest pass.

There will be no admittance to the dance one hour after the dance begins. For example, if the dance begins at 8:00 p.m., students have until 9:00 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, alcohol and drugs, as found in the student handbook, 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. There is no re-admittance to the dance once a student leaves. Any exception will be made by the administrator in charge.

## **DANCE GUIDELINES**

### **Lake Havasu High School**

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.
- Guest Passes - see pg 18/19 in your handbook.
- Tickets are non-transferable and non-refundable.
- 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. The school is not responsible for any lost, damaged, or stolen personal items.
- No backpacks or outside food/drinks are permitted.

## DRESS CODE FOR HOMECOMING AND PROM

Ladies	Gentlemen
Prom: Formal Dress  Homecoming: Semi-formal dress attire	Prom: Tuxedo, suit, or collared shirt with tie and jacket  Homecoming: A collared shirt with dress pants or slacks
Excessively low-cut dresses, holes, cut-away, or see-through dresses are <b>not</b> permitted	Appropriate dress shoes-not athletic shoes
No exposed undergarments	Jeans are <b>not</b> acceptable for prom
	No exposed undergarments

For the safety of our students, only ticket holders, staff members and pre-designated chaperones will be allowed into the LHHS dances.

## STUDENT SERVICES

### GUIDANCE AND COUNSELING

Students are encouraged to use the guidance and 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 guidance 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.

**LOCKERS -** The school provides lockers for students to store their books as a convenience and for the protection of their property. Lockers are to be kept closed and locked at all times when not in use. The school is not responsible for lost or stolen articles. Lockers are never to be left “set” or “fixed” for quick opening. Other people may gain access or damage the locker mechanism. Students are required to pay for locker damage. Students are advised not to leave valuable items in lockers such as money, radios, cameras, glasses, watches or rings. Students are responsible for their personal property. Non-functioning lockers should be reported immediately to the guidance office. **Students should use only the locker assigned to them.** Unauthorized use of another locker is a Third Class Offense and will result in disciplinary action. Locker changes are made only through the guidance office. Teachers should not permit students to go to their lockers during class periods. The administration of the school has the right to search a locker at any time. A combination lock may be opened using the following steps:

1. Turn right two full turns and stop at the first number.
2. Turn left one whole turn past first number, then stop at the second number of the combination.
3. Turn right and stop at the third number of the combination.
4. Lift locker handle.

*Students who have difficulty opening their lockers can get help from the Guidance Office.*

## **BOOKSTORE**

The Bookstore operation is for the benefit of the students of Lake Havasu High School.

## **HOURS**

The Bookstore is open before and after school and during lunch periods.

## **IDENTIFICATION CARDS**

Each student is issued an identification (ID) card showing the student's name, picture, grade, and student number. The card is to be carried 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 \$2.50. If a student is asked for his ID and is not able to show it, it will be considered a Class 4 Offense. All students must have their picture taken. Students who have their pictures taken under other students' names on Picture Day will be written up for a Second Class Offense.

## **JTED TECH LOUNGE**

The JTED Tech Lounge is located inside the Library and is open from 6:30a.m. to 4:00p.m. each school day. Students that have the privilege of using the JTED Tech Lounge will have a special insignia on their Student ID Card. These students must present their Student ID Card to the Media Assistant upon entering the library. They will sign in and leave their ID with the Media Assistant while using the JTED Tech Lounge. Approved JTED students may use the room before and after school without a teacher's pass; however, during class periods, they must have written permission from a teacher to be missing class in order to use the JTED Tech Lounge.

## **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. No check will be cashed for more than the cost of the supplies purchased. When a bank charges the school for a bounced check (usually \$25 or more), the fee will become an obligation and will be charged to the student or parent. Seniors will not be allowed to walk unless all obligations have been 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 Guidance 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 6:30a.m. to 4:00p.m. 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 school work. 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.

## NURSE'S OFFICE

Students will not be admitted to the nurse's office without a pass except in case of an emergency. No medication, including Tylenol, is given out at the nurse's 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. 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.

## LOST AND FOUND

Students may look for lost items in the Lost and Found area, which is located in the Nurse's office.

## FOOD SERVICE

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.** The concourse, hallways and classrooms are "off limits" for all food and drinks. Failure to abide by the above rules is a Class 4 violation.

## 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, scooters and in-line skates 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. 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. They may be obtained during registration in July and in the administration office throughout the school year. Students must show a valid Arizona driver's license and registration papers. A fee of \$15.00 is charged. Students who drive cars onto campus have until the end of the first week of school to obtain a parking permit. 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.

## 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

### **CHILD FIND**

Screening and evaluation processes are available at no cost to parents who believe their child (0-21 years) may be in need of early intervention services.

Screening and evaluation procedures for infants and toddlers (birth to age3) are provided by the Arizona Early Intervention Program (AzEIP). The AzEIP Service Coordinator, Rainee Crabtree, may be reached at 680-4141.

Requests for screening and evaluations for children ages 3-5 years may be referred to the Special Services Department at the LHUSD#1 at 505-6935 or 505-6900.

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 Aggie Wolter, Director of Special Service, at the District Office.

### **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, monthly 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. When arriving, students are to be seated quietly while roll is being taken. Students who desire to go from Study Hall to the library must have a pass (in the Hall Pass section of the Student Handbook) ahead of time signed by the librarian. The librarian will sign passes before or after school, between classes or at lunch. Legitimate passes will be marked in the Student Handbook with the proper time and initialed by the Study Hall teacher before students are allowed to proceed to the library. Any infraction of study hall or library rules may lead to revocation of library passes and privileges. Students with passes to the library are expected to go directly there and remain until the last five (5) minutes of class, then return to Study Hall with their signed pass. 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 school work 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. Books and desks will be put in order before dismissal.

## **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 contact students during class by telephone only in extreme emergencies. 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.

**DIRECTORY INFORMATION:** Parents are responsible for signing the media release included in the registration packet so that they can indicate what information may or may not be released to the public. The categories of Directory Information may be released through newspaper articles, yearbook, etc. unless objected to in writing by the parent or student, if 18 at or near the beginning of each school year, but no later than August 15. “Directory Information” means such information as a student’s name, address, phone, e-mail address, photo, date & place of birth, major field of study, dates of attendance (e.g., school year, semester), grade, enrollment status, sports & recognized activities, weight & height of athletic team members, awards, & most recent school. Written objections to releasing part or all of the “Directory Information” should be directed to the principal of the student’s school. Parents are advised that if they do not wish to sign the media release that their students’ names can not be included in the local newspapers for such occasions as making honor roll and for graduation.

## **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; and
  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 Missy Wood, 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!

**CLASS RINGS:** Each year the junior and senior classes have the opportunity to purchase class rings. It is traditional for a student to have his ring twisted by fellow classmates the same number of times as their graduating year. The purpose of this ritual is to bring good luck to the student in the future.

### **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 claim superiority for one 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 a football game. Aside from the game, homecoming includes many other festivities: floats, pep rallies, crazy competitions and homecoming flowers are all a part of this gala affair. A King and Queen are selected from the senior class to reign over the homecoming dance, which winds up the week.

## **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. The school district, per Arizona statute, is responsible for students on the way to school and on the way home. Therefore, school rules are in effect at such times. For that reason, fights that break out off school property but on the way to or from school will be treated the same as if the fights had occurred at school.

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. 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 can not be scheduled after school.
7. Court appointments and other legal obligations that can not 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 report to the attendance office before school.
2. The student must bring a written statement from his or her parent or guardian explaining the reason for the absence.
3. A student will not be officially admitted back into school until the above occurs.
4. 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.
5. A student is allowed one day for each day of absence to complete his/her make-up work. A grade of zero "0" will be given for work not completed on time.

## **CONSEQUENCES OF EXCESSIVE ABSENCES**

1. A student who has accumulated (8) or more absences in a class, excused and/or unexcused, may be dropped from that class and lose credit. (See appeals process below.) A student who has been removed from classes by this process to the extent that his/her daily class load is less than four classes may be recommended for long-term suspension or expulsion.
2. If the 8 or more absences are excused, the student may continue in the class at the discretion of the teacher, but upon the 9<sup>th</sup> absence the grade may be reduced by a letter grade at the semester.
3. A student who is dropped from a class because of excessive absences may ask to audit the class for the remainder of the semester. If that student is disruptive, he/she will be removed from class and placed in study hall.
4. Students who are absent from school for 10 consecutive days during a semester without an excuse will be withdrawn from school (ARS 15:901 A2)
5. 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.

Students who lose credit upon the occurrence of the 8<sup>th</sup> absence have an appeals process. In extenuating circumstances, with appropriate documentation, individual exceptions to the above regulation may be made. Extenuating circumstances may include, but are not necessarily limited to, hospitalization, extended illnesses, or repeated medical appointments. To appeal loss of credit, a form can be picked up from the Assistant Principal in charge of attendance. Students have 2 school days to fill out the form and return it to the Assistant Principal in charge of attendance, who is the first step in the appeals process. If the appeal is denied, it can be appealed to the Attendance Committee. The Attendance Committee will consist of another Assistant Principal, a teacher, a counselor and two students from student government.

## **NOTIFICATION OF ABSENCES**

Parents and guardians will be notified by mail when a student accumulates a fifth and eighth absence in a semester.

## **TARDINESS**

**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 4<sup>th</sup>-10<sup>th</sup> 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--2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> one day and 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> the next day.)

- 1<sup>st</sup> thru 3<sup>rd</sup> Tardy: Excused with note. (per semester)
- 4<sup>th</sup> Tardy: 1 hour detention.
- 5<sup>th</sup> Tardy: 5 hours detention.
- 6<sup>th</sup> Tardy: 1 day of In School Suspension
- 7<sup>th</sup> Tardy: 3 days In School Suspension.
- 8<sup>th</sup> Tardy: 5 days In School Suspension
- 9<sup>th</sup> Tardy: Loss of class credit; removal from class; behavior contract
- 10<sup>th</sup> Tardy: Board Hearing for long-term suspension

**Remaining classes:** Students who are tardy to remaining classes go directly to class, and the teacher will issue a tardy slip. Tardiness of more than 10 minutes is counted as an unexcused absence.

- 1<sup>st</sup> and 2<sup>nd</sup> Tardy: ½ hour detention
- 3<sup>rd</sup> and 4<sup>th</sup> Tardy: 1 hour detention
- 5<sup>th</sup> Tardy: 5 hours detention
- 6<sup>th</sup> Tardy: 1 day of In School Suspension
- 7<sup>th</sup> -10<sup>th</sup> Tardy: See tardy policy above

## **STUDENT CONDUCT**

*The citizens of Lake Havasu City have the right to expect students participating in the educational opportunities provided by the city to maintain satisfactory standards of behavior and citizenship. Students have the right to obtain the best education possible. It is the responsibility of parents, students and school personnel to ensure that a favorable environment is available in order to accomplish this objective. Students who deviate from the rules and create a situation in which the learning environment is hindered will be dealt with fairly and consistently. The purpose of discipline is to promote self-discipline and discourage choices that are unacceptable in a learning environment.*

### **HALL PASSES (see Third Class Offenses)**

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. If a student does not have his/her student handbook, no pass will be issued. If a student loses his/her handbook, a new pass page may be purchased at the Bookstore for \$5.

### **COMPUTER USE POLICY (see Third Class Offenses)**

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. Sending, accessing, downloading or displaying offensive messages or pictures.
2. Using profanity or obscene language.
3. Damaging computers, systems or networks; installing an alternate browser in F drive.
4. Violating copyright laws and regulations.
5. Harassing, insulting or attacking others.
6. Using school computers or networks for personal gain.
7. Using and sharing of passwords of others.
8. Accessing of personal electronic mail.
9. Using school computers or networks without authorization or in an inappropriate manner.
10. Uploading, downloading or installing any program not approved by the administration
11. Failing to log off

## Lake Havasu Unified School District Student Information Technology (IT) Use Agreement

Lake Havasu Unified School District uses technology in all aspects of instruction which includes Internet use, email, computer, educational software, etc. While the District will take all responsible precautions to protect your student, realize the District cannot prevent access to all controversial materials. The District may log and monitor all system utilization. We expect your student to follow District policy regarding acceptable use of computers and IT regardless of the source. Anyone who misuses, abuses, or chooses not to follow these guidelines and procedures will be denied access to the District's technology services and may be subject to disciplinary action. **The following are NOT permitted:**

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.

I have read and agree to abide by the IT use policy of the School District and network etiquette. I am responsible to report any misuse of technology to the district including the report of Cyber Bullying incidents. I understand any violation of the policy is unethical and may result in loss of access to school computers/IT devices, removal from class for no credit, disciplinary action and involvement of law enforcement agencies when state or federal laws are violated.

\_\_\_\_\_

Student's Name

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Grade

### **Parent/Guardian Cosigner**

I have read and understand this agreement. I give permission to my student to use the school computer system and other IT devices and realize that it is his/her responsibility to abide by the provisions of the IT use agreement. I will not hold the district responsible for any controversial materials acquired through the district's systems.

\_\_\_\_\_

Print Parent's Name

\_\_\_\_\_

Parent's Signature

### **Public Media Release**

The district may provide student information for student achievement (honor roll, perfect attendance, student work, other awards, accomplishments, etc.) and class activities in public media such as newspapers, videos, or the Internet.  
(Note: Student last names will not be published on district webpages).

I authorize the Lake Havasu Unified School District to publish the following information in public media about my child. I agree only to the items as my initials indicate:

- All** (ie: First name, last name, student work, photo, video/audio, and live broadcast)
- First name and last name only
- None** (This will prevent your student's name from being published on honor roll/perfect attendance)

\_\_\_\_\_

Print Parent's Name

\_\_\_\_\_

Parent's Signature

*The above agreements re computer use and media release are in effect during the years that your child is enrolled in \_\_\_\_\_. Once signed, parents will not be asked again by the school to complete this form unless re-enrolling after official withdrawal from \_\_\_\_\_. Parents who wish to make a change during the years of their child's enrollment at \_\_\_\_\_ may do so by contacting the Guidance Office or Front Office.*

Updated 02/01/2010

#### **Message from the Arizona Attorney General, Terry Goddard (Goddard)**

The Internet can be a terrific tool, providing access to a wealth of information and interactive learning experiences. But the Internet can also be dangerous. While social networking sites such as MySpace, Facebook, and Internet chat rooms allow young people to stay in touch, plan events and get the latest gossip, they can also lead to trouble. Many teens use these sites to post pictures and personal information. They use blogs as their personal diaries which the world can see.

Unfortunately, sexual predators are lurking on the Internet. Even the smartest students may not realize that everyone with Internet access, including predators, can see the pictures and personal information they post and use them for sinister purposes.

Cyberbullying is another hazard on social networking sites. Kids no longer need muscles to bully and torment their peers. Some young people use Web sites, cell phones, instant messaging, chat rooms, blogs and other cyberspace options to harass, threaten and ridicule. What may start as a joke, once launched into cyberspace, can be very serious. The impact on the victim can be devastating and even tragic. The bully may have committed a crime, exposed their parents to liability and/or damaged their own prospects for college or a job.

As parents, we must strengthen our efforts to shield our children from the dangerous side of the Internet. There are many things parents can do to protect their children and reduce online risks. I urge you to review both sections of the Internet Safety Guide for Parents booklet ([http://www.havasu.k12.az.us/pdf/InternetSafety\\_ParentsWeb.pdf](http://www.havasu.k12.az.us/pdf/InternetSafety_ParentsWeb.pdf)) and use it as a starting point to talk with your child about the Internet. Half is targeted to teens but may be appropriate for younger children as well. Please also visit [www.azag.gov](http://www.azag.gov) and my MySpace page at [www.myspace.com/arizonaag](http://www.myspace.com/arizonaag) for updated tips or to ask me a question about Internet safety. I am confident we can make online experiences safer and more productive. Be sure your teens "Surf Safe, Surf Smart"!

Goddard, Terry. Internet Safety ParentsWeb. July 2008. 13 April 2009  
<[http://www.havasu.k12.az.us/pdf/InternetSafety\\_ParentsWeb.pdf](http://www.havasu.k12.az.us/pdf/InternetSafety_ParentsWeb.pdf)>.

**PERSONAL ITEMS AT SCHOOL (See Third Class Offenses)**

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. Radios, recorders, pagers, portable music devices, cellular phones, laptop computers, PDA's, and other electronic devices are not permitted on campus. Sunglasses may not be worn in the classroom or in the halls. Laser pointers are prohibited. Cell phones, or other personal items which are confiscated, will be returned only at the end of the day to parents.

**CELL PHONES (See Third Class Offenses)**

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, BUT they must be turned off and they must not be visible. When staff members ask students for their cell phones, refusal to turn the cell phone over may be treated as insubordination. Cell phones must not be in use once a student has arrived on campus. After 2:50 cell phones can be used once students are outside the buildings. Seniors and others who get out of school before 2:55 must wait until they are in their cars or are picked up in order to use their cell phones. Cell phones used inappropriately will be confiscated and returned to parents at the end of the day. If there is a second offense for a cell phone, the student must bring his/her cell phone to the office at the beginning of each day and pick it up at the end of the day.

**HAZING (See First Class Offenses)**

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 (See First Class Offenses)**

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 (Fourth Class Offense)**

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 (See Third Class and Fourth Class Offenses)**

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. 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 2009-10 school year:

- Short-Sleeved T-Shirts
- Short-Sleeved Polo Shirts
- Standardized winter outerwear
- Approved 2009-10 LHHS club shirts (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.*
- Approved LHHS 2009-10 athlete club shirts (may be worn any day during the athlete's season).
- LHHS letter jackets can be worn by athlete owner when weather turns cold.

During the cold weather season student are required to wear standardized outerwear. Students who do not want to purchase the long-sleeved shirt or winter sweat jacket may layer inner shirts under the **REQUIRED** standardized shirt to keep warm. Standardized shirts must be worn under standardized outerwear.

Dress code violations will be given to any student who does not wear APPROVED 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, SkillsUSA professional day clothing, and Renaissance shirts.

#### **FAILURE TO WEAR STANDARDIZED SHIRT: (See Third Class Offense)**

1. First offense - student will be given a dress code violation shirt to wear for the remainder of the day and receive 6 hours detention.
2. If student refuses to wear the dress code violation shirt, he/she will be sent home (unexcused absence) and written up for non-compliance.
3. Second offense – will be considered insubordination, which results in 5-9 days of Out of School Suspension.

#### **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. Students who must borrow a loaner shirt from the bookstore will be required to bring the loaner shirt back the following day or be charged \$5.

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 and will be considered a First Class Offense. 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.

#### **UNACCEPTABLE DRESS (See Fourth Class Offense)**

1. The standardized shirt must be long enough to cover the midriff, navel, stomach and underwear when worn with low-rider pants or skirts. Shorts and skirts must be long enough so that when bending, no cheeks are showing. Students are responsible for checking in the mirror before coming to school.
2. On fun days, such as Spirit Week, clothing that exposes the midriff or cleavage, as well as tank tops, strapless tops, backless tops, tube tops, beachwear, muscle shirts, shirts with deep cut-outs under the arms, see-through clothing, pajama bottoms or pajama look-alikes, 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. Cut, torn, ripped clothing, or unhemmed cutoffs or pants are not permitted.
5. 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.
6. Inappropriate tattoos may not be exposed.
7. Chains, including wallet chains, studded dog collars or clothing adorned with safety pins are not permitted.
8. Shorts and skirts should be of modest length to be school appropriate.
9. No metal-toed shoes and boots
10. No altering of standardized wear, including coloring, writing on or cutting shirts or jackets in any way; nothing may be added, attached or affixed to standardized wear
11. Students who violate the above rules and then wear a sweater, jacket, etc. to cover up the violation will be referred.
12. 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.

#### **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.

### **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**

School officials are not required to initiate or complete due process procedures prior to notifying police authorities. If police authorities are notified, parents will be contacted by phone or certified letter. Any action taken by police authorities will be in addition to action taken by the school.

## **ACTIONS PROHIBITED BY STUDENTS**

*When a student receives a disciplinary referral, parents will be notified by e-mail within 24-48 hours. Referrals could be for lesser infractions given by the classroom teacher, or for ditches and tardies, or for more serious infractions given by administrators. Students who do not serve their hours by the completion date will be assigned In-School Suspension..*

The discipline policy defines school rules that apply to any student who is on school property, is in attendance at school, or is in attendance at a school-sponsored activity. It also applies to any student whose conduct at any time or place interferes with or obstructs the mission or operations of the school district or threatens the safety and welfare of the students and employees of the school district even if the offense is a hoax or a joke. There are four types of prohibited actions, referred to by classes of offenses:

### **FIRST CLASS OFFENSES**

1. **Arson:** The intentional burning of school property and/or private property on school grounds.
2. **Extortion:** Committing extortion, coercion or blackmail, i.e. obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use or threat of force.
3. **Insubordination:** Severe and/or blatant refusal to comply with a reasonable request of school authorities; includes refusal to wear standardized attire.
4. **Physical Assault on a School District Employee:** Physical attack by one person or a group of persons upon a school district employee who does not wish to engage in the conflict and who has not provoked the attack.
5. **Substance Abuse and/or Paraphernalia:** Use, possession or distribution of alcohol, non-prescription drugs, narcotics, other noxious substances, and/or any article related to the use of these substances.
6. **Weapons Violation:** Possession or misuse of the following:

- A. **Projectile propelling weapons (guns, and the like)** A loaded or unloaded, operable or inoperable firearm (gun), or any other device capable of propelling a lethal projectile, whether by explosive or mechanical means.
  - B. **Other weapons or dangerous instrument:** An explosive device or other instrument (including but not limited to knives, stun guns, BB guns), capable of intimidating or inflicting bodily harm to another person.
  - C. **School-owned dangerous instruments:** A student shall not intimidate or physically harm another person by deliberately and inappropriately using any school –owned device or instrument.
7. **Fighting:** Engaging in or threatening physical contact for the purpose of inflicting physical harm on another person; inciting or encouraging a fight between others
  8. **Physical Assault:** Physical attack by one person or group of persons upon another person who does not wish to engage in the conflict and who has not provoked the attack.
  9. **Verbal assault on a school district employee:** Statements or actions which attempt to intimidate, injure, or slander a school district employee.
  10. **Excessive Discipline:** Students with 7 or more disciplinary referrals.
  11. **Gang-related activity or attire as well as actions associated with hate organizations, such as neo-Nazis:** Involvement in gangs or in gang-related activities such as drawing or writing MS-13 or wearing baggy, oversized shirts; imitation of or association with any hate group by drawing swastikas or the Nazi storm trooper sign, gesturing “Heil, Hitler,” writing “white power,” using racial/ethnic slurs, stare-down’s, or any related activity.
  12. **Intimidation, Bullying, Hazing, Sexual Harassment/Sexual Misconduct** – on-going actions which attempt to intimidate/control another student or students; behavior which is inappropriate or unacceptable at school. Communications motivated by a student’s bias or attitude about another’s sexual orientations, immigration status or other “perceived or actual personal characteristics” are considered hate or bias-related incidents.
  13. **Disruption of School/Disorderly Conduct** – Conduct or behavior which is disruptive to the orderly educational operation of the school, including any public areas of the school, such as the office or hallways
  14. **Vandalism:** Destroying, defacing or mutilating objects or materials belonging to the school, its personnel or other persons.

#### DISCIPLINE FOR FIRST OFFENSES

1. **Arson**  
**1st time** 9 day out of school suspension and/or Board hearing with a recommendation for long term suspension or expulsion.  
**A police referral will be made.**
2. **Extortion**  
**1st time** 9 day out of school suspension and/or Board hearing with a recommendation for long term suspension or expulsion.  
**A police referral may be made.**
3. **Insubordination**  
**1st time** 9 day Out of School suspension and/or Board hearing with a recommendation for long term suspension or expulsion.  
**A police referral may be made.**
4. **Physical Attack on School District Employee**  
**1st time:** 9 day Out of School suspension and/or Board hearing with a recommendation for long term suspension or expulsion.  
**A police referral will be made.**
5. **Substance Abuse and/or Paraphernalia**  
**1st time:** 9 day Out of School suspension and/or Board hearing with a recommendation for long term suspension or expulsion.  
**A police referral will be made.** Students who commit this offense must also enroll in and complete the youth diversion program or be suspended from school for 18 weeks.
6. **Weapons Violation**

- 1st time:** 9 day Out of School suspension and/or Board hearing with a recommendation for long term suspension or expulsion.  
**A police referral will be made.**
7. **Fighting**  
**1st time:** 5-9 days Out of School suspension and/or Board hearing with a recommendation for long-term suspension or expulsion.  
**A police referral may be made**  
**2nd time:** 9 days Out of School suspension and/or Board hearing with a recommendation for long-term suspension or expulsion.  
**A police referral may be made.**  
**3rd time:** 9 days Out of School suspension and/or Board hearing with a recommendation for long-term suspension or expulsion.  
**A police referral may be made.**
8. **Physical Assault**  
**1st time:** 9 days Out of School suspension and/or Board hearing with a recommendation for long-term suspension or expulsion.  
**A police referral may be made.**  
**2nd time:** 9 days Out of School suspension and/or Board hearing with a recommendation for long-term suspension or expulsion.  
**A police referral may be made.**
9. **Verbal Assault on a School District Employee**  
**1st time:** 9 days Out of School Suspension and/or Board hearing with a recommendation for long-term suspension or expulsion.  
**A police referral may be made.**
10. **Excessive Discipline**  
**1st thru 6<sup>th</sup> Disciplinary Referral:** Per offense in Handbook  
**7<sup>th</sup> Disciplinary Referral:** 3 days In School Suspension and behavior contract  
*Once placed upon a behavior contract, depending upon the severity of the next offense, the student may be taken before the Board without waiting for the 8<sup>th</sup> - 10<sup>th</sup> referral:*  
**8<sup>th</sup> Disciplinary Referral:** 5 days In School Suspension  
**9<sup>th</sup> Disciplinary Referral:** 7 days In School Suspension  
**10<sup>th</sup> Disciplinary Referral:** 9 days Out of School Suspension and Board hearing with recommendation for long-term suspension or expulsion
11. **Gang-related activity or activities associated with hate organizations**  
**1<sup>st</sup> time:** 5-9 days Out of School Suspension; student and parent must sign behavior contract before student can return to school. **A police referral may be made.**  
**2<sup>nd</sup> time:** 9 days Out of School Suspension and Board hearing with recommendation for long-term suspension or expulsion. **A police referral may be made.**
12. **Intimidation, Bullying, Hazing, Sexual Harassment, Sexual Misconduct**  
**1<sup>st</sup> time:** 5 - 9 days Out of School Suspension and behavior contract. **A police referral may be made.**  
**2<sup>nd</sup> time:** 9 days Out of School Suspension and /or Board hearing with recommendation for long-term suspension or expulsion. **A police referral may be made.**
13. **Disruption of School** – 9 days Out of School Suspension and/or Board hearing with a recommendation for long-term suspension or expulsion. **A police referral may be made.**
14. **Vandalism** - 9 days Out of School Suspension and Board hearing with a recommendation for long-term suspension or expulsion.  
**A police referral will be made.**

## SECOND CLASS OFFENSES

- Alteration of records:** Tampering with or changing documents of the school district by any method, including but not limited to computer access or other electronic means; includes having picture taken on Picture Day underneath another student's name
- Theft:** Taking or concealing property belonging to others, pilfering, including taking food

in the cafeteria. (Premeditated or organized theft or burglary will be treated as a first-class offense.) **A police referral will be made whether for pilfering or for a more serious offense.**

3. **Tobacco Violation:** Use, possession, or distribution of tobacco or tobacco products, including lighters or matches. Students who commit this offense, in addition to the consequences listed below, must also enroll in and complete the youth diversion program or be suspended from school for 18 weeks. **A police referral may be made.**
5. **Classroom Disruption:** Action that severely disrupts the normal procedures of the classroom. **A police referral may be made.**
6. **Disrespect toward a member of the staff:** Arguing or other disrespectful behavior directed toward a member of the staff
7. **Safety Violation** – breaking rules whose purpose is to prevent harm to self and others; examples are science lab rules, fire drill/lockdown rules, reckless driving or moving vehicle violations, which may also result in loss of driving privilege on campus and parking sticker being revoked.
8. **Disrespect** toward another student: actions that do not meet the standard of intimidation or bullying but that show disrespect toward another student.
9. **Scholastic dishonesty:** Includes, but is not limited to, cheating on a test, plagiarism and collusion; includes behavior which indicates cheating, such as looking at another student's paper during a test

### **DISCIPLINE FOR SECOND CLASS OFFENSES**

**1st time:** A minimum of 3 days of In School suspension.

**2nd time:** 5-9 days of In School suspension.

**3rd time:** 9 days Out of School suspension and Board hearing for long-term suspension.

### **THIRD CLASS OFFENSES**

1. **Computer Violation:** Damaging or misusing computer or inappropriate use of the internet (see Computer Use Policy).
2. **Profanity or obscene behavior:** Use of verbal or written language which is profane, inappropriate for the school setting, or disrespectful to staff, or body language that portrays the same
3. **Removal from detention hall**  
Students who are removed from detention hall, will be written up and given six hours. Students removed from detention hall will not receive credit for hours already served and must begin serving the hours the following day or they will be written up for "failure to serve" detention.
- 4a. **Failure to wear standardized attire:** Failure to wear standardized attire starting with student's entry on campus at the beginning of the school day until 4:00. (Class 3 Offense)
- 4b. **Inappropriate dress and/or personal appearance other than failure to wear standardized attire** (Class 4 Offense), such as wearing sunglasses inside the building.
- 4c. Failure to dress out for Physical Education classes.
5. **Forgery:** Unauthorized writing and/or using the signature or initials of another person.
6. **Gambling:** Participating in games of chance for the purpose of exchanging money or other items of value.
7. **Leaving campus without permission:** Failing to have proper authorization from parents/guardians and designated school personnel when signing out of school during the school day.
8. **Non-compliance:** Refusal to comply with a reasonable request of school authorities  
**Cheating:**
  - a. Copying from another student's test paper.
  - b. Using material during a test which is not authorized by the person giving the test.
  - c. Collaborating with another student during the test without authorization.

- d. Knowingly using, buying, selling, stealing, transporting or soliciting in whole or in part the contents of an un-administered test.
- e. Substituting for another student or permitting another student to substitute for oneself to take a test.
- f. Bribing another person to obtain a test that is to be administered.
- g. Securing copies of the test or answers to the test in advance of the test.

**Plagiarism:** The appropriation of another's work and the unacknowledged incorporation of that work into one's own written work for credit.

**Collusion:** The unauthorized collaboration with another person in preparing written work offered for credit.

- 9. **Unauthorized area violation:** Being in prohibited locations on campus prior to, during or after school, including the parking lot;
- 10. **Unexcused absences and ditching:** An absence which has not been excused by a parent/legal guardian and approved by a school official. All work, including tests and exams missed, is given a grade of "0" and cannot be made up.
- 11. **Cell Phones:** Making, receiving, or forwarding calls or text messaging, etc. until after 2:55. Cell phones must be kept in student's own locker or in cars until the end of the student's day. Cell phones must be turned off during that time. (see section on Cell Phones).
- 12. **Personal Items:** Personal items such as portable music players, laptops, etc. are prohibited on campus.
- 13. **Lying/Spreading Rumors:** Intentional giving of false information or information intended to mislead or misinform

#### **DISCIPLINE FOR THIRD CLASS OFFENSES**

- 1. **Computer Violation**
  - 1st time:** 2-6 hours detention and revocation of computer privileges and removal from class.
  - 2nd time:** 6-10 hours detention and revocation of computer privileges in all classes and the library.
  - 3rd time:** 3-5 days In School suspension.
  - 4th time:** 5-10 days In School suspension and a Board hearing.
- 2. **Profanity or obscene behavior**
  - 1st time:** 2-6 hours detention.
  - 2nd time:** 6-10 hours detention.
  - 3rd time:** 3-5 days In School suspension.
  - 4th time:** 5-10 days In School suspension and Board hearing for long term suspension.
- 3. **Failure to serve detention and/or removal from detention hall**

Students who do not serve their detentions by the completion date, or students who are removed from detention hall, will be written up and given six hours. Students removed from detention hall will not receive credit for hours already served and must begin serving the hours the following day or they will be written up for "failure to serve" detention.

**ISS Work Detail:** Students who continue not to serve their detentions may be given ISS work detail for no fewer than the number of hours now owed. ISS work detail does not provide students time to do their class work. If the student refuses to serve the ISS work detail or refuses to work during the ISS work detail, parents will be contacted and given the choice of having the student serve out-of-school suspension with zeroes in all classes or seeing that the student serves the detention hours now owed.

**ISS for Failure to Serve Detention:** Students who serve In-school suspension for refusing to serve detention will receive 1 day of In-School Suspension for up to 6 hours owed; 2 days of In-School Suspension for 7 - 12 hours, and 3 days of In-School Suspension for 13 hours or more. If student begins serving hours immediately and continues serving each day until completed, ISS will be waived.

**Saturday School Work Detail:** Students may be assigned to Saturday work detail but only when scheduled. Work detail begins at 8:00 a.m. sharp and lasts until 3:00 p.m. Students must dress appropriately (gloves, water, sunscreen, work shoes, etc.) and bring LUNCH. Students must be checked in by a parent/legal guardian/caregiver the morning of Saturday School.

- 4a. Failure to wear standardized attire:**  
**1<sup>st</sup> time:** 6 hours detention: student will be given dress code shirt (student who refuses to wear DCV shirt will be sent home with unexcused absence and written up for non-compliance).  
**2<sup>nd</sup> time:** 1 day of In School Suspension  
**3<sup>rd</sup> time:** 5-9 days of Out of School Suspension and possible Board hearing for long-term suspension.
- 4b. Inappropriate dress and/or personal appearance other than failure to wear standardized attire (treated as 4<sup>th</sup> class offense)**  
**1<sup>st</sup> time:** 2-6 hours detention  
**2<sup>nd</sup> time:** 6-10 hours detention.  
**3<sup>rd</sup> time:** 3-5 days In School suspension.  
**4<sup>th</sup> time:** 5-10 days In School suspension and/or Board hearing for long-term suspension.
- 4c. PE dress cut:**  
**1<sup>st</sup> X** – teacher warning  
**2<sup>nd</sup> X** – teacher warning  
**3<sup>rd</sup> X** – 2 hrs.  
**4<sup>th</sup> X** – 6 hrs.  
**5<sup>th</sup> X** – possible removal from class
- 5. Forgery**  
**1<sup>st</sup> time:** 2-6 hours detention.  
**2<sup>nd</sup> time:** 6-10 hours detention.  
**3<sup>rd</sup> time:** 3-5 days In School suspension.  
**4<sup>th</sup> time:** 5-10 days In School suspension and/or Board hearing for long-term suspension.
- 6. Gambling**  
**1<sup>st</sup> time:** 2-6 hours detention.  
**2<sup>nd</sup> time:** 6-10 hours detention.  
**3<sup>rd</sup> time:** 3-5 days at In School suspension.  
**4<sup>th</sup> time:** 5-10 days at In School suspension. (May require Board hearing) A police referral may be made.
- 7. Leaving campus without permission**  
*If applicable, vehicle will be searched.*  
**1<sup>st</sup> time:** 6 hours detention.  
**2<sup>nd</sup> time:** Will be treated as second Safety Violation under Second Class Offenses (3-5 days of In School Suspension); privilege of having car on campus may be revoked  
**3<sup>rd</sup> time:** 5-10 days In School suspension and Board hearing.
- 8. Non-compliance**  
**1<sup>st</sup> time:** 2-6 hours detention.  
**2<sup>nd</sup> time:** 6-10 hours detention.  
**3<sup>rd</sup> time:** 3-5 days In School suspension.  
**4<sup>th</sup> time:** 5-10 days In School suspension and Board hearing.
- 9. Unauthorized area violation (to include parking lot and not having hall pass)**  
**1<sup>st</sup> time:** 2-6 hours detention.  
**2<sup>nd</sup> time:** 6-10 hours detention.  
**3<sup>rd</sup> time:** 3-5 days In School suspension.  
**4<sup>th</sup> time:** 5-10 days In School suspension. (May require Board hearing)

**10. Unexcused absences and ditching**

All work, including tests and exams missed, is given a grade "0" and cannot be made up.

**1<sup>st</sup> time:** 2 hours detention assigned per class missed.

**2<sup>nd</sup> time:** 1-3 days In School suspension.

**3<sup>rd</sup> time:** 3-5 days In School suspension.

**4<sup>th</sup> time:** 10 days In School suspension and Board hearing.

**A police referral may be made.**

**11. Cell Phones**

*(Cell phone will be confiscated and returned to parent at end of school day. Student's refusal to hand over cell phone (or other personal items) when asked may be considered insubordination and may result in 9 days of Out of School Suspension.)*

**1<sup>st</sup> time:** 1 day of in-school suspension

**2<sup>nd</sup> time:** 3 days In School Suspension; student loses privilege of having cell phone at school for rest of school year and must bring cell phone to the office each morning and pick it up at the end of the day.

**3<sup>rd</sup> time:** Considered insubordination: 3 days Out of School Suspension

**4<sup>th</sup> time:** 5-9 days of Out of School Suspension with Board referral for insubordination

**12. Personal Items:**

**1<sup>st</sup> time:** 2-6 hours detention. (Items which are nuisance items, such as I-POD'S, will receive 6 hours the first time that a referral is made.)

**2<sup>nd</sup> time:** 6-10 hours detention.

**3<sup>rd</sup> time:** 3-5 days In School Suspension.

**4<sup>th</sup> time:** 5-10 days In School Suspension and Board hearing.

*Personal items will be confiscated and returned to parent at end of school day.*

**13. Lying/Spreading Rumors:**

Each offense of lying will receive 6 hours of detention and may result in more serious consequences depending upon the effect of the lie or rumor

**FOURTH CLASS OFFENSES**

- 1. Bus violation:** Engaging in misconduct as defined by school regulations on school buses.
- 2. Food in hall, classrooms or away from food service facility:** Taking food, drinks, or gum into halls, classrooms or common areas, including failure to throw trash into receptacles.
- 3. Loitering:** Students being in proximity to campus during the school day (6:30 a.m. to 5:30 p.m.) and failing to come on campus and/or engaging in activities prohibited on campus. Students are not allowed in the parking lot areas during lunch. Washes and areas surrounding the campus are off limits during lunches, before school and after school. **Students who get out 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> period, or earlier, need to leave campus within 10 minutes or come to the office and wait for their rides.**
- 4. Trespassing:** When school is not in session, students are not to be on the high school campus unless they are attending an event that has been authorized and scheduled by the high school; or unauthorized presence of a district student on a campus other than his/her own
- 5. Student I.D. violation:** Students are expected to have their student I.D.'s in their possession at all times and when asked, they are expected to show them.

**DISCIPLINE FOR FOURTH CLASS OFFENSES**

**1<sup>st</sup> time:** 1-2 hours detention.

**2<sup>nd</sup> time:** 2-6 hours detention.

**3<sup>rd</sup> time:** 6-10 hours detention.

**A police referral may be made.**

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

*A student has 24 hours to serve a detention of 1 hour or less and 48 hours to serve detentions over 1 hour and up to 2 hours in length. The general rule is 24 hours to serve up to an hour of detention. Detentions not served in the allotted time will result in day(s) of ISS.*

**DETENTION HALL** Detentions are served each day of the week before school (6:55 a.m.- 7:55 a.m.) and after school (3:00 p.m. – 5:00 p.m.) 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 may not speak unless they raise their hand and are given permission.
4. Students may not be out of their seats without permission from the teacher.
5. Failure to observe the above rules will result in removal from the detention room for no credit and additional disciplinary action.
6. Not reporting to detention will result in the detention time being doubled. Continued offenses will result in removal from school.
7. Being tardy to detention will result in an additional one-hour detention. Being over ten minutes tardy is considered failing to serve detention.
8. Students with more than 5 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 more than 5 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 7:00am-2:00pm (early release days from 7:00am-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. For example, if a student enters the in-school suspension program for ditching a second time and he/she ditches again, the disciplinary action will be considered as the third time. 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. Students should make arrangements to arrive at the ISS program site (Lake Havasu High School) between 6:40 and 6:55 am. *Students who are not in the ISS room by 7:00 am will have an extra day of ISS added.* Upon arrival, students are to report directly to the In School Suspension room, Students are not to interfere or interact with the high school students on campus and must depart by 2:15 pm after dismissal. Students not picked up by 2:15pm will be escorted off campus. Failure to comply with this request is considered trespassing.

### **STUDENT COURT**

Students who feel they have been treated unfairly may appeal to the Student Court through Student Government. 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 Student Government, 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 Student Government class.

## **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 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 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.

## ROUND TABLE PROGRAM (RTP)

The Round Table Program is the alternative high school program designed to meet the needs of our diverse student population through block scheduling, an abbreviated school day and a small learning environment. RTP is located at 2200 Havasupai Blvd. (in the District Office Complex). RTP students are subject to all rules and regulations for LHHS handbook as well as those listed in this section:

### CRITERIA FOR ADMISSION

The criteria for admission to the Round Table Program are as follows:

- Older than grade level
- Recommendation of HS Counselor/Administrator
- Recommended by Probation Officer
- Recommendation of the LHUSD Governing Board
- Recommendation of the IEP team

Special Education students may **only** be referred on the recommendation of his or her Individual Education Program Team (IEP TEAM). Parents should contact Special Services at the High School at 505-5394 to discuss a change in placement.

*Arizona Revised Statute 15-901 requires that all students attend four classes. To meet these requirements, students must attend at least one class at the high school, in addition to three RTP classes.*

### SCHEDULE OF CLASSES

Monday through Friday

7:45 – 9:15 Period 1

9:20 – 10:50 Period 2

10:55 – 12:25 Period 3

Bus to LHHS/Lunch

12:55-1:50 Period 5

1:55-2:50 Period 6

### Driving to LHHS or RTP

Upon advice from our liability carrier we cannot allow students to drive from the Round Table Program to the high school campus or from the high school to the Round Table Program campus. Once a student has arrived on the RTP campus, he/she must ride the district-provided transportation to attend a class on the high school campus.

Please arrange transportation in advance for the first day of school.

RTP parking permits are **required** for all vehicles driven by a student who will be driving their vehicle to school and parking on school grounds.

### BLOCK SCHEDULING

The Round Table Program operates on a block schedule whereby students are enrolled in three classes, five (5) hours per day for 9 weeks. This allows students to concentrate on three subjects at a time. The Blocks for 2009 - 2010 are as follows:

<b>Block 1</b> August 2 – September 30	<b>Block 2</b> October 11 – December 16	<b>Block 3</b> January 3 - March 11	<b>Block 4</b> March 21 – May 19
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## **LHHS Classes**

Students must take Period 5 and may choose to take both a Period 5 and a Period 6 class. Registration is based on the availability of classes and the student's academic needs. Students who owe disciplinary or financial obligations at LHHS must clear those obligations in full, BEFORE they may participate in any activities or classes offered by LHHS. RTP students on LHHS campus need to comply with all LHHS Rules and Regulations. RTP students who receive disciplinary action while on LHHS campus, may be dropped from their LHHS class at the recommendation of Administration.

## **Work Experience Program (WEX)**

RTP students may earn one additional credit each year by participating in the Work Experience Program with the prior approval of the Administration and the recommendation of his/her Guidance Counselor. A maximum of three elective credits of WEX may apply towards graduation. Students can earn ½ credit for every 270 hours of work completed.

## **ATTENDANCE POLICY**

Parents should call the school at 505-6001 to report student absence or tardiness. If you wish to call during non-school hours, please leave your message on voice mail. This service is available 24 hours a day. If the school is not notified by phone or by a written note within 24 hours of the absence, it will be considered an unexcused absence. **Unexcused** tardies and absences will result in a disciplinary referral (see high school handbook).

## **RTP follows the same attendance procedures as LHHS except for the following:**

### **Consequences of Excessive Absences**

1. A student who has accumulated **5** or more absences in class, excused and/or unexcused, may be dropped from that class and lose credit.
2. If the **4** or more absence are excused, the student may continue in the class at the discretion of the teacher, but upon the 5<sup>th</sup> absence the grade may be reduced by a letter grade.

### **DETENTIONS**

RTP students who receive a detention(s) while being at the High School or at RTP will serve them at the RTP campus at 7:00am.

**Failure to serve detention hours will result in the hour(s) being doubled Continued failure to serve will result in removal from school.**

### **IN SCHOOL SUSPENSION (ISS)**

ISS will be served on the High School Campus. The hours of ISS are 7:00 a.m. to 2:05 p.m. **Students will NOT be allowed in RTP classes until ALL assigned days of In School Suspension are served.** Students who transfer from LHHS owing ISS **may not** attend RTP classes until all days of ISS have been served.

**Students who are out on suspension either ISS or OSS may not be on, or loitering in the vicinity of, any property owned or operated by the Lake Havasu Unified School District through the period of suspension. ISS students may not be on district property before 6:50 am or after 2:15 pm. Violators will be arrested and charged with criminal trespassing if he is seen on or near district property, pursuant to ARS #13-1502: Criminal Trespassing in the third degree. Section A: a person commits criminal trespassing in the third degree by knowingly entering or remaining on any real property after reasonable request to leave by the owner or any other person having lawful control over such property or reasonable native prohibiting entry.**

