

School Handbook Exemptions – High School

20-21 Handbook	Amendments
<ul style="list-style-type: none">• Page 14: Citizenship/Work Habits Grade	Citizenship based on: <ul style="list-style-type: none">• Respects school property and observes classroom rules consistently.• Works diligently and uses time effectively – turns in assignments on time.• Displays courtesy and shows respect – complies with guidelines of school handbook.
<ul style="list-style-type: none">• Page 28-29: Consequences of Excessive Absences	Omission of the consequences for excessive absences.
<ul style="list-style-type: none">• Page 14: Perfect Attendance	Omission of perfect attendance awards for the school year.

SCHOOL CALENDAR 2020/2021

AUGUST

3	First Day of School
6, 13, 20, 27	Early Release
29	SAT Test
28	End of 1 st Attendance Period (20 th day)

SEPTEMBER

7	Labor Day-No School
12	ACT Test
26	SAT Test
3, 10, 17, 24	Early Release
28	End of 2 nd Attendance Period (40 th day)

OCTOBER

1	Early Release/Parent Conferences
2	No School/Parent Conferences
3	SAT Test
5-9	Fall Break
12	School Resumes
14	PSAT Test
1, 15, 22, 29	Early Release
24	ACT Test

NOVEMBER

3	End of 3 rd Attendance Period (60 th day)
5, 12, 19	Early Release
11	Veterans Day (Observed) No School
25-27	Thanksgiving Break
30	School Resumes

DECEMBER

12	SAT Test
14	ACT Test
10	Early Release
15-17	Semester Exams – Early Release
17	End 1 st Semester – Early Release
18	No School / Staff In service
21-31	Winter Break

JANUARY

4	School Resumes
7, 14, 21, 28	Early Release
18	MLK Day – No School Staff/Student
20	End of 5 th Attendance Period (100 th day)

FEBRUARY

4, 11, 18, 25	Early Release
6	ACT Test
15	President's Day No School Students
18	End of 6 th Attendance Period (120 th day)

MARCH

4, 11, 25	Early Release
12	Early Release/ Parent/Teacher Conference
15-19	Spring Break – No School
22	School Resumes
25	Early Release/End of 7 th Attendance Period (140 th day)

APRIL

4	ACT Test
17	SAT Test
1, 8, 15, 22, 29	Early Release
22	End of 8 th Attendance Period (160 th day)

MAY

4	AP Exam Calculus
5	AP Exam Physics 1
7	AP Exam Chemistry & AP Physics 2
8	SAT Test
6, 13, 20	Early Release
11	AP Exam Psychology
14	AP Exam-Biology
14	Last day for seniors
18-20	Early Release/Final Exams
20	Graduation/End 2 nd Semester/ Early Release/Last day of school
20	No school/Staff in Service
31	Memorial Day

JUNE

2-30	Summer School
5	SAT Test
12	ACT

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STATEMENT OF EDUCATIONAL PHILOSOPHY

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

RESPECT FOR OUR NATION

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

Insert maps here

CLUBS AND ORGANIZATIONS

AOK Club
Anglers Club
Art Club
Audio Studio Club
Band of Knights
Choir
Close Up Club
D.E.C.A (Distributive Education Clubs of America)
Drama
Dungeons and Dragons Club
Educational Tour Group
Educators Rising
Excalibur
Explorers
FCCLA Early Childhood
FCCLA Fashion & Nutrition
FIDM
Freshmen Mentors
Future Business Leaders of America
Gaming Club
HOSA (Health Occupations Students of America)
Hot Rod Knights
Interact Club
Key Club
Knight Life News
Lake Havasu Youth Court
Mu Alpha Theta Math Club
National Honor Society
Ping Pong Club
Pride Alliance
Renaissance
Robotics Club
"S" Club
Shining Stars
SkillsUSA
STEM
Student Council
Students of Sustainability (S.O.S)
SWAT
Trading Card Game Club
Video Studio Club
We the People
Youth Exploration & Experimentation in Technology

LAKE HAVASU HIGH SCHOOL STAFF

ADMINISTRATION

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

COUNSELORS

Ms. Kathleen Stengel.....	A-Del
Mrs. Tracy Pressley	Dem-K
Ms. Deanna Ainsworth.....	L-Ril
Ms. Sarah Skemp	Rim-Z

OFFICE STAFF

Mrs. Sherry Miller.....	Mr. Becker's Admin Asst.
Mrs. Danica Kitchel.....	Mr. Zampogna's Admin Asst.
Ms. Ashley Taylor	Mrs. Williams Admin Asst.
Ms. Katlin Forrisdahl.....	Receptionist
Mrs. Carol Newton	Registrar
Mrs. Debbie Janecek	Counseling Office
Mrs. Tina Simpson	Counseling Office
Mrs. Maria Figueroa	Bookstore Manager
Mrs. Sydnee Johnson	Attendance Office
Ms. Kristin Mortenson	Attendance Aide
Mrs. Tammara Knight	Nurse
Mrs. Cathy Fecher	Nurse's Office Asst.
Mrs. Cali George	Career Center Coordinator
Mrs. Francine Galea	Career Center
TBD	School Resource Officer

LIBRARY-MEDIA CENTER

Mrs. Martha Cross	Librarian
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TAHER FOOD SERVICE

Anne Taffe	Manager
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CUSTODIAL-MAINTENANCE

Mr. Froilan Salas.....	Custodial
Mrs. Melanie Anselm	Custodial
Mrs. Cindy Bolinger.....	Custodial
Mr. Ward Davis	Custodial
Ms. Jennifer Silver	Custodial
Mrs. Kimberly Salas.....	Custodial
TBD	Custodial
Mr. Joel Nelson	Custodial
Mr. Monte Sandlin.....	Maintenance
Mr. Vernon McMurray.....	Maintenance

SCHOOL BOARD MEMBERS

Mrs. Lisa Roman.....	President
Mrs. Kathy Cox.....	Vice President
Mrs. Archana Aliyar.....	Member
Mrs. Nichole Cohen.....	Member
Mr. John Masden.....	Member

IMPORTANT NUMBERS

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

SCHOOL DIRECTORY

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

REGISTERING AT LAKE HAVASU HIGH SCHOOL

REGISTRATION

1) According to Arizona law, students must present an original birth certificate when registering for the first time. The school can assist parents in obtaining the certificate. If the birth certificate is not provided within a reasonable amount of time the student will not be allowed at school until the birth certificate is provided.

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

GUARDIANSHIP

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

TRANSFER GRADES (JFABC)

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

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

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

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

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

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

Notice of Student of Elective or Core Credit Determination

Following a transfer, the receiving school will give the student a list showing which credits were accepted as core subject credits and which were accepted as credits for electives. Within ten (10) days of receiving this list, a student may request to take an exam for any core course accepted as an elective. If the student earns a score that demonstrates proficiency (seventy percent [70%] or higher), the school will accept the transferred credit as core credit. A District teacher who teaches or has taught the subject matter covered by the exam must participate in the design and evaluation of the exam.

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

STUDENT RECORDS

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

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

TRANSCRIPTS

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

SPECIAL ENROLLMENT

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

MARRIED STUDENTS

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

TUITION

Students with an F1 Visa will be required to pay tuition charges that are established each year by the District Office and must be paid in advance by the month, semester, or full year to the Principal's Office. These charges should be made payable to Lake Havasu Unified School District #1. When payments are sixty (60) days overdue, the responsible adult will be notified by certified letter of the amount due. If payment is not received within ten (10) days of receipt of the letter, classes will be closed to the student. If necessary, the student may be removed as a trespasser.

WITHDRAWAL FROM SCHOOL

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

HOMELESS STUDENTS

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

- (iv) the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- (v) public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.

NONDISCRIMINATION

Annual Public Notification of Nondiscrimination

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

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

Section 504 Site Compliance Coordinator: Scott Becker

A – DEL.....Kathleen Stengel
DEM- K.....Tracy Pressley
L-RIL.....Deanna Ainsworth
RIM-Z..... Sarah Skemp

Lake Havasu High School

2675 Palo Verde Boulevard S.
Lake Havasu City, AZ 86403
854-5001

District Section 504 Compliance Coordinator: Aggie Wolter

Lake Havasu Unified School District
2200 Havasupai Blvd. Building A
Lake Havasu City, AZ 86403
505-6934

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

Title II Compliance Coordinator, Michelle Youso

Lake Havasu Unified School District

2200 Havasupai Blvd. Building C
Lake Havasu City, AZ 86403
505-6916

Title IX Compliance Coordinator: Dustin Zampogna

Lake Havasu Unified School District
Located at LHHS 2675 Palo Verde Boulevard S.
Lake Havasu City, AZ 86403
854-5317

ACADEMICS

GRADUATION REQUIREMENTS

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

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

GRADUATION REQUIREMENTS

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

CLASSIFICATION BY GRADE IN SCHOOL

Promoted 8th graders.....Freshmen (9th grade)
 2nd year of high schoolSophomores (10th grade)
 3rd year of high school Juniors (11th grade)
 4th year of high schoolSeniors (12th grade)

Graduation: A student will remain a Senior (12th grade) until completion of 23 + credits (fulfilling all graduation requirements).

REQUIREMENT TO RECEIVE A LHHS DIPLOMA

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

GENERAL ENROLLMENT

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

GRADES

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

INCOMPLETES: Missing work must be made up in order to remove an incomplete. Incompletes should be made up as soon as possible. If the work is not made up by the end of the next marking period, the incomplete will become an "F." A fourth quarter incomplete must be made up by July 1st. No incompletes will be allowed during summer school.

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

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

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

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

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

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

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

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. Respects school property and observes classroom rules consistently.
3. Works diligently and uses time effectively – turns assignments in on time.
4. Displays courtesy and shows respect – complies with guidelines of the school handbook.

5. 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 counseling office two weeks prior to graduation in order for a senior to participate in graduation ceremonies. The responsibility for timely completion of correspondence courses and the delivery of final grades to the Lake Havasu High School Counseling Department rests with the student and his/her parents or guardian. Students are limited to criteria as described in Arizona Administrative Code R7-2-302.

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

ADVANCED CLASSES: Advanced classes at Lake Havasu High School are categorized as dual enrollment (DE), honors (H) and advanced placement (AP) courses, all of which are accelerated courses. Check the current course catalogue for available advanced courses. Dual enrollment classes are Mohave Community College classes that are taught during the high school day by a high school instructor to juniors and seniors. Both tuition and textbooks are free to dual enrollment students. Students receive both high school credit and college credit from MCC, and may also be able to transfer the class to another college or university, thus saving both time and money after graduation from high school. In order to take these classes, juniors must take MCC's ACCUPLACER test during the sophomore year. Students who do not take the ACCUPLACER 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 Counseling is May 1 of the sophomore year. Juniors who did not take the ACCUPLACER 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 honors classes are weighted when the student earns a C or above. At the end of each semester the weighted (honors and advanced) GPA and ranking are based on a 5 point scale (i.e.) A=5, B=4, C=3, D=1, F=0.

HONOR ROLL

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

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

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

NATIONAL HONOR SOCIETY

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

UNIVERSITY REQUIREMENTS IN ARIZONA

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

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

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

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

Fine Arts (1 credit)

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

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

EARLY GRADUATION

The Board will authorize early high school completion in order to meet career goals for selected students. Students desiring early graduation must submit a written request to the high school principal prior to the first day of the academic year of graduation. The principal may accept requests after this date in special circumstances. The request must contain the reasons for the request and the written approval of the student's parents or guardian. All graduation requirements must be met by the early completion date.

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

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

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

Diplomas normally will be awarded only at the completion of the spring semester. However, final transcripts will be provided as soon as the high school requirements have been met.

The District shall notify the Arizona Department of Education and the Commission of Postsecondary Education when a student graduates at least one (1) year before the student's scheduled graduation date.

EXTRACURRICULAR/CO-CURRICULAR PARTICIPATION

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

1. When a student is absent from school anytime during the day, regardless of the reason, the student will not be allowed to participate in any extra-curricular/athletic function the evening or night of the day of the absence.
2. Participation in weeknight games is not an excuse for an absence the following day.
3. A student must pass all classes each week. Failure to achieve a cumulative passing grade in all classes will result in the student's not being allowed to participate in competition the following week. Students who are failing classes may not compete in activities in which a championship ranking or rating is involved.
4. Eligibility will be determined each Friday by the athletic director or his designee.
5. Notices listing ineligible students will be given to sponsors of activities by Monday of the week before the activity. Such students will be ineligible to compete or participate Monday – Saturday following publication of Friday's list. Students and parents will be notified by the high school administration of ineligibility.
6. Students who 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 \$50.00 at the time of registration. This is a one-time fee for admission to all athletic events for the school year (excluding any regional, sectional 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 may not attend or participate in any co- or extra-curricular activities sponsored by Lake Havasu High School until they have completed serving their suspension or hours. Extra-curricular activities are interpreted as the following: athletic events, home or away, practicing, participating and traveling with any athletic team, non-graded class activities such as band, choir, drama and club/class sponsored competitions, assemblies, pep assemblies, dances etc. Students will be given an alternate assignment for co-curricular activities that have a grade assigned to the activity. Failure to comply with this policy will be considered insubordination. Students who are on out-of-school suspension or who no longer attend the high school may not be on campus without administrative approval. This includes dances, games, etc. Students who come on campus without permission may be cited for trespassing.

ELIGIBILITY RULES

The Arizona Interscholastic Association has formulated the rules governing athletic and interscholastic competition. Students must have on file a birth certificate, a current physical, informed consent form, handbook form, concussion form, concussion class, concussion test and 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. Dances shall last no later than midnight. Students nominated to a court must be in good standing.

DANCE REGULATIONS

No student will be admitted without a valid school ID card. Students may invite one guest to a school dance. A guest must have a guest pass. Guest passes can be obtained in the main office. The completed application is due **no later than 3:30 p.m. a week prior to the dance**. Guests must be enrolled in high school and/or be under the age of 21. Students who have dropped out of high school may not attend school dances until their class has graduated. A student who invites a guest is responsible for the conduct of his or her guest. The guest is expected to abide by the rules of Lake Havasu High School, and failure of a guest to follow the rules of Lake Havasu High School will result in his or her removal from the dance. **Students with 6 or more hours of detention, may not attend any dance.**

There will be no admittance to the dance two hours after the dance begins. For example, if the dance begins at 8:00 p.m., students have until 10:00 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/nicotine related products, alcohol and drugs, as found in the student handbook under actions prohibited by students, apply to school dances. Anyone in possession of or under the influence of drugs or alcohol at school dances will have charges filed with the police and will face school consequences, up to and including, long term suspension or expulsion from school. There is no re-admittance to the dance once a student leaves. Any exception will be made by the administrator in charge.

DANCE GUIDELINES

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. Temporary ID's may be purchased at the dance ticket booth for \$5.
- Tickets are non-transferable and non-refundable. You must have your dance ticket to enter the premises.
- Students are expected to dance in a respectable manner. Inappropriate dancing includes: indecent, extreme, or sexually suggestive. Additionally, students are not permitted to straddle legs and bend over touching their hands to the ground. School officials reserve the right to make decisions on suitable dancing.

- No one may leave the dance and be readmitted. If a student leaves the building during the dance, he/she is expected to leave the premises immediately.
- Students removed from the dance will not be given refunds.
- There is not a place for personal items to be stored such as purses or shoes. Coat check will be available for a small fee and supervised by a staff member. All bags will be searched. The school is not responsible for any lost, damaged, or stolen personal items.
- No backpacks or outside food/drinks are permitted.
- Students may not have 6 or more hours of detention when attending the dance.

DRESS CODE FOR HOMECOMING AND PROM

Ladies	Gentlemen
Prom and Winter Formal: Formal Dress	Prom and Winter Formal: Tuxedo, suit, or collared shirt with tie and jacket
Homecoming: Semi-formal dress attire	Homecoming: A collared shirt with dress pants or slacks
Sadie Hawkins: Casual, School Dress Code	Sadie Hawkins: Casual, School Dress Code
Excessively low-cut dresses, holes, inappropriately cut, or see through dresses in inappropriate areas are not permitted	Appropriate dress shoes-not athletic shoes, must be closed toe shoes
No exposed undergarments	Jeans are not 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

COUNSELING

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

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

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

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 counseling office. **Students should use only the locker assigned to them.** Locker changes are made only through the counseling office. 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:

Students who have difficulty opening their lockers can get help from the Career Center.

BOOKSTORE

The Bookstore operation is for the benefit of the students of Lake Havasu High School. The Bookstore does not accept personal checks. (cash, debit/credit, or money order) However, the purchase of dance tickets and fundraising items thru clubs may still accept checks.

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

CELEBRATIONS

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

IDENTIFICATION CARDS

Each student is issued an identification (ID) card showing the student's name, picture, grade, and student number. 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 \$5.00. 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.

PAYMENTS

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

CAREER CENTER

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

LIBRARY/MEDIA CENTER

This facility is open from 7:30am to 3:30pm each school day. It may be used without a pass before and after the school day, as well as during the lunch period. Students must have a valid Student ID Card with them in order to check out books or use the computers in the Library. Computers may only be used for 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.

HEALTH OFFICE

Students will not be admitted to the health office without a pass except in case of an emergency. No medication, including Tylenol, is given out at the health office without parental consent. If parents wish for the nurse to administer medication to a student 1) prescription medication must be in the original labeled container provided by the pharmacist. 2) Over-the-counter medication must be in the original packaging with all directions, dosages, and contents clearly labeled. All over-the-counter medication must be FDA approved. 3) A request for medication form must be filled out, signed, and given to the nurse. It is recommended that if a parent is going out of town that the nurse be given an emergency contact in case of injury or illness. If your student will be attending any **OFF CAMPUS SCHOOL SPONSORED EVENT** and will need medication or any special care, please contact the school health office in advance to make arrangements. Various health screenings will be conducted through the health office. If you would prefer that your student not participate in screenings, please notify the health office in writing. Contact your school nurse with any questions you may have.

IMMUNIZATIONS

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

STUDENTS WITH INJURIES

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

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

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

LOST AND FOUND

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

FOOD SERVICE

The District administers a nutritious, well-balanced breakfast and lunch program at all District schools. The program is managed by Taher, Inc. Students or parents **MUST PAY FOR THIS IN THE SCHOOL KITCHEN** (cash or check at the school, no debit/credit cards) **or** online at <https://family.titank12.com>. Please note that the District has implemented a "NO CHANGE" policy for meals. Any money given to a cashier for any purchase that has change coming, will be put on the student's account as they no longer have the ability to give out change. The District does not allow for the "CHARGING" of school meals. The front office also cannot credit money for school meals. Menu calendars and prices are on the district website. The Lake Havasu Unified School District participates in the USDA National School Breakfast and Lunch Programs by providing free or reduced price meals for eligible children. Parents must apply for these benefits yearly. Qualification is determined by income or SNAP, TANF, Foster or Homeless eligibility. Applications are available online at <https://family.titank12.com> and in the school office.

The Food Service Building is open in the morning and during lunches, but not during instructional or passing time. Students are expected to dispose of trash in receptacles provided and are held responsible for picking up the lunch area they use and for keeping it clean and neat. Throwing food in or outside the food service building is prohibited and violators are subject to disciplinary action. Students are expected to eat lunch in the food service building or the adjacent patio areas. **Food or drink may not be taken away from these areas.** 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, and scooters will provide right-of-way to all pedestrians and obey all traffic signs and laws. Students who cause damage to school property by use of one of these vehicles will be liable for damages and subject to disciplinary action. Designated areas will be used for storing non-motorized vehicles. A 50 foot limit around all buildings for non-motorized vehicle use will be strictly enforced 24 hours a day.

PARKING AREAS: All student vehicles must be parked on campus in the designated lots, but not on adjacent streets. DESIGNATED STUDENT PARKING AREAS ARE C-HALL AND FOOTBALL FIELD PARKING LOTS ONLY. Athletes may only park in sports parking on away games with the sports parking pass clearly displayed in the window. Parking by students is not allowed in any faculty parking spot, visitor parking areas or fire lanes. Vehicles parked in prohibited areas will be towed. No vehicle may be parked in such a way as to interfere with the normal flow of traffic or create a safety hazard. Vehicles blocking access to a fire hydrant may be subject to a \$500.00 fine from the Fire Department. No student is permitted to go to the parking lot to move or remove his or her vehicle or put anything in it or get anything out of it during school hours without permission from the administration. This includes lunchtime. Any student who leaves campus and returns will be subject to having his vehicle searched. Any person who brings a vehicle on campus is subject to having the vehicle searched.

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

SCHOOL PICK UP

At the end of the day students must either be in the library or off campus by 3:00pm. All students using the library must be picked up no later than 3:30pm. Students who are loitering will be asked to leave and discipline action (See fourth class offense "Loitering")

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

MISCELLANEOUS

DRUG FREE ZONE

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

Insert map here- Drug Free Zone

CHILD FIND

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

Parents may request screening and evaluation at any time, whether or not their child is enrolled in the District's public school program. Requests for evaluation and screening for school-aged children (kdg-21 years) must be made in writing to the principal of the school the child attends. If a school-aged child is home or private schooled, the request must be made in writing to Aggie Wolter, Director of Special Service, at the District Office. Requests for screening and evaluations for children ages 3-5 years may be referred to the Smoketree Developmental Preschool at 505-6033. Screening and evaluation procedures for infants and toddlers (birth to age3) are provided by the Arizona Early Intervention Program (AzEIP). The local AzEIP Service Coordinator is Brittany Morales of A-Z Therapies at 928-727-3045.

FIRE DRILL REGULATIONS/CRISIS PRACTICE

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

TEXTBOOKS

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

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

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

STUDY HALL

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

Students must do 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. Couches and lounges are off limits during study hall.

TELEPHONE REGULATIONS

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

FERPA Notice for Directory Information

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

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

Directory information, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

If you do not wish to have your child's directory information released, please indicate so on the LHUSD Student Directory Opt-Out Form, located on our website at www.lhusd.org. Please understand that signing this form would exclude your child's directory information from any documents that are typically made public or relating to school-related organizations and activities such as:

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

If you do not want LHUSD to disclose directory information from your child's education records without your prior written consent, you must complete the Opt-Out Form by August 20th or two weeks from the

date you receive this notice. If you do not have access to the internet, please contact the Lake Havasu Unified School District Office at 928-505-6900 and forms can be mailed to you. Please submit Opt-Out forms to the school your child attends. The form is valid for one school year.

LHUSD has designated the following information as directory information:

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

Public Media Release

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

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

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

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

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

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

AHERA NOTIFICATION

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

TRADITIONS

ALMA MATER

On the shores of the Colorado rose the mountains proud
Mid the mighty desert stretches, our Alma Mater
May the pride of our Purple & our gold live on
Our treasures yours until we die
Hail Lake Havasu High!

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 display the Golden Shovel for the year.

FIGHT SONG

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

HALL OF FAME

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

HOMECOMING

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

PROM

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

ATTENDANCE POLICY

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

ARRIVING ON CAMPUS AND LEAVING CAMPUS

Students are to come directly to campus at the beginning of the school day. They are not to loiter off school grounds or go to the wash. Once on school grounds, a student may not leave campus without permission and without signing out in the attendance office. This applies from the time of arrival at school until school is dismissed. One reason for this is that the school has a considerable responsibility to know where students are at all times during the school day. Students should sign out during the school day only in cases of emergency. Gates will open at 7:15 AM each morning. Students arriving after gates close should walk around to the main office parking lot to enter campus.

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

EXCUSED ABSENCES

Absences are excused for these reasons:

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

UNEXCUSED ABSENCES (DITCHING)

Unexcused absences are also referred to as "ditches" and do not fall into the same category as excused absences. These might include failure to bring a parental excuse note, truancy, leaving school without authorization, and being absent when not approved by a parent/guardian or authorized by an administrator.

REPORTING ABSENCES

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

RETURNING TO SCHOOL AFTER AN ABSENCE

When a student returns to school after an absence, the following must occur on that day:

1. The student must 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 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.
4. A student is allowed one day for each day of absence to complete his/her make-up work. As long as the absence is excused, an athletic event or field trip. A grade of zero "0" will be given for work not completed on time.

CONSEQUENCES OF EXCESSIVE ABSENCES

1. A student who has accumulated more than (8) absences in a class, excused and/or unexcused, may be dropped from that class if they are failing and as recommended by administration. (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 administration, but upon the 9th 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 9th 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.

TARDINESS

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

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

1 st thru 3 rd Tardy:	Excused with note (Per semester)
4 th Tardy:	1 hour detention
5 th thru 6 th Tardy:	2 hours detention
7 th -8 th Tardy:	1 day of In School Suspension
9 th Tardy:	Will be placed on behavior contract/may be removed from the class

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

1 st and 2 nd Tardy:	½ hour detention
3 rd and 4 th Tardy:	1 hour detention
5 th – 6 th Tardy:	2 hours detention
7 th – 8 th Tardy:	1 day of In School Suspension
9 th Tardy:	Will be placed on behavior contract/may be removed from the class

STUDENT CONDUCT

Lake Havasu Unified School District students are expected to support their school by helping to maintain a safe, positive, and participatory learning environment. This ensures each student has the opportunity to develop the academic and social skills necessary to become responsible citizens and contributing members of society.

Expectations for student support of our schools **include** acting with respect, integrity and humanity; attending and engaging in class; and demonstrating behavior at all times that is considerate of other students, teachers, staff, parents, and community members.

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

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

HALL PASSES

Each student is issued a student handbook, which will be used for hall passes. The hall pass pages must be intact, and the student's name must appear at the top of each page. When a student needs a pass, he/she will fill out the next blank line on the Hall Pass page and have the teacher initial it and then it will be carried with them to their approved destination only. If a student does not have their handbook but must leave class, a detention 'not prepared for classes will be issued and the student's yellow slip will be used as the hall pass for that occasion. If a student attempts to use hall passes other than his/her own, discipline will be applied for Non-compliance. If a student loses his/her handbook, a new one may be purchased at the Bookstore for \$5.

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

From Arizona Attorney General's Office

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

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

Also, visit our additional pages on School Presentations, Cyber-Bullying, Sexting as well as Parent Resources for more information on how you can best protect yourself and your children from online predators.

CONTENT OF LHHS MEDIA

A. STUDENT & STAFF PUBLICATION POLICY

1. All students and staff of Lake Havasu High School are eligible for publication in the student Media.
2. Any student or staff member wishing to 'opt out' of being published in the student Media needs to fill out the appropriate 'opt out' form (media release) with the guidance office.

3. All efforts will be made to keep students and staff who have 'opted out' of coverage from publication in the Media.

B. REGARDING DEATHS

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

YEARBOOK SPECIFIC POLICIES/PRODUCTION INFORMATION

A. Portrait Policy

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

B. Team Photo Policy

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

C. Group Photo Policy

1. Group photos for clubs and organizations, not including sports teams, will be posted during the year. The *Excalibur* staff will be responsible for scheduling these events.
2. Groups who do not appear at their specified time on the scheduled day will not be included in the book. No make-up session will be scheduled.
3. Any persons who jump into the photo of a group that they are not a part of will be fined the cost of taking a new photograph or removing their image from the photo.

4. All group members arrange in horizontal rows as tightly as possible. Special seating arrangements or props are not allowed for yearbook group photos.
5. Those in the photo must all wear the current years' club shirt or all wear the same color school shirt. Any group not conforming to these guidelines may not be shown in the yearbook.

D. Name Spelling Policy

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

E. Book Sales Policy

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

MOVIE POLICY

The Board of Education of LHUSD #1 wants parents to be informed of videos that are shown for instructional purpose. Schools in the Lake Havasu Unified School District follow LHUSD #1 Board Policy IJND-R (Movies, Videos, Electronic Materials) regarding the use of films and videos for student viewing. The policy limits the types of films shown and emphasizes communication with parents.

- High school students may watch G, PG, and PG-13-rated movies without permission but require parent permission to view R-rated movies.
- Video clips may be shown in the classroom, including those derived from R-rated movies, as long as the material in the clip is deemed to be appropriate for the classroom environment.

All videos must have been:

- Previewed by the teacher or other certified staff member.
- Determined to not contain material that is objectionable or inappropriate for the age group to which it is intended to be shown.

Parent rights:

- Parents or guardians have the right to have advance access to instructional materials, learning materials and activities currently in use, or being considered for use, in the District.
- Parents have the right to request that their child not view any movie or video clip, regardless of its rating or the purpose for which it is to be shown.
- A parent or guardian who objects to any learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion, or because of sexual content, violent content, or profane or vulgar language, may request to withdraw that student from the activity or from the class or program in which the material is used and request an alternative assignment.

PERSONAL ITEMS AT SCHOOL

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

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 between classes, but they must be silenced and placed in a cell phone holder unless being used with a teacher BYOD plan. They may also be kept in a locker. When staff members ask students for their cell phones, refusal to turn the cell phone over may be treated as insubordination. Cell phones may be in use until the first bell, during their lunch period and after the last bell. Students may not use their phones to take pictures. Cell phones can be picked up at the end of the school day only after the student's parent/guardian calls the office to release their cell phone. You may call 928-854-5001. Air Pods, Ear buds, and all other headphones are not to be worn in class and will be treated as a cell phone violation if worn in class. Inappropriate use of smart watches and other smart technology will also be treated as a cell phone violation.

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. Students must have appropriate hygiene. Attire that is distracting, disruptive, or derogatory interferes with the

orderly operation of the school (POLICY JFCA). The Board has approved standardized shirts available in several colors. Standardized wear is available for purchase only at the high school:

LHHS standardized apparel **REQUIRED** for the 2020/2021 school year:

- Short-Sleeved T-Shirts
- Short-Sleeved Polo Shirts
- Standardized winter outerwear
- Approved 2020/2021 LHHS club shirts/wear with logo (may be worn any day of the week).
Once a student is no longer active in a club, he/she may not continue to wear the club shirt/wear.
- Approved LHHS 2020/2021 athlete club shirts/wear with logo (may be worn any day of the week).
- LHHS letter jackets can be worn by athlete when weather turns cold.

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

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 2 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.
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 Third 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. Bottoms must be fingertip length. This means long enough so that when standing straight, hand at sides, the hem is at the edge of the fingertips. Leggings must be thick enough that the behind or underwear is not showing. From waist to fingertip, clothing must be opaque with no holes, rips, tears, or frays.
2. On fun days, such as Spirit Week, clothing that exposes the midriff or cleavage, as well as spaghetti straps, strapless tops, backless tops, tube tops, beachwear, muscle shirts, shirts with deep cut-outs under the arms, see-through clothing, 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. Clothes, jewelry, or accessories, such as belt buckles made to look like fake knives, bullets, etc. or bearing phrases or slogans which are sexually suggestive, show nudity, promote use of drugs/alcohol/tobacco/ pornographic material/offensive or vulgar language (or are suggestive), or contain racial or ethnic slurs or other inappropriate references are not allowed.
5. Inappropriate tattoos may not be exposed.
6. Chains, including wallet chains, studded dog collars or clothing adorned with safety pins are not permitted.
7. No metal-toed shoes and boots
8. No altering of standardized wear, including coloring, writing on, tying or cutting shirts or jackets in any way; nothing may be added, attached or affixed to standardized wear
9. Students who violate the above rules and then wear a sweater, jacket, etc. to cover up the violation will be referred.
10. 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.

SURVEILLANCE

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

USE OF VIDEO RECORDINGS

1. A video recording of actions by students may be used by the Board or administrators as evidence in any disciplinary action brought against students arising out of the student's conduct in or about District's property.
2. Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to Board policy and school rules.
3. The District may use video surveillance to detect or deter criminal offenses that occur in view of the camera.

4. Video recordings may be released to third parties or applicants in conformance with the provisions contained in the Family Education Rights and Privacy Act (FERPA), and any rules, regulations or applicable law.
5. In the event of a catastrophic health and safety emergency, live video may be shared with law enforcement to ensure the safety and security of students and staff.
6. The Board or its administrators may use video surveillance and the resulting recordings for inquires and proceedings related to law enforcement, deterrence, and student discipline.
7. The District shall not use video monitoring for other purposes unless expressly authorized by Board policy or regulations.

JURISDICTION OF THE SCHOOL

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

POLICE INVOLVEMENT

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

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

J-3632 2009

Arizona School Boards Association

JII-EB

EXHIBIT

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES (To be displayed in school building and in student handbooks)

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

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

Provided that:

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

The guidelines to be followed are:

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

-The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

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

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

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

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

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

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

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 tardiness, 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

Offense	Description	Min	Mid	Max
Arson	The intentional burning of school property and/or private property on school grounds.	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.		

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.	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.		
Insubordination	Severe and/or blatant refusal to comply with a reasonable request of school authorities	3 day Out of School Suspension	5 day Out of School Suspension	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.
Physical Assault on School District Employee or Visitor/Volunteer	Physical attack by one person or a group of persons upon a school district employee	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.		
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	5 days Out of School Suspension with behavior contract. A police referral will be made. A drug diversion program may be required.	9 day Out of School suspension with a behavior contract. A police referral will be made. A drug diversion program may be required.	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. A drug diversion program may be required.

<p>Weapons Violation</p>	<p>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.</p> <p>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.</p> <p>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.</p>			<p>9 day Out of School suspension and/or Board hearing with a recommendation for long term suspension or expulsion.</p> <p>A police referral will be made.</p>
<p>Fighting</p>	<p>Engaging in or threatening physical contact for the purpose of inflicting physical harm on another person; inciting or encouraging a fight between others</p>	<p>9 days Out of School suspension with behavior contract.</p> <p>A police referral may be made</p>		<p>9 days Out of School suspension and/or Board hearing with a recommendation for long-term suspension or expulsion.</p> <p>A police referral may be made.</p>
<p>Physical Assault</p>	<p>Physical attack by one person or group of persons upon another person who does not wish to engage in the</p>	<p>9 days Out of School suspension and/or Board hearing with a recommendation</p>		

	conflict and who has not provoked the attack.	for long-term suspension or expulsion. A police referral may be made.		
Verbal Assault on a District Employee or Visitor/Volunteer	Statements or actions which attempt to intimidate, injure, or slander a school district employee.	5 days Out of School Suspension	9 days Out of School Suspension	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.
Excessive Discipline	Students with 10 or more disciplinary referrals.	3 day Out of School Suspension with signed behavior contact	5 day Out of School Suspension	9 days Out of School Suspension and/or Board hearing with a recommendation for long-term suspension or expulsion.
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	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.		9 days Out of School Suspension and Board hearing with recommendation for long-term suspension or expulsion. A police referral may be made.
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	5 - 9 days Out of School Suspension and behavior contract. A police referral may be made.		9 days Out of School Suspension and/or Board hearing with recommendation for long-term suspension or expulsion.

	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.			A police referral may be made.
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	5 days Out of School Suspension with behavior contract. A police referral will be made.	9 day Out of School suspension with a behavior contract. A police referral will be made.	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.
Vandalism	Destroying, defacing or mutilating objects or materials belonging to the school, its personnel or other persons	5 days Out of School Suspension with behavior contract. A police referral will be made.	9 day Out of School suspension with a behavior contract. A police referral will be made.	9 days Out of School Suspension and Board hearing with a recommendation for long-term suspension or expulsion. A police referral will be made.
Breaking of Behavior Contract	The breaking of School, Hearing Officer or Board Behavior Contract.	9 days Out of School Suspension and/or Board hearing with a recommendation for long-term suspension or expulsion.		
School Threat:	Engaging in and/or threatening to engage in a school threat which would/could be perceived to harm the school and/or the school environment.	9 days out of school suspension and/or Board hearing with a recommendation for long term suspension or expulsion. Student and parent must sign a behavior		

		contract before the student can return to school. A police referral will be made.		
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SECOND CLASS OFFENSES

Offense	Description	Min	Mid	Max
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	A minimum of 3 days of In School suspension.	5-9 days of In School suspension.	9 days Out of School suspension and Board hearing for long-term suspension.
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 minimum of 3 days of In School suspension.	5-9 days of In School suspension.	9 days Out of School suspension and Board hearing for long-term suspension.
Tobacco Violation:	Use, possession, or distribution of tobacco or tobacco products, including: electronic cigarettes, vape pens, lighters or matches. Students who commit this offense.	A minimum of 3 days of In School suspension.	5-9 days of In School suspension.	9 days Out of School suspension and Board hearing for long-term suspension. A police referral may be made.
Classroom Disruption:	Action that severely disrupts the normal procedures of the classroom. A police referral may be made.	A minimum of 3 days of In School suspension.	5-9 days of In School suspension.	9 days Out of School suspension and Board hearing for long-term suspension. A police referral may be made.

Disrespect toward a member of the staff or visitor/volunteer:	Arguing or other disrespectful behavior directed toward a member of the staff.	A minimum of 3 days of In School suspension.	5-9 days of In School suspension.	9 days Out of School suspension and Board hearing for long-term suspension.
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.	A minimum of 3 days of In School suspension.	5-9 days of In School suspension.	9 days Out of School suspension and Board hearing for long-term suspension.

THIRD CLASS OFFENSES

Offense	Description	Min	Mid	Max
Computer Violation:	Damaging or misusing computer or inappropriate use of the internet (see Computer Use Policy).	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.
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.	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 a Board hearing.

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.			
Failure to serve Detention hours	Students who fail to serve detention hours will have the following consequences.	1st time: 1 day ISS 2nd time: 3 days ISS	3rd time: 1 day OSS and no class credit for the day missed.	4th time: Behavior Contract thru their senior year
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)	1st time: 2 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).	2nd time: 4 hours detention 3rd time: 1 day In School suspension	4th time: 5-10 days In School suspension and /or Board hearing for long-term suspension.
Inappropriate dress and/or personal appearance other than failure to wear Standardized attire (Class 3 Offense)	Bottoms must be fingertip length, this means long enough when standing straight, hands at sides, the hem is at the edge of the fingertips. Leggings must be thick enough that the behind or underwear is not showing. From waist to fingertip, clothing must be opaque with no holes, rips, tears, or frays. Students are responsible for checking the mirror before coming to school.	1st time: 2 hours detention 2nd time: 4 hours detention.	3rd time: 1 day In School Suspension.	4th time: 5-10 days In School suspension and/or Board hearing for long-term suspension.

<p>Failure to dress out for Physical Education classes.</p>		<p>1st time – teacher warning</p> <p>2nd time – teacher warning</p>	<p>3rd time – teacher issued 2 hour detention</p> <p>4th time – 6 hours of detention</p>	<p>5th time – possible removal from class</p>
<p>Forgery:</p>	<p>Unauthorized writing and/or using the signature or initials of another person</p>	<p>1st time: 2-6 hours detention.</p> <p>2nd time: 6-10 hours detention.</p>	<p>3rd time: 3-5 days In School suspension.</p>	<p>4th time: 5-10 days In School suspension and/or Board hearing for long-term suspension.</p>
<p>Scholastic dishonesty:</p>	<p>Includes, but is not limited to, cheating, plagiarism and collusion; includes behavior which indicates cheating, such as looking at another student's paper during a test.</p> <p><u>Cheating:</u></p> <ol style="list-style-type: none"> a. Copying from another student's work. b. Using material during a test, which is not authorized by the person giving the test. c. Collaborating with another student 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. 	<p>1st time: 6 hours detention and no credit for work</p> <p>2nd time: 1 day ISS and no credit for work</p>	<p>3rd time: 1 day OSS and no credit for work</p>	<p>4th time: Removal from class</p>

	<p>f. Bribing another person to obtain a test that is to be administered.</p> <p>g. Securing copies of the test or answers to the test in advance of the test.</p> <p>Plagiarism: The appropriation of another's work and the unacknowledged incorporation of that work into one's own written work for credit.</p> <p>Collusion: The unauthorized collaboration with another person in preparing written work offered for credit.</p>			
Gambling	Participating in games of chance for the purpose of exchanging money or other items of value.	<p>1st time: 2-6 hours detention.</p> <p>2nd time: 6-10 hours detention.</p>	3rd time: 3-5 days at In School suspension.	4th time: 5-10 days at In School suspension. (May require Board hearing) A police referral may be made.
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. <i>If applicable, vehicle will be searched.</i>	1st time: 6 hours detention.	2nd time: 3-5 days at In School suspension.	3rd time: 5-10 days In School suspension and Board hearing.
Non-compliance	Refusal to comply with a reasonable request of school authorities.	<p>1st time: 2-6 hours detention.</p> <p>2nd time: 6-10 hours detention.</p>	3rd time: 3-5 days In School suspension.	4th time: 5-10 days In School suspension and Board hearing.

Unauthorized area violation	Being in prohibited locations on campus prior to, during or after school, including the parking lot	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. (May require Board hearing)
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.	1st time: 2 hours detention assigned per class missed. 2nd time: 1-3 days In School suspension.	3rd time: 3-5 days In School suspension.	4th time: 5-10 days In School suspension. (May require Board hearing) A police referral may be made.
Cell Phones	Upon entering the classroom, cell phones must be silenced and placed in a cell phone holder unless being used with a teacher BYOD plan. When staff members ask students for their cell phones, refusal to turn the cell phone over may be treated as insubordination. Cell phones may be in use during passing period and during their lunch period. Students may not use their phones to take pictures. Air Pods, Ear Buds, and Headphones will be treated as a cell phone violation. Inappropriate use of smart watches and other smart technology will also be treated as a cell phone violation.	1st time: 4 hours detention 2nd time: 1 day In School Suspension	3rd time or more: 2 days In School Suspension	4th time or more: 1-3 days Out of School Suspension
Lying/Spreading Rumors	Intentional giving of false information or information intended to mislead or misinform	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.		
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FOURTH CLASS OFFENSES

Offense	Description	Min	Mid	Max
Bus violation	Engaging in misconduct as defined by school regulations on school buses	1st time: 1-2 hours detention.	2nd time: 2-6 hours detention.	3rd time: 6-10 hours detention.
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.	1st time: 1-2 hours detention.	2nd time: 2-6 hours detention.	3rd time: 6-10 hours detention.
Loitering	Students being in proximity to campus during the school day 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 4th or 5th period, or earlier, need to leave campus within 10 minutes or come to the office and wait for their rides.	1st time: 1-2 hours detention.	2nd time: 2-6 hours detention.	3rd time: 6-10 hours detention.
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.	1st time: 1-2 hours detention.	2nd time: 2-6 hours detention.	3rd time: 6-10 hours detention.

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.	1st time: 1-2 hours detention.	2nd time: 2-6 hours detention.	3rd time: 6-10 hours detention.
Show Affection	Public schools are not appropriate places for hugging, kissing, and other forms of displaying affection. Continuous abuse of this rule may result in severe disciplinary action.	1st time: 1-2 hours detention.	2nd time: 2-6 hours detention.	3rd time: 6-10 hours detention.

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

A student has two weeks to serve detentions. 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 will not be admitted into detention late.
4. Students may not speak unless they raise their hand and are given permission.
5. Students may not be out of their seats without permission from the teacher.
6. Failure to observe the above rules will result in removal from the detention room for no credit and additional disciplinary action.
7. Not reporting to detention will result additional discipline. Continued offenses will result in removal from school.
8. Students with 6 or more hours of detention are restricted from all school activities such as field and band trips, athletic events, assemblies, dances and sporting events. Any student who fails to comply will receive additional disciplinary action.
9. Students with 6 or more hours of detention will report to a designated room during assemblies and other special events.

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

IN SCHOOL SUSPENSION

The in-school suspension program will be conducted Monday through Friday from 8:00am-2:30pm (early release days from 8:00am-12:25pm) with the following components: academics, counseling and service. If a student fails to fulfill the terms of the in-school suspension assignment, the out of school suspension designated in the Student handbook will be implemented, with no classroom credit given for the duration of the out of school suspension. Assignment to the in-school suspension program does not alter the sequence of disciplinary procedures. In-school suspension does not eliminate any previous disciplinary

actions which have not been satisfied, i.e. detentions incurred prior to the beginning of the in-school suspension. Upon arrival, students are to report directly to the In School Suspension room.

OUT OF SCHOOL SUSPENSION:

ASSIGNMENT OF OSS:

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

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

A student assigned OSS is allowed to receive homework for the suspension period unless the OSS is for not serving detention hours. The office staff requests homework for the period of suspension. The parent or guardian is to pick up the homework in the main office. In addition, homework may be requested by the student or parent by e-mailing the teachers.

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

STUDENT COURT

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

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

STEP PROCESS

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

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

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

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

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

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