

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, Reading, Math, Science, Social Studies, and Exploratory Courses, such as Band, Chorus, Art, Keyboarding/Computer Skills, Physical Education, and Industrial Technology. Minimum requirements for promotion have been established. Students are expected to maintain passing grades in these subjects. They will have homework assignments in most classes. Assignments not completed in class will need to be finished after school or at home. The teachers are available after school to assist students who are having problems or need to make up work missed because of absences.

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

- Spelling Bee
- Geography Bee
- Science Fair
- Poetry contests
- Essay contests
- Poster contests
- Art shows

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Sports

7th and 8th grade extra-curricular programs include:

- Volleyball
- Basketball
- Softball
- Baseball
- Spiritline (Cheerleading)

6th, 7th, & 8th extra-curricular programs include:

- Soccer
- Cross Country
- Track & Field

Sports Eligibility

Eligibility will be based on the student's current cumulative grade every 9 week grading period. The student's grades will continue to be checked each week to determine the eligibility Monday through Saturday for the following week of play.

School Hours

Thunderbolt Middle School's day begins at 8:30 a.m. and ends at 3:30 p.m. Please do not drop off your student before 7:40 a.m. – there is no supervision.

Office Hours

Thunderbolt Middle School office hours are from 7:45 a.m. until 4:15 p.m. on school days.

Early Release Days

When the District has early release days for staff development or parent conferences, school is dismissed at 1:30 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 can be positioned on school grounds. If a student is caught vandalizing District property, they will be prosecuted.

Personal Appearance and Dress Code

Lake Havasu Unified School District's Governing Board approved that all middle school students are required to wear the school issued standardized shirt. Failure to comply with this will result in disciplinary action at the discretion of the administration.

1. Students are required to wear the District Board approved standardized shirts at all times during the regular school day, i.e. short sleeved shirt, long sleeved shirt, and jacket.
2. 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. Shoes must be worn at all times. This is state law.
6. Dress should be clean, neat and appropriate in materials and styles for an educational atmosphere. MODESTY IS THE KEY.

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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.
2. Hats, head coverings, including, but not limited to, bandannas and hairnets.
3. Cut, torn, or ripped clothing.
4. Unhemmed cutoffs or pants, pajama pants, slippers.
5. 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.
6. Chains, including wallet chains.
7. Studded jewelry.
8. Satanic clothing or jewelry.
9. 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 not able to wear his/her standardized shirt, a loaner shirt will be provided for the day.

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, or provide a t-shirt to wear over a midriff top). If a remedy cannot be found, the student will call home to get appropriate clothing. If a second violation occurs, the teacher will contact the parent. If a third violation occurs, Administration will be contacted and appropriate action will be taken. 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.

Personal Items at School

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

DO NOT BRING TO SCHOOL: Radios, cameras, electronic games, recorders, iPods/MP3 players, CD players, headphones, pagers, walkman, laser pointers, game boys, cellular telephones, permanent markers, etc. A locker is not a safe place to keep valuables.

Bicycle Safety Tips

1. Always ride with traffic, not against it.
2. Have your bicycle equipped with lights and reflectors.
3. Wear a helmet.
4. Obey **all** traffic laws, such as stopping at stop signs.
5. Yield the right-of-way to pedestrians.
6. Bicycle locks are not required, but they are strongly recommended.
7. Bicycles are to be walked on/off the Thunderbolt campus.

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. **IF SUCH AN EMERGENCY ARISES, PLEASE CONTACT YOUR TEACHER, WHO WILL GIVE YOU A PASS TO COME TO THE OFFICE FOR SUCH A CALL.**

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 to have your call returned as soon as possible.

Cell Phones

Students are not to have electronic devices at school including cell phones. However, we recognize that some parents want their child to have access to calling home in the event of an emergency. **Students who have cell phones may not use them once on school property.** They are to be turned off and kept out of sight during the school day. All emergencies can be handled through the school office(s) phone during school hours.

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 your child 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.

Medications

Medications will be dispensed to students through the nurse's office ONLY. Students must have parent permission on file with the nurse for all medications administered, including aspirin or Tylenol. All medications must be dispensed from the original containers with the appropriate directions and dosages attached.

In Case of Injury

If you become ill, or are injured after arriving at school, report 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 YOU 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 ARS 13-3411, schools are high profile enforcement areas. Violations in this area will be aggressively prosecuted.

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. 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.

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.**

Suggested Supplies

Suggested supplies for students include paper, pencils, water-based ink pens, erasers, 3-ring binder with dividers for 5 subject, and ruler. A calculator would also be helpful.

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 **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 or modifying computer systems, networks, and software.
4. Plagiarizing and/or violating copyright laws and regulations.
5. Using school computers or networks for personal gain.
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 or networks 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 agencies.

Message from the Arizona Attorney General, Terry Goddard:

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

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

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

may have committed a crime, exposed their parents to liability and/or damaged their own prospects for college or a job.

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

Goddard, Terry. Internet Safety ParentsWeb. July 2008. 13 April 2009
http://www.havasu.k12.az.us/pdf/InternetSafety_ParentsWeb.pdf.

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.**

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.**

You receive a combination for your locker at the beginning of the school year. You are responsible for both your lock and your locker and must account for any damage at the end of the school year. You 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 you have difficulty opening your locker, report it to the office.

Media Center Rules

1. Teachers will issue a pass stating the reason for the student using the Media Center.
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.

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.

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.

Thunderbolt Family/School Compact

A compact is a voluntary agreement between two groups that firmly unites them. The purpose of the Thunderbolt Middle School compact is to communicate a common understanding of home and school responsibilities to assure that every student attains high standards and a quality education. It is imperative that each person assume his/her responsibilities.

Parent Responsibilities:

- ✓ Provide a quiet place to do homework.
- ✓ Set aside a specific time to do homework.
- ✓ Study area should be well lit and well equipped with pens/pencils, paper, ruler, crayons/markers, glue, dictionary, etc.
- ✓ Contact classroom teacher directly regarding any concerns.
- ✓ Look over homework assignments to check for my child's understanding.
- ✓ Sign and return all papers that require a parent's or guardian's signature.
- ✓ Encourage and model positive attitudes toward school.
- ✓ Ensure that my child is at school daily and arriving on time.
- ✓ Attend parent/teacher conferences.
- ✓ Encourage my child to dress according to the school's dress code.
- ✓ Encourage my child to follow the rules and regulations of the school by reading and abiding by the Thunderbolt Middle School Handbook.

School's Responsibilities:

- ✓ Solicit parent and community input regarding the education of the students it serves.
- ✓ Offer flexible scheduling of parent meetings, training sessions, assemblies, school functions to maximize parent participation.
- ✓ Notify parents of school events in a timely and efficient manner.
- ✓ Respect the cultural differences of students and their families.
- ✓ Provide a safe, pleasant, caring atmosphere.

Teacher Responsibilities:

- ✓ Provide quality teaching and leadership.
- ✓ Assign homework as necessary.
- ✓ Explain assignments clearly and provide homework that supports the curriculum.
- ✓ Coordinate with other programs to make sure nightly assignments do not exceed time limits.
- ✓ Give corrective feedback.
- ✓ Recognize that students are accountable for every assignment.
- ✓ Check that homework has been completed.
- ✓ Continue efforts to develop professionally.
- ✓ Provide curriculum that promotes literacy through the study of literature, math and the arts.

Student's Responsibilities:

- ✓ Ask the teacher questions about homework assignments.
- ✓ Complete homework in a thorough, legible, and timely manner.
- ✓ Take home materials and information needed to complete assignments.
- ✓ Return homework on time.
- ✓ Comply with all school rules.
- ✓ Attend school daily and be on time.
- ✓ Show respect for myself, other people, and property.
- ✓ Accept responsibility for my own actions.
- ✓ Do my best to learn
- ✓ Resolve conflicts peacefully

Attendance

The office handles absence and tardiness records. Parents should call the school at 854-7224 to report a student being absent or tardy. If you wish to call during non-school hours, please call the same number and leave your message at the tone.

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. Absence notes are not always considered excused. Unverified absences are recorded as unexcused and may create future problems if left unattended. The Arizona statutes are very clear about truancy.

Students who are considered “habitually truant” means a truant child who is truant for at least 5 days within a school year. “Truant” is defined as an unexcused absence for at least one class period during the day. Children between six and sixteen years of age are required to attend school as defined in ARS 15-803. In the event that 5 unexcused absences occur, parents may be notified that a referral to the Attorney General’s Office or the police department will be made.

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.

Any student who arrives at school after the 8:30 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 (4) may result in disciplinary action. Oversleeping and no transportation are not considered excused.

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 an 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. If, for any reason, the student is unable to return to school, the office should be notified at 854-7224.

When a student and his 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 8:30 a.m. to 3:30 p.m.

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.

ARS 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.

Thunderbolt Middle School



ThunderCats

Food Service Program

Aramark administers a nutritious, well-balanced breakfast and lunch program at all of the District schools. The cost for breakfast is \$.80 and lunch is \$1.85. Money can be placed in student accounts and paid in advance for any length of time. **YOU MUST PAY FOR THIS IN THE ARAMARK KITCHEN.** The front office cannot credit money for ARAMARK. Menu calendars are on the district website. Breakfast is served from 7:45 a.m. to 8:25 a.m.

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. Enter and leave the lunch area at a walk.
2. Form and keep a single line at each service area.
3. Be seated and remain seated at your table until dismissed by the person in charge.
4. Any time you need to leave your seat, you must raise your hand.
5. Leave the lunch area during lunch period only with the permission of the assistant in charge and a pass.
6. Refrain from pushing, jostling, and asking luncheon neighbors for money.
7. Conversation at lunch tables is not only permitted, but desirable. However, loud and boisterous talk, yelling, screaming, etc. are definitely not acceptable.
8. Special note is made of the rule that students are not to throw any object – no matter how small, for however short a distance.
9. Students are not to take food of any kind from the lunch area.
10. Leave the table clean and suitable for luncheon use by other students.
11. Fast food deliveries are not appropriate. The students should either buy their lunch at school or bring it from home.

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.

Playing cards are also not permitted. They may be misinterpreted as a means for gambling activity.

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 your student to school.

Transportation has the responsibility to transport your student 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. D's or F's or U's do not qualify.

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 nine-week period:

- Have at least a 2.5 G.P.A. with no D's or F's.
- Have NO more than 4 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.
- Have NO unsatisfactory citizenship.

Participants must sign up in Advisory each quarter.

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.

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 6-12 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 SESA, on the day of a school dance, the student will not be allowed to attend the dance.

Citizenship Criteria:

Definitions:

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

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Prohibited Actions

The following activities are prohibited. Any student who engages in any of these activities is subject to discipline, which may include suspension or expulsion. This policy applies at school or at a school sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of students or employees.

School District Misconduct

Alteration of Records:

Tampering with or changing documents of the school district by any method, including, but not limited to, computer access or other electronic means.

Bus Violation:

Engaging in misconduct as defined by school regulations on school busses or at bus stops.

Disorderly Conduct, Profanity and Obscene Behavior:

Conduct or behavior which is disruptive to the orderly educational process of the school.

Fighting:

Engaging in or threatening physical contact for the purpose of inflicting physical harm on another person.

Food in Halls or Classroom Violation:

Taking of food or drink into halls, classrooms or other prohibited areas.

Immoral Conduct:

Conduct which the administration determines is not in conformity with the accepted principles of right and wrong behavior and which is contrary to the moral standards of the community.

Insubordination/Defiance of School Authority:

Refusal to comply with reasonable requests of school authorities.

Leaving Campus Without Permission:

Failing to have proper authorization from parents/guardians and designated school personnel when signing out of school during the school day.

Littering:

Intentionally discarding refuse, trash, debris and/or other undesirable objects on school district property.

Lying:

Intentionally giving of false information or information intended to mislead or misinform.

Miscellaneous Violation:

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

Scholastic Dishonesty:

Includes, but is not limited to, cheating on a test, plagiarism and collusion.

- a. Cheating on a test includes:
 - 1. Copying from another student’s test paper;
 - 2. Using material during a test which is not authorized by the person giving the test;
 - 3. Collaborating with another student during the test without authority;
 - 4. Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an unadministered test;
 - 5. Substituting for another student or permitting another student to substitute for ones self to take a test;
 - 6. Bribing another person to obtain a test that is to be administered; or
 - 7. Securing copies of the test or answers to the test in advance of the test.
- b. Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work for credit.
- c. Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

Tardiness:

Not being in one’s assigned seat when the bell rings.

Threats and/or Verbal Abuse:

Statements or actions which intimidate or injure another person.

Unauthorized Area Violation:

Being in prohibited locations on campus prior to, during, or after school.

Unauthorized Presence in Hall or on Campus:

Presence in the halls or on campus without a legitimate pass.

Criminal Misconduct

Since these infractions violate state law, school officials may need to notify the appropriate police authorities. If a student commits or is believed to have committed a crime, school officials are not required to initiate or complete Due Process Procedures prior to notifying the police authorities. If police authorities are notified, parents will be contacted, either by telephone or certified letter. Any action by police authorities will be in addition to action by the school.

Alcohol, Drug, Tobacco Violation:

The use, possession, or distribution of alcohol, drugs (non-prescribed drugs, narcotics or other noxious substances) and/or tobacco substances.

Arson:

The intentional burning of school district property.

Explosive Device Violation:

Possession, use and/or distribution of fireworks or other explosive devices while on campus or at a school sponsored function.

Extortion:

Committing extortion, coercion or blackmail, i.e. obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.

Forgery:

Writing and using the signature or initials of another person.

Gambling:

Participating in games of chance for the purpose of exchanging money or other items of value.

Loitering:

Students being in proximity to campus during the school day, 6:30 a.m. to 4:00 p.m., and failing to come on campus, engaging in activities prohibited on campus.

Motorized Vehicle Violation:

Inappropriate use of an automobile or motorized vehicle on school property.

Paraphernalia:

Use, possession or distribution of any article related to the use of drugs.

Physical Assault:

Physical attack of 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.

Theft:

Taking or concealing property belonging to others.

Trespassing:

The unauthorized presence of a student on a campus other than his/her own, or that student's presence on any campus while serving an off-campus suspension.

Vandalism:

Destroying, defacing or mutilating objects or materials belonging to the school, school personnel or other persons.

Weapons Violation:

Possession of a dangerous weapon or the use of an object to inflict bodily injury to another person.

Sexual Harassment:

Physical or verbal conduct that is suggestive or blatantly sexual, and/or unwelcome by any person subject to it.

Harassment:

To bother or torment with repeated interruptions, attacks, etc.

Discipline

A workable definition of discipline, as applicable to Thunderbolt Middle School, is the establishment of regulatory measures which will directly aid the student in reaching goals and objectives resulting in desirable attitudes and values and good citizenship in the school, in the community, and in the country.

Individual teams/teachers may have additional classroom rules as necessary to maintain a positive, safe teaching environment. A.R.S. 15-341 (a)(14) provides that the school administration shall discipline students for disorderly conduct on the way to and from school.

Disciplinary Actions

Student Conference:

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior. This conference will be recorded in the Administrative Log.

Parent Notification:

Parent(s) are notified by telephone, personal contact, letter, or copy of discipline referral regarding the disciplinary infraction on a timely basis.

Detention:

The student will be detained for additional periods of time beyond the normal academic day.

Parent Conference:

A conference may be conducted between the student, his/her parent(s), appropriate school personnel and any other individuals concerned. This conference will be recorded on the appropriate administrative form.

Closure From Classes:

The student is suspended from one or more classes, but remains at school during these class periods and stays in SESA. If a student is removed from SESA, he/she will complete the remainder of his/her consequence off campus.

Restitution:

The student is informed that he/she is liable for replacement, repair or monetary reimbursement for the damage to property.

Loss of Credit:

The student is informed that he/she will not receive credit for the class period in which he/she was detected participating in scholastic dishonesty.

Removal From Extracurricular Activities:

The student is informed by Administrative Personnel that he/she will not be permitted to participate in athletics, band, field trips, and/or other school sponsored activities.

Suspension:

The student is informed that he/she is subject to a suspension. The student's parent(s) or legal guardian is notified by telephone or certified letter that the student is subject to a suspension. The suspension does not start until the Due Process Procedure has been completed. This notification will be recorded on the appropriate administrative form and also in the student file.

Expulsion:

The student is informed that he/she is subject to expulsion. The student is also informed regarding the Due Process Procedure. The student's parent(s) or legal guardian is notified by telephone and certified letter that the student is subject to expulsion. Notification to the parent(s) or legal guardian must include clear instructions regarding the Due Process Procedure. The school district superintendent will recommend to the Governing Board that the student be expelled. The Due Process Procedure is immediately initiated. The

expulsion does not become effective until the Due Process Procedure has been completed. This action will be recorded in the student file.

** Severe disciplinary infractions will be referred to the School Resource Officer (i.e. fighting, weapons).

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.

Thunderbolt Middle School



ThunderCats

THUNDERBOLT DISCIPLINE MATRIX

For students referred to the Administration

PROBLEM AREA

ACTION TO BE TAKEN

UNACCEPTABLE BEHAVIOR	INFRACTION	MINIMUM	MAXIMUM
<ul style="list-style-type: none"> *Disrupting Class *Dress Code Violation *Eating gum, candy, food *Unexcused tardy *Refusal to work *Inappropriate Comments *Disrespect/Defiance *Harassment 	MINOR <hr/> REPEATED OR MAJOR	Warning – 4 days on-campus suspension <hr/> 1-9 days out-of-school suspension	Referred for extended suspension or expulsion
<ul style="list-style-type: none"> *Inappropriate Affection *Assembly Misconduct *Failure to serve detention *Safety Violation *Cafeteria Misconduct *Littering *Loitering *Roughhousing/Horseplay *Spitting *Unauthorized Area 	MINOR <hr/> REPEATED OR MAJOR	Warning – 4 days on-campus suspension <hr/> 1-9 days out-of-school suspension	Referred for extended suspension or expulsion
<ul style="list-style-type: none"> *Alteration of Records *Damaging another students property *Forgery, Cheating *Lying *Intentional disrespect directed to a staff member *Computer Violations 	MINOR <hr/> REPEATED OR MAJOR	Warning – 4 days on-campus suspension and/or restitution <hr/> 1 - 9 days out-of-school suspension and/or restitution	Referred for extended suspension or expulsion
<ul style="list-style-type: none"> *Sexual Harassment *Gambling *Trespassing *Truant absence/ditching class (not following attendance guidelines) *OTC Drugs 	MINOR <hr/> REPEATED OR MAJOR	3 days on-campus suspension <hr/> 1 - 9 days out-of-school suspension	Referred for extended suspension or expulsion
<ul style="list-style-type: none"> *Fighting *Profanity *Intentional vulgarity, obscenity, obscene act *Malicious damage or destruction of school or student property *Possession of pornographic material *Theft *Threatening, intimidation, extortion *Assault 	MINOR <hr/> REPEATED OR MAJOR	Warning – 4 days on-campus suspension, restitution <hr/> 1 - 9 days out-of-school suspension	Referred for extended suspension or expulsion

UNACCEPTABLE BEHAVIOR (con't)	INFRACTION	MINIMUM	MAXIMUM
*Arson *Bomb Threat *False Fire Alarm *Possession of dangerous weapons or explosive devices	ANY INFRACTION	9 days out-of-school suspension Parent Contact	Referred for extended suspension or expulsion
*Possession or use of Tobacco products	1st INFRACTION ----- ADDITIONAL INFRACTIONS	3 days on-campus suspension or 2 days on-campus suspension plus completion of Youth Diversion Program ----- 1 - 9 days out-of-school suspension	Referred for extended suspension or expulsion
*Possession or use of Alcoholic beverages *Possession/distribution or use of illegal drug/narcotics *Possession of drug related paraphernalia	ANY INFRACTION	Minimum 9 day suspension and 1 of the following: A) Enroll and complete Youth Diversion Program B) 16-week suspension recommendation to the Governing Board C) Maximum expulsion	Referred for extended suspension or expulsion

- Students may be referred to the school board for extended suspension or expulsion due to receiving excessive discipline referrals.

ON-CAMPUS SUSPENSION

8:30 – 4:30 p.m.,
regardless of the student’s
schedule.

OUT-OF-SCHOOL SUSPENSION

Students suspended from school
may not attend classes, participate
in school activities, use district
transportation or visit the school
grounds.

EXTENDED SUSPENSION OR EXPULSION

Suspension for the remainder of
the year or, if expelled, forever.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1977
LAKE HAVASU UNIFIED SCHOOL DISTRICT STUDENTS 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. Directory Information:

The categories of Directory Information may be released to the public unless objected to in writing by the parent of student, if 18 at or near the beginning of each school year but no later than August 15. "Directory Information" means a student's name, address, phone, e-mail address, photo, date and place of birth, major field of study, dates of attendance (e.g., school year, semester), grade, enrollment status, sports & recognized activities, weight and height of athletic team members, awards, & most recent school. Written objections to releasing part or all of the "Directory Information" should be directed to the Principal of the student's school.

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 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 www.ade.az.gov/asd/homeless/ or contact:
Arizona Department of Education
1535 W. Jefferson Street
Phoenix, Az. 85007

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.
- 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.

Lake Havasu Unified School District No. 1
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.
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.havasuk12.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.havasu.k12.az.us. 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.

Sincerely,

Paul Olson

Principal
Thunderbolt Middle School