

2018-2019



# **Thunderbolt Middle School Student Handbook**

Lake Havasu Unified School District No. 1  
*We are preparing for tomorrow...one student at a time.*

**THUNDERBOLT MIDDLE SCHOOL**

LAKE HAVASU UNIFIED SCHOOL DISTRICT No. 1  
695 THUNDERBOLT AVENUE  
LAKE HAVASU CITY, AZ 86406-7103

**PHONE:** 928-854-7224

**FAX:** 928-854-7482

**ATTENDANCE LINE, CALL 24 HRS:** 928-854-7277

**TAHER (FOOD SERVICE):** 928-854-7237

Place money on your student's lunch account online

**WEBSITE:** [www.myschoolbucks.com](http://www.myschoolbucks.com)

**TRANSPORTATION:** 928-505-6960

Find forms, newsletters and more

**WEBSITE:** [www.thunderbolt.lhusd.org](http://www.thunderbolt.lhusd.org)

Buy Thunderbolt standardized wear

**WEBSTORE:** [www.tboltbookstore.com](http://www.tboltbookstore.com)

"Like us" to get up to date event info

**FACEBOOK:** Thunderbolt Middle School- LHUSD

## **Lake Havasu Unified School District #1**

### **Guide to Solving Problems and Getting Answers Fast**

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

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

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

#### **Curriculum Questions**

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

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

#### **Medical Question and Concerns**

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

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

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

#### **Student Behavior**

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

#### **Special Education and Section 504**

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

#### **Gifted Education**

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

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

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

#### **Athletics**

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

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

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

#### **Budget and Finance Questions**

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

#### **Facility Usage**

- Step 1 - AA of Educational Services; if not resolved...
- Step 2 - Director of Educational Services: if not resolved...
- Step 3 - Superintendent

#### **Phone Numbers**

- Business Services 928-505-6936
- District Office 928-505-6900
- Educational Services 928-505-6915
- Maintenance Department 928-505-6918
- Personnel / Technology 928-505-6904
- Special Services 928-505-6948
- Superintendent 928-505-6925
- Transportation Department 928-505-6960

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

7/2018

## **GUIDING PRINCIPLES**

### **LAKE HAVASU UNIFIED SCHOOL DISTRICT**

---

Our guiding principles express commitment to the community's students and reflect the unity of purpose we must demonstrate as a school district and community. The success of our students is the base upon which our future rests.

These guiding principles articulate the roles we are challenged to assume. The Lake Havasu Unified School District defines the commitment that our community can expect from all staff members and suggests key ways the community can best influence the education of students.

The term "community" represents students, parents, school district personnel, businesses, organizations, city agencies, and every citizen. Through our combined effort, we share the responsibility and successes evident in our students' development.

The following five areas are among the building blocks for academic success:

#### **BASIC SKILLS**

The basic skills of reading, mathematics, and the communication skills of writing, speaking, and listening are the foundation for intellectual development and lifelong learning.

#### **FOUNDATIONAL CURRICULUM**

Our curriculum is defined as the essential skills within each subject and grade level. The subjects of this curriculum include English Language Arts, Mathematics, Social Studies, Science, Fine Arts, Career and Technical Education, Physical Education, and Foreign Language. Students entering adulthood need a framework of knowledge in the foundational curriculum areas to be successful and to think critically about the issues our society will face.

#### **STUDY SKILLS**

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

#### **CHARACTER SKILLS**

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

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

#### **PHYSICAL ENVIRONMENT**

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

### **THE ROLE OF STUDENTS**

The Lake Havasu City community provides the opportunity for all students to learn. Students are expected to:

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

### **THE ROLE OF PARENTS**

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

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

### **ROLE OF SCHOOL DISTRICT PERSONNEL**

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

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

### **THE ROLE OF THE ADMINISTRATION**

Administrators have the responsibility to monitor the educational process and work diligently with all stakeholders. We expect administrators to support the educational process by:

- \* Hiring and supporting staff that will carry out the implementation of the guiding principles.
- \* Modeling the concept of lifelong learning and supporting personal and professional growth in all staff.
- \* Holding staff accountable to high standards in the implementation of their job duties.
- \* Developing systems that promote and enhance student achievement.
- \* Monitoring the learning environment to ensure safety and discipline.
- \* Building trust and positive relations with personnel, parents, and community.
- \* Modeling the open and honest communication expected from all constituencies.

- \* Monitoring curriculum and adapting as necessary to meet local, state, and national needs.
- \* Addressing educational issues at the state and federal levels.
- \* Communicating concerns and solutions.

#### **THE ROLE OF THE GOVERNING BOARD**

The school board is elected by the community and has the responsibility to monitor the educational process and work diligently on their behalf. We expect them to support the educational process by:

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

#### **THE ROLES OF CITIZENS, AGENCIES, ORGANIZATIONS, BUSINESSES, AND GOVERNMENT**

The Lake Havasu City community makes important decisions that impact our schools. Our students are best served when informed decisions are made. We encourage our community to:

- \* Support and model the implementation of the guiding principles.
- \* Follow school happenings and ask questions to seek clarification.
- \* Attend work study sessions and school board meetings in order to be involved in the decision-making process.
- \* Visit classes and school functions to understand the nature of the school system's programs.
- \* Become involved in educational activities as volunteers or committee members.
- \* Provide students with the opportunity to gain valuable experiences.
- \* Communicate concerns and solutions.

#### **COMMUNICATION**

Trust and unity of purpose are created through genuine interaction and sharing of information. Communication is a skill we teach, model, and actively use. Our ability to listen, communicate, and be transparent with our students, schools, parents, community, and peer groups is essential to our district's success. As a community working together on behalf of our students, communication is the key.

#### **THE EDUCATIONAL PARTNERSHIP**

Nurturing students to their fullest potential is a complex and interdependent task. The lives of students are touched daily by many people. Everyone has an impact on the well-being of students and the quality of their intellectual development. We invite all stakeholders to work with us to achieve our goals. The Guiding Principles affirm how Lake Havasu Unified School District #1 will:

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

# Governing Board

Lake Havasu Unified School District No. 1  
2200 Havasupai Boulevard, LHC, AZ 86403-3798  
Phone 928-505-6900 Fax 928-505-6999  
Website: [www.lhusd.org](http://www.lhusd.org)

2018-2019

Term Expires

**John Masden, President** .....12/2020  
3470 Overland Dr., LHC, AZ 86404; Office 2180 McCulloch Ste101  
Office: 680-0041 Email: [john.masden@lhusd.org](mailto:john.masden@lhusd.org)

**Nichole Cohen, Vice President** .....12/2018  
1800 Burgundy Dr., LHC, AZ 86404  
Cell: 949-370-6742 Email: [nicole.cohen@lhusd.org](mailto:nicole.cohen@lhusd.org)

**Pat Rooney, Member** .....12/2018  
2616 Sunken Tree, LHC, AZ 86403  
Home: 855-3888 Email: [pat.rooney@lhusd.org](mailto:pat.rooney@lhusd.org)

**Alan Ward, Member** .....12/2020  
3713 Mission Dr. S, LHC, AZ 86406  
Home: 302-3713 Email: [alan.ward@lhusd.org](mailto:alan.ward@lhusd.org)

**Kathy Cox, Member** .....12/2020  
3650 Desert Rose Dr., LHC, AZ 86404  
Cell: 486-7865 Email: [kathy.cox@lhusd.org](mailto:kathy.cox@lhusd.org)

**Monthly Meeting: Third Tuesday of Each Month**  
(except July - will meet only if needed)  
6:00 p.m. Public Meeting  
Fiscal Year - July 1 through June 30

## 2018-2019 School Calendar for Lake Havasu Unified School District #1

### AUGUST 2018

6 First Day of School  
 9 Early Release  
 23 Early Release

### SEPTEMBER 2018

3 No School, Labor Day Holiday  
 5 1<sup>st</sup> Quarter Progress Reports  
 6 Early Release  
 20 Early Release

### OCTOBER 2018

3 1<sup>st</sup> Quarter Report Cards  
 4 Early Release/ End of Q1 – Parent Conferences  
 5 No School - Parent Conferences  
 8-12 Fall Break (no school)  
 15 School Resumes  
 18 Early Release

### NOVEMBER 2018

8 Early Release  
 12 No School, Veterans Day Holiday  
 14 2<sup>nd</sup> Quarter Progress Reports  
 21-23 Thanksgiving Break  
 26 School Resumes

### DECEMBER 2018

13 Early Release  
 20 End of 2<sup>nd</sup> Quarter/End of 1<sup>st</sup> semester  
 21 No School for student  
 24-31 Winter Break (no school)

### JANUARY 2019

1-4 Winter Break (no school)  
 7 School Resumes  
 9 2<sup>nd</sup> Quarter Report Cards  
 10 Early Release  
 21 No School, Martin Luther King Day  
 24 Early Release

### FEBRUARY 2019

6 3<sup>rd</sup> Quarter Progress Report  
 7 Early Release  
 18 No School, President's Day  
 21 Early Release

### MARCH 2019

6 3<sup>rd</sup> Quarter Report Cards  
 7 Early Release  
 8 Early Release, Parent Conferences  
 11-15 Spring Break (no school)  
 18 School Resumes  
 28 Early Release

### APRIL 2019

11 Early Release  
 24 4<sup>th</sup> Quarter Progress Reports  
 25 Early Release

### MAY 2019

9 Early Release  
 22 8<sup>th</sup> Grade Dance (no promotion ceremony)  
 23 Early Release & LAST DAY OF SCHOOL  
 28 4<sup>th</sup> Quarter Report Cards Mailed Home

#### GRADING PERIODS

1 <sup>ST</sup> QUARTER	Aug. 6-Oct. 4
2 <sup>ND</sup> QUARTER	Oct. 5-Dec. 20
3 <sup>RD</sup> QUARTER	Jan. 7-Mar. 8
4 <sup>TH</sup> QUARTER	Mar. 18-May 23

#### REPORT CARD DATES

Week of Oct. 1
Week of Jan. 7
Week of Mar. 4
Week of May 28

#### IMPORTANT TESTING DATES

- AzMerit (Standardized Testing)  
March 18 - April 30
- AIMS Science Testing  
March-April 2019

## THUNDERBOLT MIDDLE SCHOOL PROGRAM

The Middle School Program is designed to meet the different backgrounds, interests, aptitudes, abilities, and needs of individual students. These years are intended to be a time to explore many different subject areas and activities. Each student has the responsibility to accept and make the most of the opportunities offered.

The following required courses are an important part of the Middle School Curriculum: English, Math, Science, Social Studies, and Exploratory Courses, such as Band, Choir, Art, Keyboarding/Computer Skills, Physical Education, and Engineering Exploration. Minimum requirements for promotion have been established. Students are expected to maintain passing grades in these subjects. Students may have homework assignments in classes when the teacher determines it is meaningful to learning. Assignments are not completed in class may need to be finished after school or at home. Teachers are available to assist students who are having problems or need to make up work missed because of absences. Please schedule with the teacher.

Students have the opportunity to participate in annual events such as:

### **Sports:**

#### **7<sup>th</sup> and 8<sup>th</sup> grades only:**

- Cross Country
- Volleyball – Girls
- Football
- Spiritline Football (cheer)
- Basketball – Boys & Girls
- Spiritline Basketball (cheer)
- Baseball
- Softball
- Track & Field

### **Extra-Curricular Activities:**

- Spelling Bee
- Geography Bee
- Poetry, Essay & Poster contests
- Art Club
- Renaissance
- National Junior Honor Society
- Student Council
- Interact Club
- Educational Tour Group
- Bible Club
- Constitution Club
- Recycle Club

## PARENTS RIGHT TO KNOW - TITLE I SCHOOL-WIDE

Thunderbolt Middle School is a Title I school. Thunderbolt receives federal funds based on the percentage of students that qualify for free or reduced priced lunches. Thunderbolt benefits greatly from the additional funds. Title I funds are used to purchase classroom technology, professional development for teachers and parents, coaching support for teachers and instructional aides.

Under ESSA, Every Student Succeeds Act of 2015, districts must notify parents of students attending Title I School-wide and Title I Targeted Assistance Programs that parents may request information on the professional qualifications of the student's teacher and paraprofessionals who support the teacher.

The information must state if:

- The teacher meets State Qualifications/licensure requirements,
- The teacher is teaching under an Emergency Teaching Certificate,
- The qualifications of the paraprofessional.

Parents may obtain this information by contacting Mrs. Mari Jo Mulligan, Thunderbolt Middle School Principal at (928) 854-7224.

## SCHOOL HOURS

Thunderbolt Middle School's day begins at 8:00 a.m. and ends at 2:35 p.m.

## OFFICE HOURS

Thunderbolt Middle School office hours are from 7:30 a.m. until 3:30 p.m. on school days. Please do not drop off students before 7:30 a.m. – there is no supervision.

## EARLY RELEASE DAYS

When the District has early release days for staff development or parent conferences, school is dismissed at 1:00 p.m. Please check the yearly District Calendar for these dates.

## RESPECT FOR OUR NATION

Students should show respect for our country by attentively joining fellow classmates in a moment of silence and the Pledge of Allegiance each day.

## VIDEO CAMERAS

Video cameras are positioned on school grounds. If a student is caught vandalizing District property, they will be prosecuted.

## PERSONAL APPEARANCE AND DRESS CODE

It is the philosophy of the Lake Havasu Unified School District's Governing Board that student appearance, dress and conduct reflect the individual school and school district. Attire that is distracting, disruptive, or derogatory interferes with the orderly operation of the school (Policy JFCA). The Board has approved that all middle school students are required to wear the school issued standardized shirts and outerwear. Students are expected to wear the approved clothing when entering the campus each morning and until after dismissal. Failure to comply with this may result in disciplinary action at the discretion of the administration.

Thunderbolt standardized apparel **REQUIRED** for the 2018-19 school year:

- Thunderbolt Short sleeve t-shirts
  - Thunderbolt Polo shirts
  - Thunderbolt Long sleeve t-shirts
  - LHUSD standardized winter outerwear
  - Approved 2018-19 Thunderbolt club shirts with the Tbolt logo & current school year on the left sleeve may be worn any day of the week. (*Once a student is no longer active in a club, he/she may not continue to wear the club shirt*).
  - Approved 2018-19 Thunderbolt athletic team shirts with the Tbolt logo & current school year on the left sleeve with logo may be worn *any day of the week*.
1. Students are required to wear the District Board approved Thunderbolt standardized shirts at all times during the regular school day.
  2. Students are required to wear the District Board approved LHUSD standardized outerwear at all times during the regular school day. No other jackets can be worn inside the building.
  3. Standardized shirts and/or standardized jackets cannot be altered, tied, or cut.
  4. Hair must be clean and neatly groomed and not present a hazard to the health and safety of the student or to others in the school.
  5. Student clothing needs to be clean, neat and appropriate for school. Students must have appropriate hygiene.
  6. Shoes must be worn at all times. This is state law.
  7. Dress should be clean, neat and appropriate in materials and styles for an educational atmosphere. **MODESTY IS THE KEY.**
  8. Bottoms shall be fingertip length, appropriately hemmed, cover all undergarments, and be free from rips, frays, holes and tears. Fingertip length means long enough so that when standing straight, hands at sides, the hem is at the edge of the fingertips. Students are responsible for checking in the mirror before coming to school.

Students may **NOT wear** the following that disrupts the orderly operation of the school:

1. Clothing that exposes a bare midriff, or undergarment, such as a top with spaghetti straps – including spirit days.
2. **PICTURE DAYS - SPIRIT DAYS – FREE DRESS DAYS, NOT allowed:**
  - Clothing that exposes the midriff or cleavage, as well as tank tops, spaghetti straps, strapless tops, backless tops, tube tops, beachwear, muscle shirts, shirts with deep cut-outs under the arms. **ALL shirts must have sleeves.**
  - See-through clothing
  - LHHS shirts
  - Pajama bottoms or pajama lookalikes
  - Clothing that reveals undergarments (even while wearing overalls)
3. Hats, head coverings, including, but not limited to, bandannas and hairnets.
4. Cut, torn, or ripped clothing.
5. Unhemmed cutoffs or pants, pajama pants, slippers.
6. Clothes bearing phrases or slogans which are sexually suggestive, i.e. Playboy Bunny, promote use of drugs/alcohol/tobacco, or contain offensive language or suggestive thereof.
7. Chains, including wallet chains.
8. Studded jewelry.
9. Satanic clothing or jewelry.
10. Shirts may be no longer than the bottom of the hips. Excessively sagging clothing, which includes pants that reveal undergarments. The administration reserves the right to ban any item or apparel that may be gang related for the interest of campus security and student safety.

If a student is in violation of any other dress code, the teacher will speak privately to that student and find a remedy for the violation (provide a belt for the pants, provide loaner shorts for inappropriate shorts/skirts, or provide a t-shirt to wear over a midriff top). If a student is not able to wear his/her standardized shirt, a loaner shirt will be provided for the day. If a remedy cannot be found, the student will borrow appropriate clothing from the office. Any item that is deemed inappropriate and can be removed (for example, a hat with a drug related message) will be taken from the student and may be picked up only by the parent.

## **DANCE GUIDELINES**

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

### **Dance Expectations**

- Students are expected to dance in a school appropriate manner by maintaining personal space and dancing with self-respect. 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.
- Personal items, such as purses, backpacks, jackets, are to be stored in the little gym along the wall before entering the dance. The school is not responsible for any lost, damaged, or stolen personal items.
- No cameras or outside food/drinks are permitted in the dance. Pictures and/or video are not permitted during dances.
- Students must remain at the dance until the conclusion of the event unless parents submit a written request to Administration at least 48 hours prior to the event.

### DRESS CODE for 8<sup>th</sup> Grade Formal Dance

Ladies	Gentlemen
8 <sup>th</sup> Grade Formal: Semi-formal dress attire, dresses, skirts or dress pants with a blouse	8 <sup>th</sup> Grade Formal: Semi-Formal attire, collared shirt and tie with slacks are recommended
Excessively low-cut dresses, short skirts/dresses are <b>not</b> permitted	8 <sup>th</sup> Grade Formal: Appropriate dress shoes-not athletic shoes are recommended
Material that is cut away or see-through and contains holes is <b>not</b> permitted	8 <sup>th</sup> Grade Formal: It is recommended that boys wear pants other than jeans/denim
No exposed undergarments	No exposed undergarments

For the safety of our students, only currently enrolled students, staff members and pre-designated chaperones will be allowed into Thunderbolt dances.

### 8th GRADE DANCE CRITERIA

1. Excessive disciplinary referrals may result in exclusion from the 8<sup>th</sup> grade dance. Parents and students will be notified in advance by Administration. Exceptions may be made upon approval of the Principal.
2. Students with 3 or more U's during 3<sup>rd</sup> and 4<sup>th</sup> quarter may not be allowed to participate in the 8th Grade Dance (see Citizenship Requirement).
3. Students suspended, which include ISS, on the day of the dance, will not be allowed to attend the dance.

### PERSONAL ITEMS AT SCHOOL

The school is not responsible for money, personal items or electronic devices (such as cell phones) 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.

### USE OF OFFICE TELEPHONES

With the number of students enrolled, it is understandable that emergencies may arise which will necessitate the use of a telephone by students during the school day. **Students must use the office telephone and should not contact parents directly from personal cell phones.**

Pupils and teachers will not be called out of class to answer phone calls unless it is an emergency. The office will be happy to take a message or return the call soon as possible.

### VISITORS

No younger brothers or sisters or children from other schools are permitted to visit classrooms. Parents are encouraged to visit the school. Advance arrangements for conferences are requested to ensure the availability of the staff member with whom the parent wishes to conference. Visitors must stop in the office before going to any classroom and pick up a visitor's pass. After school, visitors should remain in the front office section of the lobby when picking up their child.

### SPECIAL OCCASIONS

Please do not have special things delivered to students at school such as flowers, balloons, etc. The office will not accept these special deliveries and the busses do not allow them to carry such items on board.

Parents are DISCOURAGED from bringing edible treats for birthdays due to the District Wellness Program which helps us to fight childhood obesity. Parents MAY NOT bring in pizza, fast food, or edible treats for the entire classroom or for children other than their own at any time.

### MEDICATIONS

Students should not be carrying any type of medication. If it is necessary for a student to take medication during school hours please observe the following:

### **Prescription Medications**

- The medication must be given to the health office in the prescription container. It will be stored in the health office.
- Students may carry inhalers or epi-pens as prescribed with appropriate documentation, including the doctor's order.
- The official school medication form (from the health office) must be completed and signed by a parent.
- If your student will be attending any off campus school event and will need medication or special care please contact the school health office in advance to make arrangements.

### **Over-the-counter Medications**

- The medication must be given to the health office in the original, properly labeled container. It will be stored in the health office. Students may not carry medications.
- The official school medication form (from the health office) must be completed and signed by a parent.
- All over the counter medication must be FDA approved.

### **IMMUNIZATIONS**

Upon registration you must provide proof of current immunization 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.

### **HEALTH SCREENINGS**

Various health screenings will be conducted through the health office. Parents should notify the health office in writing if they prefer that their student not participate in screenings. Contact the school nurse with any questions.

### **IN CASE OF INJURY**

If a student becomes ill or is injured after arriving at school, they need to report directly to the nurse's office. The school does not carry student insurance. It is the family's responsibility to provide this coverage.

A group accident insurance application is available to the students at Thunderbolt Middle School. There is also a twenty-four hour, round-the-clock protection plan for twelve months for those who prefer it. The school district does not require parents to purchase the insurance, but does highly recommend it.

### **NO SMOKING ON CAMPUS**

No one – adult or student – may smoke on any school campus. According to A.R.S. § 13-3411, schools are high profile enforcement areas. Violations in this area will be aggressively prosecuted.

### **TOBACCO AND ELECTRONIC SMOKING DEVICE POSSESSION/USAGE**

The State of Arizona prohibits the purchase and possession of tobacco products by minors. Students under the age of 18 in possession of tobacco products are subject to arrest and/or fine in addition to receiving school disciplinary action. Students found in possession, distributing, or using tobacco in any form including facsimile of smoking material while on school premises, school busses, or at school sponsored function have violated the NO SMOKING POLICY and will be subject to disciplinary action. This policy also covers the use or possession of hookah pens, e-cigarettes, vape pens, jules etc. on campus.

### **OTHER CAMPUSES OFF LIMITS**

Middle School students are not to be on any other campus until after 5:00 p.m. on any school day.

## SHOW OF AFFECTION

Public schools are not the appropriate place for hugging, kissing, hand-holding, and other forms of public displays of affection. Such displays will result in disciplinary action.

## NON-MOTORIZED VEHICLES

Bicycles and scooters are to be walked on campus. Skateboards, roller skates/blades may be carried on, but not used on campus. Students are to follow all traffic signs and laws. If your child, under 16 years of age, rides a scooter or skateboard any time on the street or sidewalk they are required by law (LHC Ordinance CC 10.08.180.E) to wear a helmet; violation of this ordinance carries a \$25 fine.

Any student found causing damage to school property by use of said vehicles will be liable for damage and subject to disciplinary action. Students will use designated areas for storage of non-motorized vehicles. A 50-foot limit around all buildings for non-motorized vehicle use will be strictly enforced 24 hours a day.

**WARNING:** The school is a restricted use area. Bikes, skateboards, roller-skates/blades, etc. are not to be ridden at any time. *NO hoverboards are allowed on school property.*

## LOST AND FOUND

The department of "Lost and Found" articles is located in the school office. Found articles should be turned in to the office with any information to assist in finding the owner. Lost articles should be reported immediately. *It is the student's responsibility to check for lost articles.* All items not claimed at the end of the quarter will be donated to a local charity.

## LOCKER AND LOCKER REGULATIONS

Lockers are the property of the school and subject to inspections. Lockers are assigned to be used primarily for books and articles of clothing. Lockers should be locked at all times. IT IS SUGGESTED THAT NO MONEY OR VALUABLE ITEMS BE PLACED IN THE LOCKERS. The school *is not* responsible for lost or stolen items.

All pupils are expected to keep the lockers assigned to them for the full year. No student should move into a locker just because it seems to be vacant. If a change is necessary, report it to the office.

Students receive a combination for their locker at the beginning of the school year. Students are responsible for both the lock and locker and must account for any damage at the end of the school year. Students are asked not to leave the lock carelessly open, and not to disclose the combination to anyone. Lockers should be kept clean and free of all scratches, pencil marks, and decals. Report any damage to the office immediately. If a student has difficulty opening the locker, report it to the office. *\*If the above locker regulations are followed, locker privileges may be revoked.*

## LIBRARY RULES

1. Teachers will issue a pass stating the reason for the student using the Library.
2. All passes are to be turned in at the checkout desk and picked up there when leaving the library.
3. Talking and visiting in the Media Center must be kept to a minimum.
4. If library book(s) are not returned, students will not receive a class schedule until the book is paid.

## MOVIES/VIDEOS SHOWN IN CLASS

The Board of Education of LHUSD #1 wants parents to be informed of videos that are shown for instructional purposes. Schools in the Lake Havasu Unified School District follow LHUSD #1 Board Policy IJND-R (Use of Films, Videos, Digital Media Content, and Television for Student Viewing) regarding the use of films and videos for student viewing. The policy limits the types of films shown and emphasizes communication with parents.

- Middle school students may be show G- and PG- rated movies without permission but require parental permission to view PG-13 movies. R-rated movies and above may never be shown.

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, 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.

### **PROGRESS REPORTS/REPORT CARDS**

Students will receive a report card at the end of each nine-week period. At the end of the fifth week of a reporting period, any student who is in danger of failing a subject will receive a failure notice. This will allow the student approximately four weeks to raise his grades to acceptable standards.

Any time a parent does not fully understand some phase of the educational process or the progress of his/her child, he or she should feel free to call the office.

### **PARENTVUE**

ParentVUE is a website that offers secure, private access to school and student information, including assignments, grades, attendance, school calendar and teacher contact details. ParentVUE offers a single sign-on to view school information for all of the siblings, regardless of the grade level or school of attendance. Access is secured via a user name and password.

### **HOMEWORK**

Homework and practice are instructional techniques relative to the content that has been presented to students. They are tools that provide students with opportunities to deepen their understanding and strengthen their skills.

For every day a student is absent, the teachers will allow 1 day for them to make up their assignments. All work missing its deadline will be recorded as a zero.

### **TEXTBOOKS**

Textbooks are issued free of charge at the beginning of the school year. Once a student accepts a textbook, he/she is responsible for its care. The student will be expected to pay for any excessive wear, damage, or loss when textbooks are collected at the end of the school year.

## ATTENDANCE

The office handles absence and tardiness records. Parents should call the school at 854-7277 to report a student being absent or tardy. If parents wish to call during non-school hours, please call the same number and leave a message at the tone.

If a student exceeds 4 absences per quarter (excused or unexcused) it may impact some club memberships and citizenship grade.

When a student returns to school after an absence, he/she **MUST** bring a written excuse for the absence, stating the date or dates of the absence, and the reason for absence. A parent must sign the excuse. If the student had a medical appointment a doctor's note should be turned in with the absence note.

**Children between six and sixteen years of age are required to attend school as defined in A.R.S. § 15-803. In the event that 5 absences occur, parents may be notified that a referral to the police department may be made. A student who is considered "excessively absent" is absent for at least 5 days within a quarter or 10% of the school year. Excessive absence letters will be mailed out to parents and guardians at 5 day absences, 10 day absences and 15 day absences. When a student's absences exceed 10% of the school (excused or unexcused), the student may be referred to the School Resource Officer.**

Any student who misses school for any reason is required to make up the work missed during the absence. It is the responsibility of the student to get the assignments and submit them to the teachers within the specified time.

All pupils are the responsibility of the employees of the School District, the teachers, and the Principal. A parent or other identified adult who is to pick up a child during school hours must sign a form in the office. The person picking up the child must assume personal responsibility for the student.

ANYONE COMING TO PICK UP A STUDENT DURING SCHOOL HOURS MUST GO TO THE OFFICE, NOT TO THE CLASSROOM, FOR SECURITY REASONS.

It is important that the whereabouts of each student is known throughout the day. This is for the student's own protection. Should a student become ill after arriving at school, he/she must report to the nurse's office before going home. No one may authorize any departure from the school grounds except the Principal or Assistant Principal.

Parents should make every effort to schedule medical and dental appointments after school hours. However, if it is necessary to see a doctor or dentist during the school day, the pupil must report to the office and sign out before leaving and sign in upon returning. 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. If, for any reason, the student is unable to return to school, the office should be notified at 854-7277.

When a student and his/her parents know in advance that the student will be absent from school for a certain period of time, the office must be notified. The student will be given a pre-arranged absence form, so that the teachers may indicate his progress and any work may be given to the student that must be done before or during the absence.

\*School hours are 8:00 a.m. to 2:35 p.m.

## TARDINESS CONSEQUENCES

Any student who arrives at school after the 8:00 a.m. bell is tardy and should report directly to the office to receive a pass. They should also have a note from their parent. Repeated tardiness may result in disciplinary action; **tardy referrals begin on the fourth (4) offense for all classes and reset each quarter.** Oversleeping and no transportation are not considered excused.

4 <sup>th</sup> tardy:	1 day LD	*LD – lunch detention *ASD – after school detention *ISS – In School Suspension
5 <sup>th</sup> tardy:	2 days LD	
6 <sup>th</sup> tardy:	3 days LD	
7 <sup>th</sup> tardy:	1 ASD	
8 <sup>th</sup> tardy:	2 ASD	
9 <sup>th</sup> tardy:	3 ASD	
10 <sup>th</sup> tardy:	1 day of ISS	
11 <sup>th</sup> tardy:	2 days of ISS	
12 <sup>th</sup> tardy:	3 days of ISS	

## PERFECT ATTENDANCE

Perfect Attendance is when the student is in school from the beginning of the school year until the end of the school year without any absences, tardies, or appointments, for any reason, excused or unexcused, unless it is a school function. Although this is a recognized award, parents should use common sense in striving for this award.

## A.R.S. § 15-803. SCHOOL ATTENDANCE; EXEMPTIONS; DEFINITIONS

- A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:
1. The child is excused pursuant to section 15-802, subsection D or section 15-901, subsection A, paragraph 6, subdivision ©.
  2. The child is accompanied by a parent or a person authorized by a parent.
  3. The child is provided with instruction in a home school.
- B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child, as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.
- C. As used in this section:
1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
  2. "Truant" means an unexcused absence for at least one class period during the day.
  3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused, as provided by this section.

## FOOD SERVICE PROGRAM

Taher administers a nutritious, well-balanced breakfast and lunch program at all of the District schools. Money can be placed in student accounts and paid in advance for any length of time. Students or parents **MUST PAY FOR THIS IN THE TAHER KITCHEN** (cash or check at the school, no debit/credit cards) **or** online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Please note that Taher 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 front office also cannot credit money for Taher. Menu calendars and prices are on the district website.

The Lake Havasu Unified School District cooperates with the National School Lunch and School Breakfast Programs by providing free or reduced price meals for eligible children. Parents must apply for these benefits yearly. Qualification is determined by income or food stamp eligibility. Applications are available in the school office.

### **LUNCH AREA EXPECTATIONS**

Thunderbolt Middle School has three lunch periods scheduled into its daily school program, with approximately one-third of the student body in attendance at each. Accordingly, Thunderbolt Middle School expects that all of its students will conduct themselves properly during lunch periods, practice good table manners, and abide by the following rules.

1. Fast food deliveries are not appropriate. The students should either buy their lunch at school or bring it from home.
2. Parents must only bring food for their child. Delivery of food for other students is not allowed.
3. Homemade treats for birthdays are not allowed due to the District Wellness Program (District Policy JL & JL-R).
4. No monster, energy or coffee drinks (Starbucks) are allowed on campus or in the lunch room.
5. Toys and games are not permitted in the lunch area. Lunch time is not intended to be recess time. It should be used as a social period, to relax, and eat lunch.
6. Playing cards are also not permitted. They may be misinterpreted as a means for gambling activity.

**Food Allergies:** Please notify Taher at 928-854-5043 if a student has a food allergy that requires a special diet.

### **TRANSPORTATION – BUS**

To receive bus transportation, each student must first register for bus transportation each school year.

All students should be at the bus stop no earlier than 15 minutes before the bus arrives at the bus stop. There are times the bus may be 10 minutes early or late. If the student misses the bus, it will be the parent's responsibility to transport the student to school.

Transportation has the responsibility to transport students in a safe manner to and from school. They are not responsible to take the student to a different bus stop other than the one where they pick up the student. Due to the number of students transported, sharing a ride with a friend is NOT permitted.

All students receiving school bus transportation are required to follow all the rules of the Arizona School Board, Lake Havasu Governing Board, and all of Arizona State Laws and Regulations adopted by the State. Failure to follow any of these rules/laws will result in specific penalties, including removal of the student's bus privileges on a temporary or permanent basis. Transportation will not tolerate any student attempting to disrupt the safe operation of any school bus.

## GRADING SYSTEM

Grading will be on a nine-week basis. Students will be graded on a scale of A, B, C, D, F, and I, as described below:

"A" =	100% - 90%,	given for work of such character as to merit special recognition. It is the highest grade.
"B" =	80% - 89%,	given for work which is above average.
"C" =	70% - 79%,	given for work which is average (the lowest recommending grade for employment or college entrance).
"D" =	60% - 69%,	given for work which is below average (fulfilling only the minimum essentials).
"F" =	0% - 59%,	given to students who fall far short of fulfilling the minimum essentials required.
"I" =	---	a conditional grade given to students who fail to fulfill all of the requirements, but whose deficiencies are such that they can be made up. At the end of 10 school days from the issuance of the incomplete, this grade automatically becomes a failure if the student has failed to complete the work assigned. An incomplete cannot be carried into the next school year.

## HONOR ROLL

To qualify for the honor roll, a student must have a 3.0 grade point average, as well as a maximum of one C, and no D's or F's.

## NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Junior Honor Society was founded in 1929 and designed to recognize and encourage academic achievement among middle level students while also developing other characteristics essential to citizens in a democracy.

Candidates who qualify will be invited to complete a candidacy profile form in January/February. Candidate forms are then assessed based upon the NJHS ideals of scholarship, character, service, citizenship, and leadership. Candidates are selected and formally inducted during 3<sup>rd</sup> quarter and participate in individual and charter related service activities.

NJHS Eligibility Requirements:

- Maintain the minimum GPA of 3.5 each quarter (potential candidates selected from those with 3.5 GPA in both Q1 and Q2).
- Exemplify good citizenship. No N's or U's, this includes attendance
- Miss no more than 4 days of school per quarter. This includes partial days.
- Receive a "satisfactory" grade in all classes.
- No disciplinary concerns or referrals.

## RENAISSANCE

Schools are facing many challenges today. Sometimes the true purpose of education is lost in the struggle to provide the best education possible.

As a result of Renaissance, schools within the community, as well as throughout the nation, have become unified around several common goals. These national goals include:

- Increased student attendance.
- Improved overall academic performance.
- Positive citizenship.
- The schools, teachers, and community have put together a partnership to make the Renaissance program a success. The schools and teachers have developed a reward program to acknowledge those students who make Renaissance. The community has also put together a reward program. Several local businesses offer discounts to Renaissance cardholders.

In order to make Renaissance, students must meet all of the following requirements each quarter:

- Have at least a 3.0 G.P.A. with no D's or F's.
- Have NO more than 4 tardies or absences per quarter. Exceptions are made for death in the family and hospitalization if a note is brought to attendance immediately upon returning to school. NO other exceptions will be made.
- Have NO office referrals.
- Must have satisfactory citizenship – no "U" or "N" citizenship.

## **STUDENT COUNCIL**

The Student Council is an all-school organization representing the student body. Its functions are:

1. To develop attitudes and practices of good citizenship.
2. To promote harmonious relations throughout the entire school.
3. To improve student/teacher relationships.
4. To improve school morale.
5. To provide a forum for student expression.
6. To provide order by direction of certain school activities, including fundraising and welfare projects.
7. To promote the general welfare of the school.

In order to be an active member of Student Council, students must meet all of the following requirements each quarter:

- No D's or F's, 3.0 GPA or higher
- Have no major office referrals (fighting, inappropriate behavior). No repeated offenses, no academic dishonesty.
- No excessive tardies or absences – less than 4 tardies or absences in every class per quarter and no ditches.

## **INTERACT CLUB**

The Interact Club is a community and international service club sponsored by Sunrise Rotary and is open to all Thunderbolt students. It is an opportunity to meet new friends and community members.

Interact Club participates in:

- Fundraisers for our community such as H.A.V.E.N. Center, Western AZ Humane Society, etc.
- Fundraisers for international issues such as Vision Rescue, Purple Pinkies for Polio, etc.
- Help out with community events such as Easter Egg Hunt, Rodeo, London Bridge Day Parade, etc.
- Participate in after school events like dog toy making, mats for homeless.
- Attend district conferences.

## **EDUCATIONAL TOUR CLUB (ETC)**

Educational Tour Club provides students with the opportunity to gain knowledge and understanding about U.S. History, World History and other cultures of the world through experiences in traveling.

Membership requirements for Educational Tour Club students:

- Must be a student at Thunderbolt.
- Attend at least 80% of all mandatory, pre-scheduled meetings.
- Participate in fundraisers throughout the year to reduce the cost of their trip.
- Students need to have passing grades in all classes; no F's each quarter.
- No disciplinary referrals; no in-school or out-of-school suspensions.

Members may be removed for the following:

- Failure to meet attendance requirements.
- Failure to pay funding for the schedule trip.
- Disciplinary referrals; such as, in-school-suspension or out-of-school suspension

If any student must withdraw from the tour, all funds ETC has issued to that student for his/her tour must be returned to the Thunderbolt Middle School Educational Tour Club. These funds will be used for the remaining students' tour expenses.

## **CITIZENSHIP REQUIREMENT**

It is one of the school district's responsibilities to assist parents in helping students develop acceptable attitudes and behavior. This translates into preparing students for adult citizenship, as well as preparing them for jobs and higher education.

For this reason, we believe that it is as important for the school to teach and evaluate citizenship as it is to teach and evaluate academic work. Parents and students should be as interested in citizenship performance as they are interested in the academic and extracurricular performance.

Students in grades 7 & 8 will receive a quarterly citizenship grade from each of their classroom teachers. This grade will be shown on the student's report card. The grade will be based solely on citizenship displayed in each teacher's classroom.

Students with 3 or more U's will not be allowed to participate in ANY extracurricular activities during the following quarter. This may include field trips, band, athletics, drama, assemblies, dances, student government, and all other school sponsored activities. Also, if a student is suspended, which includes ISS, on the day of a school dance, the student will not be allowed to attend the dance.

## **CITIZENSHIP CRITERIA**

To earn a SATISFACTORY ("S")

- Meet all four criteria below

To earn a NEEDS IMPROVEMENT ("N")

- Meet three of the four criteria

To earn an UNSATISFACTORY ("U")

- Meet two or fewer criteria

Criteria:

1. Attends school regularly and is seldom tardy - *no more than 4 absences and/or tardies per quarter (a student can have four absences AND four tardies and earn an "S").* \*Attendance impacts citizenship
2. Respects school property and observes classroom rules consistently.
3. Works diligently and uses time effectively – turns assignments in on time – *no more than 4 missing/late assignments per quarter (a student may have a combination of four late or missing assignments, NOT four of each).*
4. Displays courtesy and respect – complies with guidelines of the school handbook.

## **LHUSD STUDENT RECORDS POLICY:**

### **A. Type of Records Directly Related to the Students Which Are Maintained by the Schools:**

The District maintains at each elementary and Middle School the records on each student enrolled at that specific school. A "student record" generally includes: standardized achievement test scores; grades; attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and records of behavior patterns or disciplinary actions.

### **B. Name of Custodian or Agent to Contact to Review Records:**

FERPA authorizes disclosure of student records without consent to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support

staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent, or a volunteer or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

A record need not be kept of requests for access to student records made by these District employees or of transfer of records to other schools of the District. In addition to educational interest in a student's records, parents, guardian, and the eligible students are the only persons who have general access to the records maintained.

Under restricted conditions, which require the completion of a request form, which remains permanently with the records, certain other individuals can review a student's record.

These include:

1. State and federal officials for audit purposes
2. Accrediting representatives for accrediting purposes
3. Research representatives for limited research; however, the results of the research will not identify the students
4. School officials of other school districts or universities or colleges in which the student has indicated an interest in enrolling, provided the parent of student, if 18, receives notice.
5. Courts and other bodies issuing orders or subpoenas, provided the parent and student received notice before compliance
6. No other persons are allowed to review a student's records without either the parents' or guardian's permission or that of the student if over 18 years of age.

**C. Challenging the Content of Records:**

Parents of students under 18 and students over 18 may challenge the content of a student's records to insure that the records are not inaccurate, misleading, or otherwise inappropriate data and/or the opportunity for the parents or students to enter an explanatory statement concerning the records. Although improperly recorded grades may be challenged, parents and students are not allowed to contest the grade given a student's performance in a course through this process. To initiate this procedure, contact the custodian of records.

**D. Cost of providing Copies of Records:**

A person who requests copies of District records for a purpose other than the transaction of the official business of the District shall pay the actual cost of reproducing the records. A charge of 15¢ per page will normally be made. However, if the actual cost of reproducing the records exceeds this standard fee for any record, the custodian or designated agent shall require payment of the actual cost.

**E. Request for Records:**

Educational records requested by other schools in writing will be forwarded to those schools in which the student seeks or intends to enroll. Federal Law 99.31 – No parent signature required for educational records to be sent to another educational agency”.

## **FERPA - NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Lake Havasu Unified School District #1, 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, which is information that is generally not considered harmful or an invasion of privacy if released, 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.havasu.k12.az.us](http://www.havasu.k12.az.us). 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 20 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
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

## **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, webpages, 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](http://www.lhusd.org). The form is valid for one school year.

## **CHILDREN ONLINE PRIVACY PROTECTION ACT**

Lake Havasu Unified School District seeks to extend and enhance the educational opportunities for students through the use of varying technology applications and web-based services. The use of many of these resources by children under the age of 13 is governed by a federal law know as the Children’s Online Privacy and Protection Act. In order for our students to use these programs and services, certain personal identifying information must be provided to the website operator. A complete list of student web-based tools, software and applications that are operated by third parties and an Opt-Out Form can be found on our district website at [www.lhusd.org](http://www.lhusd.org). Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information under the age of 13. This is included in the Student IT Use Agreement form which parents sign.

## **COMPUTER TECHNOLOGY**

Students and parents are required to sign an agreement at the beginning of each school year stating that the student will use all electronic information systems in an appropriate manner and that the District will not be held liable for any misuse.

### **Lake Havasu Unified School District’s Student Computer Use Agreement**

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-Bulling, 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](http://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.

## **BYOD – BRING YOUR OWN DEVICE**

Students and parents are required to sign an agreement at the beginning of each school year. BYOD are personal, digital, portable devices including laptops, netbooks, tablets (ie: iPads, Fire, Playbooks, etc), digital cameras, digital video recorders, e-readers (ie: Kindles, etc), Cell and Smart Phones (ie: HTC, Samsung, iPhones, etc), and MP3 Players (ie: iPods, etc).

### **Thunderbolt Cell Phone Procedures:**

Students may: 1) leave cell phone in their locked locker, 2) check cell phone into their teacher or 3) leave cell phone at home.

### **Guidelines for Students:**

- a. The student takes full responsibility for their device.
- b. The student complies with the teachers' instruction pertaining to the project using their digital device and uses the device only during those specific classroom hours.
- c. The personal device shall be charged prior to bringing it to school.
- d. The student adheres to the rules stated in the IT Use Agreement policy.

### **District Guidelines:**

- a. The district is not responsible for the security of the device.
- b. The district is not liable for the theft, damage, repair, up-keep, loss or vandalism of the personal device. (Note: It is recommended to record the device's serial number, model and type).
- c. The district reserves the right to inspect a student's personal device if there is reason to believe the student has violated district policies, school rules, or the IT Use Agreement policy.
- d. The district has instituted Protocol that meets the requirements of the Children's Internet Protection Act (CIPA).

## **CHILD FIND**

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

Screening and evaluation procedures for infants and toddlers (birth to age 3) are provided by the Arizona Early Intervention Program (AzEIP). The AzEIP Service Coordinator may be reached at 680-4141.

Requests for screening and evaluation for children ages 3-5 years may be referred to the Special Services Department at the LHUSD #1 at 505-6938.

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 (kndg-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 Director of Special Services at the District Office.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT**

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

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and 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 (ED)

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 immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - Inspect, upon request and before administration or use
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum

Lake Havasu Unified School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the (cont...) 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 email, 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:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. 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

## **RIGHTS OF HOMELESS STUDENTS**

The Lake Havasu Unified School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a “Homeless Child or Youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program

- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- In temporary or transitional foster care placement

According to the McKinney-Vento Homeless Act, eligible students have rights to:

- **Immediate enrollment:** Documentation and immunization records cannot serve as a barrier to the enrollment in school.

**School Selection:** McKinney Vento eligible students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)
- In Maricopa County, Thomas J. Pappas School

**Remain enrolled** in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.

**Participate in programs** for which they are eligible, including Title 1, National School Lunch Program, Head Start, Even Start, etc.

**Transportation Services:** A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

**Dispute Resolution:** If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decisions, providing notice of any appeal process, and filling out dispute forms.

For more information, refer to <http://www.ade.az.gov/populations-projects/home/homeless> or contact:

Arizona Department of Education

1535 W. Jefferson Street, Phoenix, AZ 85007

## EMERGENCY PREPAREDNESS PARENT LETTER

Dear Parents and Guardians:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. In fact, public schools in Arizona are built to meet stringent construction standards and they may be safer than your own home in the event of a disaster.

Should we have a major disaster during school hours, your student(s) will be cared for at the school. Our School District has a detailed disaster plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication. The school will send out an email and/or text message via Blackboard; please read thoroughly to avoid tying up the school phone lines.
2. Do not attempt to reach your student by cell phone as this may put your student at further risk, depending on the emergency, and cell phone lines may be needed for emergency communication.
3. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on a School District emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/she could walk to school, if necessary.
  - He/she is known to your child.
  - He/she is both aware and able to assume this responsibility.
4. Turn your radio to KBBC 96.7 FM, KZUL 104.5 FM, KJ 93 FM, KNLB 91 FM, or KVEZ FM for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service and internet services are not affected, information will be posted on the school website, which can be accessed through the district website at [www.lhusd.org](http://www.lhusd.org).
5. In addition, information regarding day-to-day school operations will be available by calling the District Office at 505-6900.
6. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School District Emergency Card. During an extreme emergency, students will be released at designated reunion gates located on school campuses. These will be identified with signs or posters.

Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list an out-of-State contact on the emergency card, as calls may still be made out of the area while incoming calls are affected.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in place protection. All students and staff will clear the fields, report to their rooms and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given.

Should an emergency or disaster situation ever arise while school is not in session requiring a school closure, the following steps will be taken to notify and keep the community aware of the status. Radio and local TV stations will be notified. Please turn your radio to KBBC 96.7 FM, KZUL 104.5 FM, KJ 93 FM, KNLB 91 FM, or KVEZ FM for emergency announcements. Turn your television to station Channels 25 or 45 for public announcements. Information will be posted on the school website which can be accessed through district website at [www.lhusd.org](http://www.lhusd.org). Staff will be posted outside of school to communicate school closure. If your student rides a school bus, the bus driver will notify your child at the bus stop. Emergency phone call system will be activated and parents will be notified. In addition, school marquis will be used to communicate closure.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

For more information on how your family can be better prepared for emergencies at home, please contact Mohave County Public Health Department or log on to [www.HealthELinks.com](http://www.HealthELinks.com).

Sincerely,

*Mari Jo Mulligan*

Principal  
Thunderbolt Middle School

# Thunderbolt Middle School Family-School Compact



## FAMILY/SCHOOL COMPACT

The family-school compact is a written agreement between teachers and parents to provide an opportunity to create partnerships in our school community. Thunderbolt Middle School, students, and their families, agree that this compact outlines how the parents, the school staff, and the students will share the responsibility for improved student academic achievement as well as describes how school and parents will build and develop a partnership that will help children achieve the State's high standards. Please review the following Family-School Compact.

## SCHOOL RESPONSIBILITIES

- Create a welcoming, safe, and positive learning environment for students and parents.
- Provide high-quality curriculum and instruction to meet the States' student academic achievement standards and provide interventions when necessary.
- Provide on-going, two way communication between teachers and parents.
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held upon request of the teacher, parent, administration, or guidance.
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide quarterly progress reports, report cards, and communication through the use of the Parent Portal (Synergy ParentVue).
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows: during their planning period, scheduled parent/teacher conferences, through email or phone during their normal scheduled hours.
- Monitor daily attendance, and contact parents when attendance concerns arise.
- Meet annually with parents to discuss Title I requirements and funds.
- Provide volunteer opportunities by participating in school events, site council, and booster club.

## PARENT RESPONSIBILITIES

- Make sure that my child is on time and strives for 100 percent attendance, and contact the school if my child is absent.
- Provide a time and place for quiet study and reading at home.
- Helping my child daily in any way possible to meet his/her responsibilities, such as completing homework and encouraging appropriate behavior by reviewing the student handbook located at <http://www.thunderbolt.lhusd.org>.
- Regularly monitor my child's progress in school by reviewing assignments such as homework, class work, and missed assignments. Create an account through Synergy ParentVue to monitor activity on the Parent Portal.
- Communicate regularly with teachers by phone, email, and/or conferences.
- Keep the school informed of any changes of personal information such as phone numbers, email address, etc.
- Monitor the amount of television my child watches and ensure that my child gets enough sleep each night.
- Ensure my child dresses according to the school's dress code.
- Attend at least one parent involvement activity such as open house, parent night, booster club meeting, site council, etc.
- Participate, as appropriate, in decisions relating to my child's education.
- **Review the Thunderbolt Student Handbook with my child at <http://www.thunderbolt.lhusd.org>, which includes the school discipline policy. If computer access is not available, printed copies are available on request.**

### **STUDENT RESPONSIBILITIES**

- Come to school with a positive attitude each day on time and prepared to work.
- Complete all assignments to the best of my ability and ask for help when I need it.
- Complete missed work when absent.
- Show respect and cooperation with all adults at the school.
- Respect the rights of others to learn without disruption.
- Respect school property and observe classroom rules consistently.
- Spend time daily at home on studying and reading.
- Give my parents or the adult responsible for my welfare all papers and information sent home with me.
- **Review the Thunderbolt Student Handbook at <http://www.thunderbolt.lhusd.org> and ask for clarification as needed.**

# Discipline Procedures

## **DISCIPLINE**

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.

## **JK - ED**

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

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

## **ACTIONS PROHIBITED BY STUDENTS**

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 joke. There are three types of prohibited actions, referred to by classes of offenses:

FIRST CLASS DISCIPLINARY OFFENSES		MAXIMUM DISCIPLINE
<b>Arson</b> The intentional burning of school property and/or private property on school grounds.	1 <sup>st</sup> time:	9 days Out of School Suspension and/or Board Hearing with a recommendation for long term suspension or expulsion. <i>A police referral will be made.</i>
<b>Extortion</b> 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.	1 <sup>st</sup> time:	9 days Out of School Suspension and/or Board Hearing with a recommendation for long term suspension or expulsion. <i>A police referral may be made.</i>
<b>School Threat</b> Engaging in and/or threatening to engage in a school threat which would/could be perceived to harm the school and/or the school environment. Including but not limited to such school threats as: bomb, chemical, biological, fire or fire alarm misuse.	1 <sup>st</sup> time:	9 days Out of School Suspension and/or Board Hearing with a recommendation for long term suspension or expulsion. <i>A police referral may be made.</i>
<b>Insubordination</b> Severe and/or blatant refusal to comply with a reasonable request of school authorities; includes refusal to wear standardized attire.	1 <sup>st</sup> time:	9 days Out of School Suspension and/or Board Hearing with a recommendation for long term suspension or expulsion. <i>A police referral may be made.</i>
<b>Physical Assault on a School District Employee</b> Physical attack by one person or a group of persons upon a school district employee who does not wish to engage in the conflict and who has not provoked the attack.	1 <sup>st</sup> time:	9 days Out of School Suspension and/or Board Hearing with a recommendation for long term suspension or expulsion. <i>A police referral may be made.</i>
<b>Substance Abuse and/or Paraphernalia</b> Use, possession or distribution of alcohol, non-prescription drugs, narcotics, other noxious substances, and/or any article related to the use of these substances.	1 <sup>st</sup> time:	9 days Out of School Suspension and/or Board Hearing with a recommendation for long term suspension or expulsion. <i>A police referral may be made.</i> Students who commit this offense must also enroll in and complete the youth diversion program or be suspended from school for 18 weeks.
<b>Weapons Violation:</b> Possession or misuse of the following: <b>Projectile propelling weapons (guns, and the like):</b> 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.	1 <sup>st</sup> time:	9 days Out of School Suspension and/or Board Hearing with a recommendation for long term suspension or expulsion. <i>A police referral may be made.</i>
<b>Other weapons or dangerous instrument</b> An explosive device or other instrument (including but not limited to knives, stun guns, BB guns & laser pointers), capable of intimidating or inflicting bodily harm to another person.	1 <sup>st</sup> time:	9 days Out of School Suspension and/or Board Hearing with a recommendation for long term suspension or expulsion. <i>A police referral may be made.</i>

FIRST CLASS DISCIPLINARY OFFENSES CONTINUED		MAXIMUM DISCIPLINE
<p><b>School-owned dangerous instruments</b> A student shall not intimidate or physically harm another person by deliberately and inappropriately using any school –owned device or instrument.</p>	<p><b>1<sup>st</sup> time:</b></p>	<p>9 days Out of School Suspension and/or Board Hearing with a recommendation for long term suspension or expulsion. <i>A police referral may be made.</i></p>
<p><b>Fighting</b> 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><b>1<sup>st</sup> time:</b></p>	<p>5-9 days Out of School Suspension and/or Board Hearing with a recommendation for long-term suspension or expulsion. <i>A police referral may be made.</i></p>
	<p><b>2<sup>nd</sup> time:</b></p>	<p>5-9 days Out of School Suspension and/or Board Hearing with a recommendation for long-term suspension or expulsion. <i>A police referral may be made.</i></p>
	<p><b>3<sup>rd</sup> time:</b></p>	<p>9 days Out of School Suspension and/or Board Hearing with a recommendation for long-term suspension or expulsion. <i>A police referral may be made.</i></p>
<p><b>Physical Assault</b> Physical attack by one person or group of persons upon another person who does not wish to engage in the conflict and who has not provoked the attack.</p>	<p><b>1<sup>st</sup> time:</b></p>	<p>5-9 days Out of School Suspension and/or Board Hearing with a recommendation for long-term suspension or expulsion. <i>A police referral may be made.</i></p>
	<p><b>2<sup>nd</sup> time:</b></p>	<p>9 days Out of School Suspension and/or Board Hearing with a recommendation for long-term suspension or expulsion. <i>A police referral may be made.</i></p>
<p><b>Verbal assault on a school district employee</b> Statements or actions which attempt to intimidate, injure, or slander a school district employee.</p>	<p><b>1<sup>st</sup> time:</b></p>	<p>9 days Out of School Suspension and/or Board Hearing with a recommendation for long-term suspension or expulsion. <i>A police referral may be made.</i></p>
<p><b>Excessive Discipline</b> Students with 10 or more disciplinary referrals.</p>	<p><b>1<sup>st</sup> thru 9<sup>th</sup> Disciplinary Referral:</b></p>	<p>Per offense in Handbook</p>
	<p><b>10<sup>th</sup> Disciplinary Referral:</b></p>	<p>3 days ISS, meeting with parent and behavior contract. <i>Once placed upon a behavior contract, depending upon the severity of the next offense, the student may be taken before the Hearing Officer without waiting for additional referrals.</i></p>
	<p><b>11<sup>th</sup> Disciplinary Referral:</b></p>	<p>5 days ISS and/or OSS</p>
	<p><b>12<sup>th</sup> Disciplinary Referral:</b></p>	<p>7 days ISS and/or OSS</p>
	<p><b>13<sup>th</sup> Disciplinary Referral:</b></p>	<p>9 days Out of School Suspension and Board Hearing with recommendation for long-term suspension or expulsion.</p>
<p><b>Breaking of Behavior Contract</b> The breaking of school, Hearing Officer or Board Behavior Contract.</p>	<p><b>1<sup>st</sup> time:</b></p>	<p>9 days Out of School Suspension and/or Board Hearing with a recommendation for long-term suspension or expulsion.</p>

FIRST CLASS DISCIPLINE OFFENSES CONTINUED		MAXIMUM DISCIPLINE
<b>Intimidation, Bullying, Hazing, Sexual Harassment/Sexual Misconduct</b> On-going actions which attempt to intimidate/control/threaten another student or students; behavior which is inappropriate or unacceptable at school. Communications motivated by a student's bias or attitude about another's sexual orientations, immigration status or other "perceived or actual personal characteristics" are considered hate or bias-related incidents.	<b>1<sup>st</sup> time:</b>	5 - 9 days Out of School Suspension and behavior contract. <i>A police referral may be made.</i>
	<b>2<sup>nd</sup> time:</b>	9 days Out of School Suspension and /or Board Hearing with recommendation for long-term suspension or expulsion. <i>A police referral may be made.</i>
<b>Disruption of School/Disorderly Conduct</b> 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	<b>1<sup>st</sup> time:</b>	9 days Out of School Suspension and/or Board Hearing with a recommendation for long-term suspension or expulsion. <i>A police referral may be made.</i>
<b>Vandalism</b> Destroying, defacing or mutilating objects or materials belonging to the school, its personnel or other persons.	<b>1<sup>st</sup> time:</b>	9 days Out of School Suspension and Board Hearing with a recommendation for long-term suspension or expulsion. <i>A police referral may be made.</i>
<b>Gang-related activity or attire as well as actions associated with hate organizations, such as neo-Nazis</b> Involvement in gangs or in gang-related activities such as drawing or writing MS-13 or wearing baggy, oversized shirts; imitation of or association with any hate group by drawing swastikas or the Nazi storm trooper sign, gesturing "Heil, Hitler," writing "white power," using racial/ethnic slurs, stare-down's, or any related activity.	<b>1<sup>st</sup> time:</b>	5-9 days Out of School Suspension; student and parent must sign behavior contract before student can return to school. <i>A police referral may be made.</i>
	<b>2<sup>nd</sup> time:</b>	9 days Out of School Suspension and Board Hearing with recommendation for long-term suspension or expulsion. <i>A police referral may be made.</i>

SECOND CLASS DISCIPLINARY OFFENSES		MAXIMUM DISCIPLINE
<b>Alteration of Records</b> 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.	<b>1<sup>st</sup> time:</b>	A minimum of 3 days of ISS.
	<b>2<sup>nd</sup> time:</b>	5-9 days of ISS
	<b>3<sup>rd</sup> time:</b>	9 days Out of School Suspension and Board hearing for long-term suspension
<b>Theft</b> 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.) <i>A police referral will be made whether for pilfering or for a more serious offense.</i>	<b>1<sup>st</sup> time:</b>	A minimum of 3 days of ISS.
	<b>2<sup>nd</sup> time:</b>	5-9 days of ISS
	<b>3<sup>rd</sup> time:</b>	9 days Out of School Suspension and Board hearing for long-term suspension
<b>Tobacco Violation</b> Use, possession, or distribution of tobacco or tobacco products, including lighters or matches. Students who commit this offense, in addition to the consequences listed below, must also enroll in and complete the youth diversion program or be suspended from school for 18 weeks. <i>A police referral may be made.</i>	<b>1<sup>st</sup> time:</b>	A minimum of 3 days of ISS.
	<b>2<sup>nd</sup> time:</b>	5-9 days of ISS
	<b>3<sup>rd</sup> time:</b>	9 days Out of School Suspension and Board hearing for long-term suspension
<b>Tobacco Other - Electronic Smoking Devices</b> Use, possession or distribution of e-cigarettes, vape pens, hookah pens, vape juice, etc.	<b>1<sup>st</sup> time:</b>	A minimum of 3 days of ISS.
	<b>2<sup>nd</sup> time:</b>	5-9 days of ISS
	<b>3<sup>rd</sup> time:</b>	9 days Out of School Suspension and Board hearing for long-term suspension
<b>Classroom Disruption</b> Action that severely disrupts the normal procedures of the classroom. <i>A police referral may be made.</i>	<b>1<sup>st</sup> time:</b>	A minimum of 3 days of ISS.
	<b>2<sup>nd</sup> time:</b>	5-9 days of ISS
	<b>3<sup>rd</sup> time:</b>	9 days Out of School Suspension and Board hearing for long-term suspension
<b>Disrespect/Threat Toward a Member of the Staff</b> Arguing or other disrespectful behavior directed toward a member of the staff.	<b>1<sup>st</sup> time:</b>	A minimum of 3 days of ISS.
	<b>2<sup>nd</sup> time:</b>	5-9 days of ISS
	<b>3<sup>rd</sup> time:</b>	9 days Out of School Suspension and Board hearing for long-term suspension
<b>Safety Violation</b> 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.	<b>1<sup>st</sup> time:</b>	A minimum of 3 days of ISS.
	<b>2<sup>nd</sup> time:</b>	5-9 days of ISS
	<b>3<sup>rd</sup> time:</b>	9 days Out of School Suspension and Board hearing for long-term suspension

SECOND CLASS DISCIPLINARY OFFENSES CONTINUED		MAXIMUM DISCIPLINE
<b>Disrespect/Threat Toward Another Student</b> Actions that do not meet the standard of intimidation or bullying but that show disrespect toward another student.	<b>1<sup>st</sup> time:</b>	A minimum of 3 days of ISS.
	<b>2<sup>nd</sup> time:</b>	5-9 days of ISS
	<b>3<sup>rd</sup> time:</b>	9 days Out of School Suspension and Board hearing for long-term suspension
<b>Non-Compliance</b> Refusal to comply with a reasonable request of school authorities.	<b>1<sup>st</sup> time:</b>	A minimum of 3 days of ISS.
	<b>2<sup>nd</sup> time:</b>	5-9 days of ISS
	<b>3<sup>rd</sup> time:</b>	9 days Out of School Suspension and Board hearing for long-term suspension
<b>Unexcused Absences, Ditching and Leaving Without Permission</b> 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.	<b>1<sup>st</sup> time:</b>	A minimum of 3 days of ISS.
	<b>2<sup>nd</sup> time:</b>	5-9 days of ISS
	<b>3<sup>rd</sup> time:</b>	9 days Out of School Suspension and Board hearing for long-term suspension

THIRD CLASS DISCIPLINARY OFFENSES	MAXIMUM DISCIPLINE	
<b>Computer Violation</b> Damaging or misusing computer or inappropriate use of the internet (see Computer Technology).	1 <sup>st</sup> time:	1-3 days LD
	2 <sup>nd</sup> time:	1-3 days ASD
	3 <sup>rd</sup> time:	1-2 days ISS
	4 <sup>th</sup> time:	2-4 days ISS
	5 <sup>th</sup> time:	5-6 days ISS
	6 <sup>th</sup> time:	5-6 days OSS with possible Board Hearing
<b>Profanity or Obscene Behavior</b> 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.	1 <sup>st</sup> time:	1-3 days LD
	2 <sup>nd</sup> time:	1-3 days ASD
	3 <sup>rd</sup> time:	1-2 days ISS
	4 <sup>th</sup> time:	2-4 days ISS
	5 <sup>th</sup> time:	5-6 days ISS
	6 <sup>th</sup> time:	5-6 days OSS with possible Board Hearing
<b>Scholastic Dishonesty</b> Includes, but is not limited to, cheating on a test, plagiarism and collusion; includes behavior which indicates cheating, such as looking at another student's paper during a test.	1 <sup>st</sup> time:	1-3 days LD
	2 <sup>nd</sup> time:	1-3 days ASD
	3 <sup>rd</sup> time:	1-2 days ISS
	4 <sup>th</sup> time:	2-4 days ISS
	5 <sup>th</sup> time:	5-6 days ISS
	6 <sup>th</sup> time:	5-6 days OSS with possible Board Hearing
<b>BYOD Violations</b> Making, receiving, or forwarding calls or text messages, etc. before 2:35 p.m. Students must follow all phone/electronic device procedures put in place by the school.	1 <sup>st</sup> time:	1-2 days ASD
	2 <sup>nd</sup> time:	1-3 days ASD parent pick up device
	3 <sup>rd</sup> time:	2-4 days ISS parent pick up device
	4 <sup>th</sup> time:	2-4 days ISS parent pick up device <u>AND</u> loss of privilege
	5 <sup>th</sup> time:	5-6 days ISS loss of privilege
	6 <sup>th</sup> time:	5-6 days OSS with possible Board Hearing loss of privilege
<b>Forgery</b> Unauthorized writing and/or using the signature or initials of another person.	1 <sup>st</sup> time:	1-3 days LD
	2 <sup>nd</sup> time:	1-3 days ASD
	3 <sup>rd</sup> time:	1-2 days ISS
	4 <sup>th</sup> time:	2-4 days ISS
	5 <sup>th</sup> time:	5-6 days ISS
	6 <sup>th</sup> time:	5-6 days OSS with possible Board Hearing
<b>Leaving Class Without Permission</b> Failing to have proper authorization from staff when leaving the classroom.	1 <sup>st</sup> time:	1-3 days LD
	2 <sup>nd</sup> time:	1-3 days ASD
	3 <sup>rd</sup> time:	1-2 days ISS
	4 <sup>th</sup> time:	2-4 days ISS
	5 <sup>th</sup> time:	5-6 days ISS
	6 <sup>th</sup> time:	5-6 days OSS with possible Board Hearing

THIRD CLASS DISCIPLINARY OFFENSES CONTINUED...		MAXIMUM DISCIPLINE
<b>Personal Items</b> Personal items such as portable music players, laptops, etc. are prohibited on campus; unless requested by teacher for a specific purpose.	<b>1<sup>st</sup> time:</b>	1-3 days LD
	<b>2<sup>nd</sup> time:</b>	1-3 days ASD
	<b>3<sup>rd</sup> time:</b>	1-2 days ISS
	<b>4<sup>th</sup> time:</b>	2-4 days ISS
	<b>5<sup>th</sup> time:</b>	5-6 days ISS
	<b>6<sup>th</sup> time:</b>	5-6 days OSS with possible Board Hearing
<b>Unauthorized Area</b> Student in an area without authorization from an adult.	<b>1<sup>st</sup> time:</b>	1-3 days LD
	<b>2<sup>nd</sup> time:</b>	1-3 days ASD
	<b>3<sup>rd</sup> time:</b>	1-2 days ISS
	<b>4<sup>th</sup> time:</b>	2-4 days ISS
	<b>5<sup>th</sup> time:</b>	5-6 days ISS
	<b>6<sup>th</sup> time:</b>	5-6 days OSS with possible Board Hearing

**IN-SCHOOL SUSPENSION (ISS):**

- **MIDDLE SCHOOL IN-SCHOOL-SUSPENSION (MISS):** 8a.m.-2:35p.m., regardless of the student’s schedule. Students removed from MISS will be issued OSS for the remainder of their suspension.
- **HIGH SCHOOL IN-SCHOOL-SUSPENSION (HISS):** 7:30a.m.-2:30p.m., regardless of the student’s schedule. Parent must escort student to and off campus at Lake Havasu High School.

**OUT-OF-SCHOOL SUSPENSION (OSS):** Students suspended from school may not attend classes, participate in school activities, use district transportation or visit the school grounds.

**LUNCH DETENTION (LD):** Detention served during the student’s lunch time.

**AFTER SCHOOL DETENTION (ASD):** Detentions are served after school from 2:35-3:35 p.m.

**EXTENDED SUSPENSION OR EXPULSION:** Suspension for the remainder of the year or, if expelled, forever.

**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 possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school’s responsibility to protect the health, safety, and welfare of all of its students.

School administrators may conduct searches when they have reason to suspect that the health, safety or welfare of students may be in danger. Any administrator making a search or a seizure will follow these guidelines:

1. General searches of school property (including personal items found on school property) may be conducted at any time when, in the administrator’s judgment, there is a reasonable suspicion to believe that something that violates

a law or school rule is on school property. This search of school property may be made without the student being present.

2. Illegal items (firearms, explosive devices, weapons, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes may be seized by school employees.
3. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's person.
4. A student's person may be searched by the administrator or his/her designee when there is a reasonable suspicion to believe that the student has on his/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.
5. The school maintains ownership of student lockers. The school may and will search lockers on a periodic basis to protect the health and safety of all students.
6. 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.

## **YOUR RIGHTS – DUE PROCESS**

This booklet has explained the major disciplinary problem areas and the actions that will result for those students who cannot live by the rules. All students are entitled to due process. This means there are certain procedures which school officials must follow prior to taking appropriate disciplinary action. There are also procedures which students must follow if they do not agree with the school's actions.

Hopefully, students will never be in a situation where they need the protection of Due Process. If, however, students do become involved in situations in which a suspension or expulsion might result, both the students and their parents will be given a more detailed description of the Due Process Procedure. The following summary is only to acquaint students and parents that such a procedure exists.

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 hearing between the principal, student and any other appropriate person will be conducted. If after the hearing is completed, the principal decides that a suspension is necessary, it will become effective immediately. The principal will notify parents of the action taken.
2. The school principal has the right to recommend to the district superintendent that a student should be expelled (expulsion). In cases of this type, a hearing will be conducted before the Governing Board.
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 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.
5. A student may present witnesses at Board hearings. The student may only be represented by an attorney at a hearing before the Governing Board. In hearings before the Governing Board, cross examination of witnesses is permitted.

## **POLICE INVOLVEMENT**

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

## **STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING (DISTRICT POLICY JICK-EB)**

The Governing Board of the Lake Havasu Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

**Bullying:** Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

**Cyberbullying:** Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

**Harassment:** Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

**Intimidation:** Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit 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.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

## **BULLYING**

### ***STUDENTS AND OTHERS SHOULD REPORT BULLYING TO THE COUNSELOR'S OFFICE.***

**A.R.S. § 15-341** - Requires the implementation and enforcement of policy and procedures to prohibit pupils from **harassing**, **intimidating** and **bullying** other pupils on school grounds, on school property, on school buses, at school bus stops, at school sponsored events and activities and through the use of electronic technology or electronic communication on school computers, networks, forums and mailing lists.

#### **Definitions**

“Harassment”: A person who commits harassment if, with intent to harass or with knowledge that the person is harassing another person the person:

- Communicates or causes a communication with another person by verbal, electronic, telephonic or written means in a manner that harasses.
- Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist.
- Repeatedly commits an act or acts that harass another person.

“Threat or Intimidation” means when a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.

- To cause physical injury to another person or serious damage to the property of another.
- To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility.
- To cause physical injury to another person or damage to the property of another.

“Bullying” means repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful.

- Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).
- Cyber bullying others by use of the internet, phone, cyberspace to intentionally cause harm to others

## **HAZING**

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

### **Definitions**

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

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

“Organization” means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

### **Directions**

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

### **Reporting/Complaint Procedure**

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing, which includes possible child abuse or violations of statutes known to the staff member, shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is not in session or within fifteen (15) days during which the school offices are open for business when school is not in

session. Extension of the time line may only be by necessity as determined by the Superintendent. (cont...)

- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in-district policies related to the conduct and discipline of students, staff, and others.

# Athletic Program

## THUNDERBOLT'S ATHLETIC PHILOSOPHY

The athletic program at Thunderbolt Middle School is intended to develop a successful orientation toward life. In athletics, no one performs well accidentally; it is the result of preparation. Preparation gives one a sense of confidence to perform well by dedicating him or herself toward a purpose. The same is true in life. A person, who has set goals and knows where he or she is going, is preparing to be successful in many areas beyond athletics.

At all levels of competition, Thunderbolt Middle School's Athletic Department will strive to make every athlete's experiences a success whether we win or lose. We will strive for a winning attitude and for excellence in every program, encouraging maximum participation and teaching the value of teamwork in all efforts in life.

## GOALS AND OBJECTIVES

- Emphasize the highest standards of sportsmanship, ethical conduct, and fair play
- Provide coaches who will be positive role models for students
- Foster an understanding and appreciation of athletics and the rules of the game
- Encourage and develop qualities of leadership, respect, cooperation, and understanding among participants
- Provide a satisfying and enjoyable activity for the athletes, student body, and community
- Create a desire to succeed and excel within the bounds of good sportsmanship
- Develop an appreciation for physical fitness and health
- Encourage athletes to train and be more active in sports year-round
- Maximize participation within budgetary realities
- Strive for success in individual programs with a commitment to excellence in the TOTAL athletic program

## SPORTS OFFERED

The Lake Havasu Unified School District Governing Board has set the sports participation fees as follows:

<b>FALL SPORTS</b> (Aug-Oct)		<b>WINTER SPORTS</b> (Nov-Feb)		<b>SPRING SPORTS</b> (Feb-April)	
Volleyball	\$200 fee	Basketball	\$200 fee	Softball	\$200 fee
Football	\$200 fee	Spiritline	\$100 fee	Baseball	\$200 fee
Cross Country	\$100 fee			Track	\$100 fee
Spiritline	\$100 fee				

***Family Cap per year per family for athletics at TMS: \$200.***

Game schedules will be determined at the seasonal Directors' meeting and will be provided to players after teams are selected.

## CRITERIA TO MAKE A SPORTS TEAM

In order to be selected for a sports team coaches may consider:

- 1) Academics
- 2) Behavior
- 3) Discipline
- 4) Athletic Ability – Based on coaches' criteria

\*Coaches may ask for feedback from current or past teachers regarding grades & citizenship. Final selection may be at the discretion of the Athletic Director.

## ELIGIBILITY

**Age Limits:** If a student has reached 16 years of age, he/she is no longer eligible to compete in any sport at Thunderbolt Middle School. Also, if a student will turn 16 years old prior to the end of a particular season (as scheduled), he/she is ineligible to compete in that sport at Thunderbolt.

(cont..)

**Records on File:** The following must be completed and on record in the Athletic Director's office **PRIOR** to a student being allowed to tryout/practice and/or participate in athletics:

1. Current Physical Exam (2016-2017 A.I.A. approved form)
2. Birth Certificate (official copy)
3. Student/Parent Athletic Contract
4. Proof of medical insurance coverage
5. Concussion Class (AIA Brainbook Test) - football players only

**Insurance:** Students participation in athletics must have health insurance coverage. If personal insurance is not currently in force, the school has student accident insurance brochures. Please remember it can take 24 hours to a week to become effective depending on how you purchase the insurance. Failure to have health insurance or the correct sport health insurance policy at any time during the season will result in immediate ineligibility until health insurance is back in place.

**Participation Fee:** Each athlete at Thunderbolt will be charged a participation fee - for each sport; no student/or family will pay more than \$200 during the school year for Thunderbolt sports fees. Fees for interscholastic sports are not due until the student has made the team. \*Participation fees are per academic school year and subject to change in proceeding years as determined by the Governing Board.

The participation fee is used to help sustain our Sports Program.

- Participation Fee must be paid in full or payment arrangements made with the office prior to first regular season game/competition.
- Grace period. Full refund of participation fee will be given one week after the first regular season game or competition to athletes that have chosen not to complete the season with the exception of tax credit payments which are non-refundable. After the one week grace period, no refunds will be given. Tax credit may be moved to another sport during the current school year, but is not refundable.
- Participation fee *does not* constitute equal playing time. Playing time is determined by coach & coaching staff.
- Parents must be current with payment arrangements or the student may be suspended from participating until payment is made.

**Tax Credit:** The tax credit program allows for the sports participation fee to be paid by either couples contributing up to \$400 or a single person up to \$200. Most people have to pay some taxes so it makes sense to pay through the tax credit program. This keeps your money in Lake Havasu by supporting an athlete or the overall program. Tax credit is a dollar for dollar credit on taxes owed to the state of Arizona. Watch the informational video at: <https://youtu.be/bJLI6kH510>.

- TAX CREDIT: Tax credit can be used towards the participation fee as long as the tax credit is designated to the athlete/sport or towards 'All Athletics' at Thunderbolt Middle School. It is recommended that parents wait until the athlete has made the team before paying the participation fee by Tax Credit since it is NON-REFUNDABLE.

## **PARTICIPATION**

**Commitment to School Sports Team:** A student who becomes a member of a school team commits him or herself to that team over any other sports club or organization for the duration of the school's season. (Example: an athlete competing on the school's track team will not miss a practice or meet in order to participate on another team).

**Academics:** Students MUST pass all classes each week in order to be eligible to compete in interscholastic activities – students may not have any F's. Failure to receive a cumulative passing grade in EVERY class will result in the student being restricted from competition, but not from practice.

Eligibility will be determined on Friday each week. Those students will be ineligible to compete the following week from Monday through Saturday. An exception to this would be if a student has been absent prior to Friday and makes up the work. Per the student handbook, "For every day a student is absent, the teachers will allow 1 day for (cont...) them

to make up their assignments. All work missing its deadline will be recorded as a zero." If this work raises the grade to passing, the athlete will become eligible for that week. Another exception would be if there is a teacher error.

- Students are responsible to notify parents of ineligibility status.
- It is the student athlete's responsibility to contact the teacher to clear up any grade issues.
- If a student is ineligible, suspension from participation will be for the **following Monday through Saturday**.
- More than three (3) weeks of ineligibility may result in suspension from the team and all sports/activities for that season. No refunds will be given.

**Attendance:** Students will not be allowed to participate at practice OR in a game if they are absent during any part of the day. If the absence is a non-illness related doctor or dentist appointment, they can participate only if they have a written excuse from the doctor's or dentist's office AND have turned in the excuse to the Attendance Office before the game/practice.

### **SPORTSMANSHIP RULE (A.I.A.)**

**Ejection from a contest:** If an AIA contest official determines that a coach or player has acted in an unsportsmanlike manner during either a period or intermission, the coach or player may be ordered to leave the contest. Students or coaches that have been ejected will not be able to attend/participate in the next schedule contest.

**Penalties for ejection:** A player ejected from a contest for any reason shall be subject to disciplinary actions by either the Athletic Director or coach. If the unsportsmanlike conduct is repeated, penalties will increase and may lead to the player being removed from the team.

**Leaving Bench Area:** When two or more persons (including coaches, non-playing contestants and non-participating school personnel) leave their team's bench area to initiate a confrontation, or during an altercation in progress, the following shall occur without appeal:

- The contest officials may eject any person they determine to be in violation of "Leaving bench area" as indicated above.
- The contest officials may terminate the contest. If the contest is terminated:
  - A. the team(s) that left the bench area must forfeit the contest and record a loss.
  - B. and the contest is terminated during a tournament or post-season play, the offending team(s) will be removed from further tournament or post-season competition.

### **EQUIPMENT**

Equipment is all numbered and recorded by the coach. At the end of the season athletes are responsible for returning the exact item(s) issued. If an item is lost or damaged through abuse, the athlete is responsible for paying the cost to replace it.

All equipment will be checked in within 72 hours of the last game/next school day or as scheduled by the head coach. Equipment will not be accepted in the Athletic Office, it must be turned into the coach.

No athlete may check out equipment for another sport until he/she has been cleared from the previous sport.

Any athlete who has quit or been removed from a team will turn in all equipment immediately. Those athletes who do not return equipment will be charged the replacement cost.

### **INJURIES**

It is the responsibility of the athlete and his/her parent to report injuries that have not been witnessed by the coach or other responsible persons. Injuries **MUST** be reported promptly and accurately to the coach in charge.

## TRANSPORTATION

Students are required to travel TO and FROM athletic events by school transportation. EXCEPTION: Students may be allowed to return with their parent/legal guardians if a STUDENT LEAVE BUS WAIVER form is submitted to the Athletic Director for approval a minimum of 24 hours PRIOR to the trip. Coaches will not be allowed to accept late Bus Waiver forms at the event. Athletes are not permitted to leave the site of the athletic contest unless they are with a coach. Athletes not adhering to the transportation policy will be disciplined. The Athletic Director can make exceptions to the transportation rule when a unique situation comes up; however, the parents or players must get the okay **24 hours prior** to the day of the event.

We will not tolerate abuse of our buses or bus drivers. Please adhere to the rules for everyone's safety. Student athletes are expected to follow all school rules and set an example to others when traveling to away contests. The coaches will provide supervision to the best of their ability but ultimately the students are responsible for themselves. Student athletes represent their teams during the season on & off the field or court of competition.

Parents must be ready to pick up students as we return from our away trips. Coaches are not allowed to transport your student athlete home in their personal vehicles.

\*No food or drinks are allowed on school vans or buses.

## COMPLETION OF SPORT/ACTIVITY

1. Head coaches will establish criteria for making their teams. Athletes who are cut should be informed of the reasons and should be encouraged to go out for another sport.
2. Any athlete who quits a team after the first interscholastic contest may NOT participate in any other school sport until the sport he/she quit is over. Exception to this rule is a written release from the head coach of the sport the athlete has quit. The release must be approved by the Athletic Director.
3. Provision #2 will also apply to any athlete who is removed from a team for disciplinary reasons. The exception does not apply.

## AWARDS

All awards are presented at a scheduled Sports Awards Night after completion of the season.

- Coaches will establish criteria for athletic awards.
- At the end of each season, special awards may be given to outstanding athletes. The coaches will be responsible for these award selections.
- No athlete who has quit, been removed from a team, or has failed to complete the season will be eligible for an athletic award.
- Coaches have the prerogative to recommend an award to an athlete who was unable to complete the season because of injuries or illness.