



HavasusOnline Handbook

Students and families should refer to Lake Havasu High School and Thunderbolt handbooks for district policies related to each school. This document refers to procedures specific to the online environment.

Welcome

Lake Havasu Unified School District #1 is excited to continue to offer an exceptional online education to middle and high school students who choose the HavasusOnline platform.

HavasusOnline is a public online school program for Arizona students in grades 7 – 12. HavasusOnline utilizes the Personal Learning Platform (PLP) for content delivery. PLP provides the courses for HavasusOnline.

- HavasusOnline students may participate in school-based activities as long as criteria for each are met.
- Annual state testing is required for HavasusOnline students and will be taken at the LHUSD District Office. Details on times and dates will be communicated prior to testing.
- Students must provide their own computer and internet.
- Students must meet minimum academic requirements to remain in HavasusOnline. Final recommendations will be made by administration.
- Students not following the overall expectations of HavasusOnline may be placed on a HavasusOnline behavior contract by administration.
- Students attending HavasusOnline as a result of a long-term suspension hearing will be placed on a Hearing Officer contract. Failure to meet the requirements may result in removal from HOL.

Getting Started

Whether you are new to HavasusOnline or simply reading through this guide as a refresher before beginning the new school year, the amount of information can be overwhelming. We know that you will need guidance and assistance in order to have a strong start to online learning, and we are here to help! Please begin by clicking [here](#) for information and videos for a successful start. As an additional level of support, you can contact a HavasusOnline staff member, and they will be happy to answer any questions you may have as well.

School Organizational Chart

School Principal - Roger Burger
rburger@lhusd.org

School Counselor - Kaymee Kelly
kkelly@lhusd.org

Teacher - Rebekah King
rking@lhusd.org

Technology Support - Amy Koch
akoch@lhusd.org

Director of Student Achievement - Jaime Festa-Daigle
jfesta@lhusd.org

HavasusOnline teachers and counselors are available via email or phone from 8:00 am to 3:00 pm Monday - Friday. Visit [HavasusOnline](#) home page for information.

Enrollment for New Students

To enroll in HavasusOnline, complete the registration paperwork online at [LHUSD Online Registration](#).

All HavasusOnline students must be enrolled as full-time students with full course loads based on his/her grade level requirement:

7th - 8th Grades: Five courses

9th-11th Grades: Six courses

12th: Four courses (minimum)

**High school students will communicate with the HavasusOnline counselor to determine credit requirements and needs.*

Current students may transfer from HOL to in person classes at the quarter and may be required to make up specific assignments. Students may request transfers at other times with the approval of the HOL administrator.

LHUSD Students should transfer to HOL at a quarter or semester but may begin HOL throughout the year.

Computer Use Policy

Lake Havasu Unified School District uses technology in all aspects of instruction which includes Internet use, email, computer, IT devices, educational software, etc. The District may log and monitor all system utilization. We expect your student to follow the district technology policy which is based upon Federal, State and local laws regarding acceptable use of computers and IT regardless of whether they belong to the district or to an individual. Anyone who misuses, abuses, or chooses not to follow these guidelines and procedures may be subject to disciplinary action including removal from HavasuOnline. 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 when applicable.
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 when applicable.
9. Uploading, downloading, or installing any program not approved by the administration when applicable.
10. Revealing personal information such as name, address etc. to unauthorized parties

Violation of computer use policies may result in any or all of the following:

- Removal of student access to HavasuOnline computers
- Suspension from HavasuOnline course/school.
- Involvement with law enforcement agencies and possible legal action.

Attendance Requirements

The right and privilege of attending an online school carries with it certain responsibilities on the part of both parents and students. School attendance is ultimately the responsibility of the student and his/her family. It is important that parents and students recognize the direct relationship that exists between academic success and regular school attendance.

The Arizona Department of Education has established a minimum number of hours that students must attend yearly and weekly.

Grades	Total Time Per Year	Total Time per week
7 th & 8 th Grade	At least 1068 hours per year	30 hours
9 th - 12 th Grade	At least 900 Hours per year	25 hours

Instructional time includes time on the computer, doing research, reading, writing and completing assignments. Students should log “offline” tasks using this form ([Activity Log](#)) to ensure all hours are applied toward the required attendance time.

If your student will be absent let the teacher know by filling out the [Absence Notification](#) form.

Students will be withdrawn if they do not log in for ten (10) consecutive calendar days of school. Arizona statute requires schools to withdraw the student on the 10th consecutive day of absence.

Students may be transferred to a brick-and-mortar school if they do not meet the minimum required minutes in all classes by the end of each quarter.

NOTE: Students who are withdrawn will be allowed to reenroll one time and be placed on an attendance/behavior contract. Students who do not meet the guidelines of this contract will be withdrawn from HavasuOnline and have the option of enrolling in a brick-and-mortar school at LHUSD.

Grading Policy (see handbook for district grading policy)

HavasuOnline graded activities include but are not limited to:

- Practice Lessons
- Web Explorations
- Labs
- Journal Entries
- Quizzes
- Exams

****Some assignments are teacher graded, and others are computer graded.**

***Teachers will enter zeros for late work according to the pacing guide.**

***Students will not be included HS ranking.**

45 Day Screening

HavasuOnline is required to complete a 45-day screening of each student who is new to LHUSD. Students will be screened in partnership between the teacher and counselor.

School ID

HavasuOnline students are required to obtain a school ID at either Thunderbolt Middle School for middle school students and LHHS for high school students.

Clubs and Activities

Students in good standing, who are eligible per school criteria may participate in clubs, sports, activities, and events associated with other schools in LHUSD. Students may be included in the LHHS or Thunderbolt yearbook. HavasuOnline staff will send out information about picture days. Information about these activities can be found at www.lhusd.org.

Policies and procedures listed in this handbook may be changed without prior notice at the discretion of LHUSD. Any alterations to this document will be communicated to affected parties by e-mail.