

# Lee Williams High School

## School Year 2023-2024

### JULY

- 10 Senior/Junior Registration 8 am - 4 pm
- 11 Sophomore/Freshman Registration 8 am - 4
- 13 Freshman Registration 12 pm - 7 pm
- 17 Back to School BBQ 6 - 7:30
- 19 First Day of School
- 19-20 Delayed Start (10th - 12th graders) 10:50 am
- 31 Cambridge Village Night / 9th & 10th

### August

- 1 Yearbook Pictures
- 2 Senior Yearbook Pictures
- 3 Sunrise Senior Breakfast
- 7 1st Official day of Fall Sports
- 21 Progress Reports
- 22 Picture Retakes
- 23 Parent Teacher Conferences 3:30 - 6:30
- 23-24 Minimum Attendance Day

### SEPTEMBER

- 4 Labor Day / No School
- 4-7 Spirit Week
- 7 Homecoming Parade
- 8 Homecoming Game
- 9 Homecoming Dance
- 21-Nov Toys for Tots Collection
- 25-28 Fall Break

### OCTOBER

- 2-5 Fall Break
- 16 Progress Reports
- 9-19 Can Food Drive
- 18 College Application Days / FASFA
- 30 1st Official day of Winter Sports

### NOVEMBER

- 6 Progress Reports
- 11 Veterans Day Parade
- 20-23 Thanksgiving Holiday - No School

### DECEMBER

- 19 Semester Finals 1,2,3 / Min. Attendance
- 20 Semester Finals 4,5,6 / Min. Attendance
- 21-28 Winter Break

### JANUARY

- 1-4 Winter Break
- 8 Start of 2nd Semester
- 15 Martin Luther King Jr. Day - No School
- 16 Progress Report
- 23 8th Grade Tours

### FEBRUARY

- 5 1st Official day of Spring Sports
- 7 Parent Teacher Conferences 3:30-6:30
- 7-8 Minimum Attendance Day
- 19 President's Day - No School
- 20 Cambridge Showcase

### MARCH

- 11-21 Spring Break

### APRIL

- 1 Progress Report
- 1 No School / Spring Holiday
- 11 Mr. & Miss Volunteer 7-9
- 22-25 Spirit Week
- 26 Prom 7-11
- 22 Progress Report
- 30 Curriculum Awards
- 29-30 Soon to be Senior Week

### MAY

- 1 Soon to be Senior Week
- 2 Future Volunteer 8th Grade Dance
- 7 Seniors Visit Middle Schools
- 7 Sunset Senior Dinner
- 8 Senior Awards Night / CTE Awards
- 15 Senior Send off
- 16 Senior Finals
- 20 Semester Finals 1,2,3 / Min. Attendance
- 21 Semester Finals 4,5,6 / Min. Attendance
- 21 Lee Williams Graduation
- 22 Minimum Attendance Day
- 22 Last day of school/End of Semester

# Welcome Volunteers!

## Dear Students:

Welcome to the 2023-2024 school year. Lee Williams High School boasts a tradition of excellence. We are proud to be a demonstration center for Cambridge International. At Lee Williams, we welcome all students and strive to provide opportunities that match the unique goals and needs of our students. With this in mind, LWHS is proud to offer Cambridge courses, a diverse offering of career and technical courses, electives, and other opportunities to support all students and provide a pathway to success in and out of the classroom.

Participation in extracurricular activities including sports and clubs is an integral part of the high school experience and provides students with a chance to grow as scholars and people. As such, LWHS has many opportunities for student involvement. Our student clubs and organizations, performing arts groups, and athletic teams offer students the chance to be part of something positive and rewarding, while they pursue their interests. Being a Volunteer is a chance to be a part of something bigger.

We know that family involvement and support is very important for student success. The LWHS family welcomes you to participate in your child's education. Student success, in both academics and extracurricular activities, can only reach its fullest potential when we all work together. Please do not hesitate to reach out to the school if you have any questions.

It's going to be a great year at LWHS. GO VOLS!

Sincerely,

***Jennifer Hannan, Principal***  
***Shane Murray, Vice Principal***  
***Michael Dietz, Athletic Director***  
***Gary Blanton, TOA/Administrator***

Kingman Unified School District #20 offers an equal opportunity educational program. All courses, services, and activities are accessible without regard to race, color, national origin, gender, or handicapping conditions.

Questions or concerns regarding equal opportunity accessibility should be addressed to Kingman Unified School District Superintendent, 3033 MacDonald, Kingman, Arizona 86401.

**Student Name** \_\_\_\_\_

## Clubs and Organizations

Chess Club .....	B. Green
Drama/Thespian .....	P. Pickett
F.B.L.A. ....	K. Fottrell
HOSA .....	TBA
Interact Club .....	J. Skommessa
Ladder 11 .....	J. Skommessa
National History Day Club .....	C. Massey
National Honor Society .....	TBA
Paintball .....	H. Vines
Robotics .....	J. Schanaman
Skills USA/Graphic Design .....	K. Fottrell
Hispanic Student Union .....	S. Hill
Soroptimist Club .....	R. Trujillo
Student Council .....	C. Massey
Yearbook Club .....	L. McClung
Fencing .....	J. Reiman

## HEAD COACHES FOR ATHLETICS

### FALL

Cross Country .....	J. Abraham
Football .....	S. Brown
Golf-Boys .....	R. Sherwood
Golf-Girls .....	R. Sherwood
Spirit Line .....	J. Jewett
Volleyball .....	N. King
Swim .....	C. Presnal

### WINTER

Basketball – Boys .....	E. Williams
Basketball – Girls .....	R. Shetty
Soccer – Boys .....	C. Cox
Soccer – Girls .....	C. Selby
Spirit Line .....	J. Jewett
Wrestling .....	J. Skousen

### SPRING

Baseball .....	Z. Smith
Softball .....	C. Cobanovich
Tennis – Boys .....	M. Larson
Tennis – Girls .....	M. Taylor
Track .....	S. Brown

### NON-ATHLETIC ACTIVITIES

Band .....	M. Juhn Paceno
Choir .....	M. Juhn Paceno
Drama .....	Pickett

## 2023 - 2024 LEE WILLIAMS HIGH SCHOOL ATHLETIC EVENT PRICES

**Student price:** Free with LWHS School ID / \$3.00 with other school I.D. Adult price will be charged without school I.D.

**Adult price:** \$5.00 for Volleyball, Basketball, Soccer, Wrestling, Baseball, Softball and Track. Adult price for all football is \$5.00.

Children Under 12 years of age and adults 65 and over admitted free.

### **Season Passes (admits 2)**

\$25.00 per season. \$60.00 for the year.

### **Non LWHS Student Passes**

\$20.00 for the year.

District Employees: All district employees may use their Kingman Unified School District I.D. badges for admission to all regular season athletic events.

**Region and State Competition: School/District issued passes cannot be used for admittance. Event admission prices are set at the State and Region level and are non-negotiable.**

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**LEE WILLIAMS HIGH SCHOOL  
BELL SCHEDULE  
2022-2023**

**Reg. Schedule**

1 <sup>st</sup> hr.	8:00	-	9:10
2 <sup>nd</sup> hr.	9:15	-	10:13
VOLS	10:18	-	10:48
3 <sup>rd</sup> hr.	10:53	-	11:51
4 <sup>th</sup> hr.	11:56	-	12:54
5 <sup>th</sup> Lunch	12:54	-	1:24
6 <sup>th</sup> hr.	1:29	-	2:27
7 <sup>th</sup> hr.	2:32	-	3:30

**Early Release**

1 <sup>st</sup> hr.	8:00	-	8:37
2 <sup>nd</sup> hr.	8:42	-	9:19
3 <sup>rd</sup> hr.	9:24	-	10:01
4 <sup>th</sup> hr.	10:06	-	10:43
6 <sup>th</sup> hr.	10:48	-	11:24
7 <sup>th</sup> hr.	11:29	-	12:05
Lunch	12:05	-	12:30

**Final Exam Schedules**

P1/P4	8:00	-	9:20
P2/P6	9:25	-	10:45
P3/P7	10:50	-	12:05
LUNCH	12:05	-	12:30

**SCHOOL BOARD MEMBERS/KUSD ADMINISTRATION**

Toni Henry.....	President
Lori Grant.....	Vice President
Roger Cox.....	Member
Starr Jensen.....	Member
TBD.....	Member
Gretchen Dornier.....	Superintendent

# LEE WILLIAMS HIGH SCHOOL STAFF

## ADMINISTRATION

Jennifer Hannan.....	(Ext 5015) .....	Principal
Shane Murray.....	(Ext 5016) .....	Vice Principal
Michael Dietz.....	(Ext 5014) .....	Athletic Director
Shannon Quinn.....	(Ext. 5018) .....	TOA/Administrator

## GUIDANCE OFFICE

Kim Richhart.....	(718-6000) .....	Guidance Counselor
Wendy Hayes.....	(718-6000) .....	Guidance Counselor
Jessica Waters.....	(718-6000) .....	Guidance Counselor
Janel Gonzalez.....	(718-6000) .....	Registrar
Kimberly Davis.....	(718-6000) .....	Clerk
<b>Guidance Fax.....</b>		<b>(928-718-7913)</b>

## OFFICE STAFF

Annie Skommesa.....	(718-6000) .....	Principal Admin. Assistant
Jenay Trujillo.....	(718-6000) .....	Athletics Admin. Assistant
Ann Del Monaco .....	(718-6000) .....	LWHS Student Accounts Office Mgr
Brandy Mitchell .....	(718-6000) .....	Attendance Secretary
Amy Moon.....	(718-6000) .....	Receptionist
David Terry .....	(718-6000) .....	Health Office
Jessica Striler.....	(718-6000) .....	Special Education Secretary
Officer Hopper.....	(718-6000) .....	School Resource Officer
Debbie Talk.....	(718-6000) .....	Student Achievement Leader

## LIBRARY-MEDIA CENTER

Holly Lambert.....	(718-6000) .....	Librarian
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## DOMESTIC VIOLENCE RESOURCE NUMBERS

Kingman Police Department.....	753-1911
Sheriff Department.....	753-0753
Kingman Aid to Abused Persons.....	753-6222
Teen Life Line.....	1-877-Youth Line

## IMPORTANT NUMBERS

<b>Lee Williams High School Main Number.....</b>	<b>928/718-6000</b>
Main Fax.....	928/718-1058
Kingman Unified School District Office.....	928/753-5678
KUSD Transportation.....	928/753-5928

## **Registration**

**A STUDENT ENROLLING FOR THE FIRST TIME AT LWHS** must have a record of immunization and a certified copy of the birth certificate or other reliable proof of the student's identity and age. If the birth certificate is unavailable, an affidavit of explanation will be required.

### **TRANSCRIPTS**

All transcripts are mailed directly from school to school through the Registrar's Office. If students want copies of their transcripts, the requests **must** be made at the Guidance Office.

### **STUDENT RECORDS ARE CONSIDERED PERSONAL AND CONFIDENTIAL**

They contain information of a personal nature on the pupil which are recorded and are retained for future use by the school. Student records are not to leave the designated area set aside for review of said records. The school district is not obligated to furnish copies of records other than transcripts of grades.

Student records shall be available under the following circumstances:

- For use by the professional staff of the school district in which the student is in attendance.
- Upon request by a school district, employer, or institution approved by the parent or guardian of the student.
- Upon request by a parent or guardian upon confirmation of identity.
- Upon request by a state or federal agency, as long as the records do not identify the student.
- Upon personal request by a pupil or former pupil, who is over the age of eighteen, and whose records are maintained by the school.

### **Transfer Student Policy**

- I. Transfer Student **with** current grades or credits (Cambridge and Traditional classes).
  - If enrollment request is made after the first ten days of the semester, student enrollment must be granted by principal.
  - A student transferring into LWHS with transfer credits/grades will be placed in appropriate classes. Students will be responsible for missed material that appears on the cumulative exam. Student is not required to make up previously covered concepts for a grade.
  - Upon late enrollment, non-Cambridge students MAY be placed in an Online Course.
- II. Transfer Student **without** current grades (Cambridge and Traditional classes).
  - If enrollment request is after the first ten days of the semester, student enrollment must be granted by principal.
  - A Student transferring into LWHS without transfer credits/grades will be placed in appropriate classes. Student will be responsible for missed material that appears on the cumulative exam. Student is required to make up previously covered concepts for a grade. To complete missed assignments and concepts, student will be given the amount of time missed, not to exceed NINE weeks. Time will include school holidays. If make-up time carries over into following semester an INCOMPLETE will be placed on transcript until the make-up period expires. At that time, student will earn grade as it stands. Student will take Final Exam during scheduled Exam periods.
  - Student MAY be placed in an Online Course, if not Cambridge student, if deemed appropriate.
- III. Exam Exemptions for Transfer Students
  - a. Lee Williams High School exam exemption policies will be used for transfer student. See page 9 in Student Handbook.
  - b. Student transferring on or before the 10<sup>th</sup> day of the current semester will have that date as their official start date.
  - c. Student transferring after the 10<sup>th</sup> day of current semester, combined attendance from the former school and current LWHS attendance will be counted for exam exemptions. If LWHS is first school enrolled in for current school year, student will be required to complete Final Exams in all classes.



## **Academics**

### **CLASS LOAD FOR STUDENTS**

All students must be enrolled in six (6) periods. Exceptions due to extreme health problems or unusual circumstances must be arranged with the principal. Under certain conditions, juniors and seniors may be pre-approved by their counselor to take a reduced class load. Juniors and seniors who qualify for late start or early release **must provide their own transportation** and will **not** be allowed on campus during the release time.

### **COURSE OPTIONS**

LWHS offers two kinds of courses--required and elective. A required course is a course designated as a requirement for graduation. An elective course is any other course listed in the schedule. All courses earn a letter grade.

### **TEACHER/OFFICE AIDES**

Office/Teacher Aides assist visitors, students, teachers, and other school personnel. All student aides are subject to school regulations. They receive a 1/2 credit towards graduation requirements. Students may be reassigned who do not perform on a satisfactory level. Teacher Aides will be limited to sophomores, juniors, or seniors and must have overall 2.0 GPA. Office Aides must be juniors and seniors with an overall 3.0 GPA. All Aides must be students who are in good standing, on track to graduate, and approved by the administration.

### **PROGRESS REPORTS - ON-LINE ACCESS TO STUDENT INFORMATION**

Parents will be able to access their student's attendance and grade information on-line at the LWHS website <http://lwhs.kusd.org/>

Please contact the school to set-up an Internet account and/or obtain a Synergy ID and password. The student or parent is urged to contact the individual teacher for a conference so he/she may explain specific strengths and weaknesses. Progress reports will be issued to the students in their classroom on the following dates: **August 21, October 16, November 6, January 15, February 5, April 1, April 22**

### **FINAL EXAMINATION POLICY/EXAM EXEMPTIONS**

There are three criteria this school year to be exempt from a final exam in a class. Students may be exempt in any, all, or a combination of classes.

Exemptions will be determined on a class-by-class basis. Grades, tardies, and attendance will impact if a student is exempt in a class.

### **Exam Exemption Policy**

A with no more than 3 absences

B with no more than 2 absences

C with no more than 1 absence

For the purposes of exam exemptions, there will be no differentiation between types of absences. They all will count towards the exemption policy. Students transferring to LWHS with attendance records will follow the LWHS exam exemption policy. **Three tardies in a single class will be counted as an absence towards exam exemption.**

### **REPORT CARDS**

Report Cards are available on the on-line grade system (ParentVUE), and are mailed/distributed after each semester (January and June).

*STUDENTS AND PARENTS ARE ENCOURAGED TO REQUEST CONFERENCES WITH A COUNSELOR AND/OR TEACHERS AS SOON AS THEY SEE INDICATIONS OF POSSIBLE FAILURE RATHER THAN WAIT FOR THE NOTICE TO ARRIVE.*

**PARENT/TEACHER CONFERENCES** are scheduled for **August 23, 2023 and February 7, 2024**. Notification of progress is given through the on-line grade system and personal contact with teachers. If there is a question, please call the school for an appointment with the teacher, counselor, assistant principal or principal. Students or parents may request a conference with a teacher before school, after school, or at a time convenient to both during the school day. **Conferences that are necessary due to disciplinary actions will be held between 7:45am and 4:15 pm.**

### **SCHEDULE CHANGES**

No schedule changes will be permitted after school starts for the year or semester unless there is a mistake or academic reason. Due to master schedule limitations students may not request a specific teacher or lunch. Schedule changes will be considered during the allotted time if made by a parent and:

- The change is possible in terms of the existing master schedule and it will not overload a particular section.
- The change results in a reasonable program of studies in terms of a more rigorous curriculum.
- The change is approved by the teacher, counselor, administration, and parent/guardian.

Note: Changes after the cutoff date will only occur at the approved request of school administration. Students are encouraged to carefully select their classes during pre-registration period.

### **CREDIT RECOVERY**

A student may make up credit through credit recovery courses. See guidance counselor for more information.

### **REQUESTS TO LEAVE SCHOOL EARLY/WITHDRAWAL FROM SCHOOL**

A student wishing to withdraw from school must obtain a withdrawal form from the guidance office and must obtain a parent signature authorizing withdrawal from school. The student must then check out with all of his/her teachers and return all books, locks, and materials. The completed withdrawal form must be turned in to the guidance office. Students must realize that leaving early might result in a lower grade, even a failing one. When a student and a parent make a request for early withdrawal, two guidelines are followed:

- A student is granted "withdrawal" grades, which are used only to transfer to another school. *\*\*These are not final grades.*
- In special circumstances, and judged on an individual basis, the principal may allow a student to terminate early.

Students bound by compulsory attendance will not be officially withdrawn from school until a "request for records" is received from the new school or verification of the student being provided academic services. If a request or verification is not received within ten days the student will be dropped from enrollment and will be reported to the KUSD truancy officer and parents may receive a citation.

### **REMOVAL OF AN INCOMPLETE**

In case of illness, or any other justifiable reason, a student who has failed to complete a semester of class work has one week after the end of the grading period to complete all work and tests. Exceptions will be made only upon prior arrangements with the principal. If the grade of INCOMPLETE is not removed within 2 weeks, it becomes an "F". It is the student's responsibility to make up the work. If the grade becomes an "F", it may not be subsequently changed.

## **DIPLOMA OPTIONS**

### **REQUIREMENTS FOR ACADEMICS HONORS DIPLOMA AT LWHS**

1. Students must complete three credits of Advanced Placement (Cambridge A and Cambridge AS also fulfill this requirement)
2. Student must have a 3.25 GPA or higher.
3. Student must have completed 10 or more credits in the core subjects that are designated as honors-level courses during their 9<sup>th</sup> – 12<sup>th</sup> grade years. Courses that are designated Honors, Cambridge, Dual Credit, or Advanced Placement fulfill this requirement. Two of these credits may come from the Talent and Interest Area

Note: A list of qualifying courses for the honors diploma is available in the guidance office.

## GRAND CANYON HIGH SCHOOL DIPLOMA

A student may qualify for a Grand Canyon Diploma by meeting the following requirements within the Cambridge Academy and passing IGCSE examinations at the levels prescribed the ADE.

- Two credits of English.
- Two credits of Mathematics
- Two credits of Science.
- One Credit of American History
- One Credit of World History
- One Credit of career and technical education (or Cambridge fine arts); and
- One-half credit of Economics

## AICE DIPLOMA REQUIREMENTS

Advanced International Certificate of Education (Cambridge)

During the 11<sup>th</sup> and 12<sup>th</sup> grades, students may undertake AICE classes. The curriculum is designed to follow on from IGCSE, giving an integrated four-year curriculum. The AICE diploma itself is designed to be a two-year program made up with AS/A level courses. The goal is the work towards the AICE diploma.

In order to achieve an AICE diploma, students must satisfy the following during 11<sup>th</sup> and 12<sup>th</sup> grades:

- Seven Cambridge credits to include one exam from each of the 4 subject groups
- Advanced subsidiary (AS) Level exams = 1 credit
- Advanced (A) Level exams = 2 credits

## Cambridge Graduation Stole Requirements

- Be a Senior in Cambridge
- Have three or more years in Cambridge (with at least 6 Cambridge classes on schedule)
- Be in good academic standing (No D's or F's)
- And/or a Grand Canyon Diploma qualifier

## GENERAL GRADUATION REQUIREMENTS

Students who successfully complete the required 22 credits below are eligible to receive a diploma from Lee Williams High School.

Subject Area	Credits Required
English	4.0 Credits
Social Studies (1)	3.0 Credits
Math (2)	4.0 Credits
Science	3.0 Credits
Fine Arts	0.5 Credits
Fine Arts/Voc. Ed	0.5 Credits
Electives	7.0 Credits

- (1) 1.0 Credits of World History & Geography, 1.0 credits of US History, 0.5 credits of Civics & Economics
- (2) Math Credits must include Algebra 1, Geometry & Algebra 2 or equivalent. The fourth credit of this requirement may be met alternatively through a number of CRE programs.

Students must pass the civics test and be CPR certified as part of graduation requirements. Students can start taking the test as soon as grade 8 and can continue taking until graduation.

### GRADING SCALE

Semester grades are an assessment of what the student has learned. They become part of a permanent record that is maintained by the school. Institutions of higher learning, potential employers, and the military services are all interested in high school records.

Letter Grade	Percentage	Grade Points		
		Regular	Honors/IGCSE	AP/AS
A	90-100	4.0	4.5	5.0
B	80-89	3.0	3.5	4.0
C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.5	2.0
F	0-59	0.0	0.0	0.0

All grades are cumulative grades. The semester grade is the grade recorded in the transcript (permanent record). "F" is given for a course from which the student withdrew after the drop deadline.

### GRADUATION

All students who successfully complete the requirements for graduation will be awarded a diploma. Students who finish their requirements early may participate in the graduation ceremonies. A diploma of graduation from Kingman Unified School District will be awarded to all special needs students who complete a course of study prescribed by the Governing Board. The specific content of this program shall be outlined in an individual education plan (IEP). In order to graduate from Lee Williams High School, a student must attend his/her last semester of school in a Lee Williams High School program. Students who have earned a 3.6 grade point average by the end of their seventh semester are eligible to be represented with white apparel at graduation. Senior Cambridge students who have been in Cambridge for three or more years, in good standing, and/or are a Grand Canyon Diploma qualifier may receive a Cambridge stole to wear at graduation. Valediction/ Salutatorian will be determined at the end of fall semester of the student's senior year.

### EARLY HIGH SCHOOL COMPLETION/GRADUATION

The board of education recognizes that to meet the career goals of some students an early high school completion program is necessary. Permission to graduate early will require that the applicant must have passed all state requirements and meet credit requirements for his/her graduating class.

Students who wish to pursue early graduation should begin planning their academic program when they enter high school. Written requests to graduate early must be submitted to the guidance office and the principal's office according to the following time-lines.

- After submitting a formal request, the parent/guardian and student must then meet with the principal by spring of junior year.
- Students who wish to graduate at the end of their junior year must apply before the end of May of their junior year.
- Students who wish to graduate at the end of the first semester of their senior year (mid-term) must apply for early graduation no later than Feb 1<sup>st</sup> of their junior year.

Note: Students who graduate early may participate in school activities, excluding Sport/Anything that competes in the AIA. They also may bring a guest to school dances, but need to fill out the forms required prior to the dance (See Dance Regulations). Early graduates may participate in the graduation ceremony providing all requirements are met (fees/fines paid, all school equipment returned, etc.)

## **FOREIGN EXCHANGE STUDENT POLICY**

Foreign exchange student who are of senior classification will not receive a diploma from Lee Williams High School unless they meet all state and local graduation requirements. If they do not meet these requirements, they will be allowed to walk with the graduation class and will receive a Certification of Attendance (not a diploma). Each foreign exchange student must be proficient in reading and speaking the English language. Foreign exchange students will receive grades of credit or no credit on their transcripts.

## **CAREER – TECHNICAL EDUCATION**

KUSD provides an equal opportunity career-technical education program. All courses, services and activities are offered without regard to race, color, national origin, sex, or handicapping condition. Limited English-speaking skills will not be a barrier to admission or participation in career-technical education. The primary requirements for admission are an established interest to pursue a career in the chosen occupational field and the ability to meet the requirements for entry-level employment in that field. Career-technical programs include agriculture, business and office occupations, culinary, child care, hospitality, medical terminology, design, and related occupations, and trade and industrial education. Information about specific course requirements can be obtained from the counselors.

## **CAREER-TECHNICAL OBJECTIVES**

Lee Williams High School strives to prepare students to meet the demands of life after high school. Through a variety of curricular choices, we aim to prepare our students to develop good work ethics and to come to an understanding of the economic system and their roles in that system. Through career-technical counseling, students are encouraged to make realistic career choices based on their abilities. Students are also afforded opportunities to use technologically advanced tools.

## **Notes to College-Bound Students**

1. Seniors should discuss college options with their counselor and should borrow college catalogs from the Guidance Office.
2. Seniors should attend meetings at school with college representatives and be familiar with admission tests, financial aid & scholarship application procedures.
3. Seniors should visit colleges, and write to the colleges of their choice for admission applications, scholarship and housing information, and general catalogs.
4. To apply for scholarships or financial aid, seniors should see the guidance counselor by September of their senior year.
5. To attend an out-of-state institution, seniors should secure information for admission requirements early in their high school careers. This improves their chances of being accepted at the college of their choice. If interested in attending an out-of-state college or university, seniors should follow the requirements stated in the catalog of the school they plan to attend.
6. Juniors and seniors may have two pre-approved absences for the purpose of visiting colleges outside of Mohave County that will not affect their exam exemption status. Their counselor must give pre-approval. College visitations must be completed by **March 1**. Visits later than March 1 must be approved by an administrator.

## **RECOMMENDED SECONDARY SCHOOL SUBJECT UNIT REQUIREMENTS FOR ENTRANCE INTO AN ARIZONA UNIVERSITY**

### **Group I English: Four Units**

Only courses with emphasis on grammar, composition, and literary analysis.

### **Group II Foreign Language: Two Units**

It is required that a student earns two units in a single foreign language.

### **Group III Mathematics: Four Units**

Algebra I, geometry, Algebra II, and one credit where Algebra II is a prerequisite.

### **Group IV Social Studies: Two units U.S. history and one other credit.**

### **Group V Laboratory Science: Three Units**

Only courses in earth science, biology, chemistry, and physics in which at least one regular laboratory period is scheduled each week

### **Group IV Fine Arts: One Unit**

Band, choir, drama, art, photography, or graphic arts design

## **COLLEGE ADMISSION TESTS**

Almost all students entering college will be required to take either the American College Test (ACT) or the Scholastic Achievement Test (SAT) during their senior year of high school. Information concerning costs and dates of administration are available in the guidance office. The Preliminary Scholastic Aptitude Test (PSAT) is available for juniors. It assists in predicting college success and is good practice in preparation for future admission tests. This test is used for national scholarships and local guidance purposes and is recommended for students with a 3.0 GPA or higher.

## **SCHOLARSHIPS**

College websites are the best single source for scholarship information; the Guidance Office has additional information. As the cost of a college education is increasing each year, it is often necessary for students to have financial help to continue their education after high school. Students who receive the best scholarships begin working hard in ninth grade!

## **MOHAVE COMMUNITY COLLEGE**

College courses may be used to meet the core requirements for high school graduation and elective high school credit. All required core classes taken at a college or university must be pre-approved by the guidance counselor and declared prior to enrollment. Grades earned in these classes will count towards the grade point average of the student. If a student does not follow this procedure, the credit earned will be for elective credit only.

Elective credit will receive a grade of credit/no credit on the high school transcript. In order to use any college credits for high school graduation, the courses must be taken after the completion of the eighth grade. A college class of three or more credit hours will transfer as 0.5 high school credits. High school credit will be awarded for college classes after the high school registrar receive an official transcript.

Certain high school courses have been designated as "dual enrollment" courses where students earn credit toward high school graduation and college credit for the same course. College procedures, including acceptable scores on college readiness tests, apply to these courses. Students may be able to transfer these credits to a college or university if they earn a 'C' or better. See the Guidance Office for the list of current dual credit courses.

## **Arizona Board of Regents High Honors Tuition**

A tuition waiver is 25%, renewable for up to three additional years, is available to graduates who are Arizona residents. For criteria please see Guidance.

**REPEATING A CLASS** Any LWHS student who wishes to retake a required class to improve a grade to a B or an A is encouraged to sign up for a schedule change in the guidance office. The transcript will reflect both grades.

## **GIFTED EDUCATION**

Gifted and talented children are those by virtue of outstanding abilities are capable of high performance. These children who require differentiated educational programs and/or services beyond those normally provided by the regular school program in order to realize their potential contribution to self and society. Students who have been identified as gifted will be advised to take challenging courses, including AP/AS, Cambridge, Honors, Independent Study Program, or Dual Enrollment Courses. Offerings during a given semester are dependent on enrollment numbers. For more information on these opportunities contact the LWHS Guidance Office at 718-2416.

## **Extra-Curricular Activities**

### **Activities – Clubs and Organizations**

The activities of all clubs and organizations are regulated and coordinated by the Administration and the Student Council. The Student Council will grant club charters after a constitution has been approved. The Administration and the Student Council must approve activities such as fund-raising sales, dances, and events.

Each student is required to pay a \$1.00 activity fee for each club in which he/she participates, if the club qualifies for tax credit donations. No solicitation of funds, sales, and circulation of petitions or drives may be carried out in the school without the approval of Student Council and the administration. This rule applies to all school organizations as well as individual students. Note: RAFFLES ARE PROHIBITED.

1. Clubs and organizations sponsoring dances/events must provide an adequate number of faculty chaperons for each event. All details and arrangements must be completed two weeks before the event.
2. Dances/events shall not last later than midnight.
3. Student ID cards shall be shown on admission to a dance/event.

### **DANCE REGULATIONS**

A non-LWHS student must have a guest pass. The guest's school ID, picture ID, or driver's license must be presented in order to obtain a guest pass at the Athletics Activities Office **no later than 3:30pm - one week prior to the dance**. Guests must be currently enrolled and in good standing in a high school, or one year removed/ graduated. Anyone leaving the building during the dance will not be readmitted. Students must attend school the last school day before the school dance. A dress code will be provided and enforced for each dance event.

### **ELIGIBILITY**

To be eligible to participate in extra-curricular activities, a student shall be required to earn a cumulative grade point average of 2.0 and a passing grade in each course in which he or she is enrolled and maintain satisfactory progress toward graduation requirements, according to local governing board policy. Students must be enrolled in a minimum of four classes in order to maintain eligibility. Eligibility will be determined based on School Board policy. While ineligible, students may continue to practice but may not dress for competition, travel with his/her team or be released early for a home competition.

### **ELIGIBILITY FOR STUDENT BODY AND CLASS OFFICERS**

All Student Body Officers must be enrolled in the highest-grade level at LWHS and must have served at least one year on student council. Class officers must be members of the class they wish to represent. All students interested in running for office must have a 3.0 cumulative grade point average with no F's for the grading period immediately prior to the election. If elected, the officer's grades will be checked every term. If the grades fall below the standards expressed above, the officer will be placed on probation, and the Student Council, at council meetings, will check grades every two weeks. If the officer's grades are inadequate after the next term, then the council must remove the officer from his/her position. All student council officers must perform their duties and follow all rules as stated in handbook to remain in office.

### **DISCIPLINE AND ACTIVITIES**

Students who have past due detention hours, who are serving in-school-suspension or out-of-school suspension may not attend or participate in any extra-curricular activities sponsored by LWHS until they have completed serving their suspension or detention. Failure to comply with this policy will be considered insubordination.

### **ATHLETIC ELIGIBILITY RULES**

The Arizona Interscholastic Association has formulated the following rules governing athletic and interscholastic competition:

#### **AGE REQUIREMENTS**

If a student becomes 19 years of age after September 1, he/she is eligible to compete for the remainder of that school year; he or she becomes 19 years of age on or before September 1, he or she is not eligible for any part of that school year. A certified birth certificate is required for all varsity contestants (A.I.A. Art IV, Sec. 7, A.1).

#### **CLEARANCE CARDS/PHYSICAL EXAMINATIONS**

No student is eligible to be issued equipment, engage in practice, or to compete in any interscholastic activity until he/she has been issued a clearance card by the Athletic Office. Parental permission, insurance verification/waiver and rules acknowledgement, and an annual physical examination are required for the current school year. This examination states in the opinion of the examining physician that the student is fully capable to compete in athletic contests. The physical exam may be given on or after March 1 for the next school year.

#### **NO PASS-NO PLAY POLICY DEFINITION**

The state of Arizona has an official policy that requires school boards to limit student participation in extracurricular activities. The rule, R7-2-808, has this definition of extracurricular activities: all interscholastic activities which are of a competitive nature, and involve more than one school where a championship, winner, or rating is determined; and all those endeavors which are of a continuous and ongoing nature for which no credit is earned in meeting graduation or promotional requirements, and are organized or sponsored by the district with district policy. Activities, which

are an integral part of a credit class, shall be exempt from this rule; the governing board will determine activities, which are not covered by the above definition.

### **PASSING GRADES**

The Governing Board shall establish criteria for a passing grade, considering the needs of children placed in special education programs pursuant to R7-2-240.

### **APPEAL PROCEDURE**

The student, parent, or legal guardian must present a written petition and basis of appeal to the principal no later than Tuesday following official notification of ineligibility.

### **DAILY ATTENDANCE**

If a student is absent from school, he/she will not be allowed to **practice or participate** in any extracurricular function that day or evening. Eligibility after attending school for part of the day will require administrative approval. Prior approval is recommended. Thursday attendance determines weekend eligibility. Participation in a weeknight activity is not an excuse for absence the following day.

### **TUTORING/HOMEWORK CENTER**

LWHS will provide support services to address academic deficiencies that are identified during designated grading periods. All teachers will be available to students for tutoring purposes. The tutoring must be scheduled on a regular basis and posted in the teacher's room for students' access. The activity sponsor may use a tutoring form to demonstrate that the student is utilizing tutoring services. Tutoring means that the student is physically present and the instructor is actively supervising and advising the student in an academic subject.

## **Student Services**

### **GENERAL COUNSELING SERVICES**

The LWHS Guidance Program has been designed to meet the needs, interests, and the abilities of our students. The program is intended to support the school curriculum, enhance an environment where the student is very important, and to help students develop a respect for the abilities, values, and attitudes of others. The mission of the guidance program is to ensure that all students can acquire competencies needed in designing an individualized educational program, in developing a process for life/career planning, as well as in demonstrating personal/social skills needed to relate to self and others through the combined efforts of students, staff, parents, and community. All students will complete an educational action plan.

### **ALTERNATIVE EDUCATION PROGRAMS**

**PAC (Positive Alternative Campus), and KOLA**, are programs that offer alternative education. For more information, students should contact their guidance counselor.

### **CHILD FIND/SECTION 504**

Students who have a disability, a mental or physical impairment, which substantially limits one or more major life activities, may be eligible for a 504 plan. The 504 plan is intended to "level the playing field" by providing the services necessary to allow the student to participate in the school program. Students, parents or staff members who believe that a student may need a 504 plan should contact the school's administrative office.

### **PARKING REGULATIONS**

Automobiles are to be used only for transportation to and from school. Students' cars are expected be parked upon arrival at school in the morning and are not to be used until a student is authorized to leave the campus. **Students must have permission from school administration to go to the parking lot during the school day.** For vehicle security the parking lot is considered an unauthorized area for the students. **Students are not to sit in parked cars or loiter in the parking lot before, during, or after school.** Failure to follow traffic laws may result in a warning, school discipline, or notification to local law enforcement agencies. The speed limit in the parking area is ten (10) M.P.H.



Parking permits are issued first to Seniors (12) and Juniors (11); underclassman will receive parking permits on a first-come, first-served basis as space allows. The parking lot is public property under the control of the school. Any vehicles parked on school premises may be searched by school staff, security, canine units, or any other means deemed necessary. The school's parking permit must be displayed visibly on the driver side of the windshield. One additional parking permit may be available, but all other replacement parking stickers need to be purchased for a fee of \$3.00 each at the Attendance Office.

**STUDENT PARKING AREAS** are available north of the main building in the stadium overflow parking lot (All in Lot). The stadium parking lot (Battalion Lot) are reserved spots assigned by administration. Only faculty and school personnel are to park in the lot south of the main building (Command Lot). Handicapped spaces are available in the south lot. Students who park their vehicles in the south lot, overflow parking, in fire lanes, or behind buildings are subject to disciplinary action and booting or towing at the owner's expense. Student vehicles parked in the students' parking lot without a valid and properly displayed parking sticker will receive a parking violation. The first parking violation will result in a warning, the second in a discipline action, and the third in the vehicle being booted or towed at the owner's expense. **Student parking must be accessed from Grandview.**

#### **PARKING/DRIVING VIOLATIONS (SEE 2<sup>ND</sup> CLASS OFFENSES)**

Authorized vehicles will not be used to transport or store contraband of any kind or use the lot in any way that will violate the school district code of conduct or law. **LWHS has the right to search vehicles parked on school property as well as vehicles parked off campus used to transport students to and from school.** Any vehicle will and can be towed or booted when in violation of parking rules. **STUDENTS MUST SHOW PROOF OF DRIVER'S LICENSE TO OBTAIN A PARKING PERMIT.**

#### **LOCKERS**

Students may request a locker after school starts. Lockers are secured by combination locks. Only official school locks are to be used, and all other locks will be removed. Each student must assume responsibility for their combinations and lockers, as well as for books, supplies and personal belongings that are stored within. **STUDENTS SHOULD NEVER ALLOW ANYONE TO LEARN THEIR COMBINATION OR SHARE THEIR LOCKER.** The school is **NOT RESPONSIBLE** for any valuables stored in the locker. Students that abuse their lockers in any way will lose locker privileges and pay for damages. Students are responsible for keeping their lockers clean.

***The school reserves the right to open and inspect lockers at any time.*** Under no circumstances should a locker contain anything which violates school policy or civil law. The administration has the right to remove and confiscate inappropriate materials stored or displayed in a locker. Any student assigned a locker is responsible for its contents.

#### **LWHS STUDENT ACCOUNTS OFFICE**

The LWHS Student Accounts Office operation is for the benefit of the students of LWHS. Hours of operation are 7:30 – 4 pm each day. The office is open to the students before and after school, as well as during lunch periods. It is recommended that students check their fees throughout the school year. Class fees should be paid by the 2<sup>nd</sup> week of each semester.

Note: Students may not be allowed to participate in extra-curricular activities if they have unpaid fees.

#### **TEXTBOOKS**

The condition of each book, as well as the registration number of each used book will be recorded. Students are responsible for returning each assigned textbook to their classroom teacher. The student is responsible for each missing or non-returned text and must purchase a replacement book. A 50-cent per page fine will be assessed for each marred/written on page (not to exceed the price of the textbook). All textbooks issued to students must be turned in or accounted for prior to receiving a grade or a fine will be assessed.

**ALL TEXTBOOKS ISSUED TO STUDENTS MUST BE TURNED IN OR ACCOUNTED FOR PRIOR TO FINAL EXAMS:** Textbooks issued to students are the responsibility of the students. All textbooks left in lockers at the end of the school year will be removed by the custodial staff and may **not** be credited to the student's account. Textbooks must be returned undamaged. Students may be suspended from school, for one (1) to nine (9) days for failure to comply, as per statute §15-842 (Damage to school property; suspension or expulsion of pupil; liability of parent.)

1. A pupil who cuts, defaces, or otherwise damages any school property may be suspended or expelled.
2. *Upon complaint of the governing board, the parents or guardians of minors who have damaged school property shall be liable for all damages caused by their children or wards.*

*Amended Bylaws 1981, Ch. I, and 2, eff. January 23, 1981.*

#### LWHS CLASS FEES (per semester)

All Science	\$5.00	All Drama	\$10.00
All PE/dance/ weights	\$5.00	Graphic Arts	\$5.00
All Art	\$15.00	Replacement ID/Handbook	\$5.00

Class fees are charged (permitted by Arizona Statute) for consumable supplies necessary for specific classes such as food for culinary, rods for welding, specimens and chemicals for sciences classes, etc. **No Refunds are available after the 5th Week of class**

#### **LUNCH SERVICES**

LWHS participates in the Federal Free and Reduced Lunch Program. Students are responsible for leaving the cafeteria neat and clean and disposing of their trash. Students need to practice self-discipline while in the eating areas. **Students are to remain in the cafeteria and commons area during lunch. Students may also be in a classroom with teacher supervision.**

Ordinarily, the cost is \$1.00 for breakfast and \$3.50 for lunch; however, if you qualify for the free/reduced lunch program the cost is \$.30 for breakfast and \$.40 for lunch and students must have their ID card to eat lunch. The students may pick up a form in the main office to qualify for the program. Students may pay daily, weekly, or monthly for their meals. Meals may not be charged, and lunch servers cannot take out of state checks. **Vending machines should only be used during passing periods, before and after school.**

#### **HEALTH CENTER**

The high school maintains a health center with hygiene facilities, rest rooms, and an area in which students may be comforted while awaiting parents or further medical attention. When accidents or illness occur, assessment will determine if parents and/or paramedics need to be called. Further care is the responsibility of the parents. If an accident occurs during the school day, the sick or injured student will not be sent home without notification of the parent or guardian. ***During class time students will be admitted to the health center with a regular school pass issued by a teacher or staff member.*** All Students must sign in and out in the nurse's office. Students who have been absent because of communicable diseases (measles, mumps, chicken pox, etcetera) **must** get a clearance from the Health Center before returning to classes. If a student or staff member is identified as having the AIDS virus, treatment will be in the same as with any other communicable disease. A copy of the district's office AIDS Policy is on file in the Health Center.

**Note: Any/all medications must be kept in the School Health Center. Prescription drugs and over the counter medicine must be kept in the original bottle and accompanied by a parental permission note.**

Arizona Law (ARS §15-803) requires that an immunization record for each student be on file prior to school attendance. To comply with the law, an immunization history must be completed and the appropriate statement signed.

#### **LOST AND FOUND**

It is strongly suggested that no valuables be stored in lockers or brought on campus as the school is not responsible for lost or stolen articles. A lost and found is maintained at the reception desk in the main office. Reports of missing items should be made to an Assistant Principal. It is our expectation that LWHS students turn found articles in to reception. Items unclaimed will be donated to the Mohave County ARC of at the end of each calendar month.

## **DELIVERIES / MESSAGES**

LWHS will **not** disrupt classroom instruction to deliver items or routine messages to students. Students will be paged between classes to notify them of deliveries or messages, except during achievement testing periods. LWHS will not be responsible for deliveries/messages not picked up by students, or food that is taken by other students. Efforts will be made to recover any stolen items but there is no guarantee of success. In order to account for all non-school personnel on campus, all items, including food, must be brought to the reception desk.

Parents/Guardians/Family Members may drop off food for their students in the reception office any time. Students will be called during the passing period to pick up their items. Deliveries from outside food delivery services such as Doordash will only be accepted between 12:00 and 1:15 pm. Deliveries must come to the reception office. Deliveries before or after this time will be refused. Students may pick up their food in the reception office during lunch beginning at 12:54 pm. Students may not pick up food deliveries before lunch begins. ALL deliveries must go through the reception office. No deliveries should be passed through the fence at lunch.

**\*\* In order to ensure students have time to finish their lunches before the lunch period ends at 1:24pm and limit disruptions and tardies into 7th period all food deliveries must arrive before 1:15pm.**

## **LIBRARY/MEDIA CENTER**

The library is used for reading, periodical use, and general research. A student who wishes to use the library during a regularly assigned class period may do so **only with a pass**. No pass is needed before or after school or during lunch periods. The hours and policy information may be obtained in the library. Anyone abusing the library will be returned to class and future use will be restricted for an indefinite period of time.

## **SCHOOL TRANSPORTATION**

Bus transportation beyond the walking zone is provided for students. Students residing within two miles of LWHS are not transported by school bus. Morning unloading and afternoon loading will occur only in the designated areas. With the cooperation of students and parents, LWHS can furnish safe school transportation and keep equipment in good condition.

Non-enrolled students **are not** permitted to ride any school bus to or from school. High School students must be in school uniform and have a valid bus pass/ID card to ride the bus. Student must keep the school uniform on while on the bus. An emergency bus pass will be given through the receptionist in the Main Office, but only on a temporary basis. Students are not permitted to hop from bus to bus or exit at any other campus unless previously cleared by administration. Hair spray, perfume, cologne, make-up, combs, and brushes are not to be used in classrooms, in the halls, in the cafeteria, or on the bus.

## **PICKING UP OR DROPPING OFF STUDENTS**

Those dropping off or picking up students before or after school are to use the parent drop off on the SOUTH side of the school. Please pay attention to fire zones. Areas with red curbs in front of the school are fire lanes and should not be used when waiting for or dropping off students. **TICKETS MAY BE ISSUED BY LAW ENFORCEMENT.** For safety reasons, the bus pick-up area is not to be used for parent drop off or pick-up.

## **Miscellaneous**

### **START OF THE SCHOOL DAY**

Each school day begins with the National Anthem, followed by classroom recitation of the Pledge of Allegiance and a period of silence, which is not to exceed 60 seconds, in accordance with Arizona Statutes. LWHS students are expected to consistently respect this procedure.

### **VISITORS**

LWHS is a place where every effort is made to avoid any disruptions to education. No visitation during final exams, test days, or during the first and last month of school. Permission must be granted by an administrator at least 24-hours in advance for any visitor. **Parents/guardians are always welcome**, but 24-hour notice is encouraged. Anything brought on campus for a student must be brought to the office receptionist. The student will be called to receive the item during the next passing time.

ARS §13-2905A addresses loitering by persons present in or about school buildings or grounds. Any person loitering will be asked to leave, and if necessary, law enforcement will be contacted.

## **CONCERNS**

Individuals who have any suggestions, concerns or complaints should bring them to the attention of the school administration. If the concern is not addressed to the individual's satisfaction, a request may be made to place the concern on the agenda of the Governing Board. Written requests must be received by the Superintendent's office at least five working days prior to meeting date.

The Governing Board of KINGMAN UNIFIED SCHOOL DISTRICT #20 meets once each calendar month; requests should be delivered to 3033 MacDonald, Kingman, AZ 86601, and phone (928) 753-5678. For further clarification, individuals may contact any administrator at LWHS.

## **Attendance Policy & Procedures**

**Please call 718-6000 regarding any attendance concerns.**

### **ATTENDANCE POLICY**

**In order to receive credit for the semester, 90% attendance is required in each assigned class (ARS §15-803B).** Classes missed due to school approved activities, e.g. field trips, performing groups, student council, etc., are excluded. Administrators can authorize additional absences for extended illness, injury or extenuating circumstances upon receipt of satisfactory documentation. Without supporting documentation, a student with more than 10 absences may lose credit. At the end of each grading period (semester) a student who has passed his or her classes, but has exceeded 10 unexcused absences will be required to achieve at least an 80% on semester exam to earn credit. Parents may access their student's attendance and grade information online using ParentVUE after obtaining the activation key from the main office or guidance office. Directions will be available on the LWHS website: <http://lwhs.kusd.org/>

### **ADMINISTRATIVE PROCEDURE**

*Note: In order for a student to be counted present in a class, the student needs to be present for at least 30 minutes of the class.)*

### **TYPES OF ABSENCES**

- **Excused absences** are verified by the parent/guardian by phone and note
- **Unexcused:** Absences are not verified.
- **Documented:** Absences that are documented with notes from doctors, dentists, hospitals, etc. real family emergencies (death, etc.), court, or other administration approved circumstances.
- **Pre-planned:** Absences arranged beforehand with make-up work done before or after the absence, at the convenience of the teachers. *At least one-week prior notice is necessary for preplanned absences; those who must be contacted include the building principal, the attendance coordinator, and all teachers involved.* If undocumented these absences still count toward 10 day absences discussed in the next section.

### **CLASSIFICATION OF ABSENCES**

Student absenteeism is a serious disruption to the student's educational process. To evaluate the proper classification of the absence, the school may reasonably inquire, investigate, and request further documentation from the parent or legal guardian.

Absences from class or school due to a student's participation in a school sanctioned activity *shall not be counted* as an absence.

**Approved Absences:** A written explanation by the parent or legal guardian, or physician stating the reason the student was absent when:

- The student is physically or mentally unable to attend school, or the absence is relative to the student's disability
- The approval of the principal has been given for an unavoidable absence due to an emergency.
- The student is absent due to a required court appearance or a religious holiday
- The absence has been prearranged upon the written request of a parent or legal guardian.

**Unapproved Absences:** An absence may be considered unapproved when:

- The absence was not due to the physical or mental inability of the student to attend school, the student's disability, or an emergency.
- The absence from class or school was without written permission from the parent or legal guardian or principal.
- The student failed or refused to attend school when so directed by the parent or legal guardian or school official.
- Students who exceed ten (10) unapproved absences in any course during the semester must have a passing grade average for the semester and
- Receive an 80% or higher on the semester exam to receive a passing semester grade.

#### **Notification of Absence**

- In the event of an unapproved absence, the school shall notify the parent or legal guardian via phone.
- Written notices shall be generated and delivered to the parent of legal guardian on the third, fifth, eighth, and eleventh absence.

#### **Due Process**

- After receipt of notification of the impending loss of credit, the parent or legal guardian may request a meeting with the principal or designee if there is reason to believe an error in the attendance record or an extenuating circumstance exists. The meeting shall be conducted by the principal or their designee with the student and parent or legal guardian. The teacher's record book shall serve as the school's official record of attendance. The principal or their designee shall have the authority to correct the attendance record and review the recommended loss of credit. The final determination in all school attendance meetings shall be the school principal.

#### **Attendance incentives**

- Incentive programs designed to promote and enforce the good attendance habits of students shall be developed and implemented at Lee Williams High School. Attendance with input from parents, students, and teachers and will be reviewed by the principal.

### **ATTENDANCE LETTER PROCEDURES**

Students who have unexcused absences will be given verification letters to take home to a parent/guardian.

- **3 days absence letters:** Letters printed out and given to the student's 3<sup>rd</sup> hour teacher for distribution
- **5 days absence letters:** Letters printed out and given to the counselor to which that student is assigned. The counselor will meet with the student to discuss his or her attendance. The counselor and student will sign the letter. A copy of the letter will be sent home with the student and placed in the student's attendance file.
- **8 days absence letters:** Letters printed out and given to the administrator responsible for that grade level. The administrator will meet with the student to discuss and sign the letter. The administrator and student will sign the letter. A copy will be sent home with the student and placed in the student's attendance file.
- **Over 11 absences:** Once a student has reached 11 or more unexcused absences, attendance will print attendance records for the student, and give copies to the administrator who will mail a letter on explaining a **possible** loss of credit procedures. A copy of the letter will also be placed in the student's attendance file and receive a grade of NC (no credit) on the official transcript. Note: To appeal the loss of credit, a parent may schedule a meeting to speak with the Principal.

## **CHRONICALLY ILL STUDENTS**

If a student has a chronic health condition which interferes with regular school attendance, the student should see the school nurse for the appropriate paperwork to be signed by a doctor. Students that are placed on a chronic illness status must be reevaluated at the beginning of each school year. New paperwork must be submitted to the nurse.

## **PROTECTED TIME**

No passes are permitted during the first & last ten minutes of class, and announcements are avoided. Every effort is made to avoid interruptions during the first thirty minutes of each class. Parents can assist in maintaining protected time by not requesting that students be checked out during that time and making every effort to have their student at school on time.

When parents know that their child will need to leave school for a medical appointment or other family need, interruptions can be avoided by giving a note or calling the attendance office at the start of school. The Attendance Office will issue a pass at the appropriate time, and the student must sign out at the Attendance Office before leaving campus.

## **TARDY POLICY**

Student tardiness is a serious disruption to the educational process. Tardiness interferes with instruction and infringes on the educational rights of other students. Tardy enforcement is a shared responsibility between the Lee Williams High School administration, teachers and the student.

### **Student Tardiness**

- A student will be considered tardy who is not physically present in the classroom and prepared to receive instruction from the teacher.
- A student who misses more than thirty (30) minutes of the instructional period has missed an essential part of the learning experience. Therefore, for purposes of attendance enforcement, a student who is more than thirty (30) minutes late to any class period shall be counted absent from that class and the teacher shall mark their attendance accordingly.

### **Staff Responsibility**

- Staff being physically visible during passing period is an essential component to enforcing this tardy policy and ensuring that students are in class at the beginning of the instructional period. Administration will be stationed throughout the campus and teachers will be present outside their classroom door to greet students as they enter the classroom.
- Every teacher's instructional time is essential for student success. A teacher will not issue a pass to a student that will result in the student being tardy to their next class.
- A teacher will not issue a pass to a student during the first 10 minutes, or last 10 minutes of class unless it is an emergency situation.

### **Recording Daily Attendance**

- Lee Williams High School is responsible for maintaining an accurate attendance record for each student enrolled.
- A student that is not in class at the beginning or the class period will be instructed to go directly to the Attendance Office. The Attendance Office will immediately issue the student a tardy pass to class and enter a tardy in the attendance records. Teachers will maintain a file of these passes as a back-up for attendance purposes, if necessary.
- The tardy pass will indicate the student's name, Date and time. The student will have five (5) minutes to return to their class. Students taking longer than five (5) minutes to return to class will be sent back to the attendance office.

**Tardy Definition and Categories:** *A tardy student is defined as any student who is not inside the classroom or in his/her seat when the tardy bell stops ringing.*

- **Excused Tardy:** Tardy students carrying an excused pass from a school staff member is to be allowed in class. In addition, students arriving late with a note due to a documented/excused tardies will be sent to their regular classes. Excessive excused tardies will result in a discipline referral.
- **Unexcused Tardy:** unexcused tardy results from a student not being in class on time with proper documentation--documented/verified notes. Excessive unexcused tardies will result in a discipline referral.

## **Consequences**

- 3 times tardy to a class (per semester) = 1 ASD (After School Detention)
- 6 times tardy to a class (per semester) = 2 ASD
- 7 times tardy to a class (per semester) = 1 day Opportunity Room (In-school-suspension)
- 10 times tardy to a class (per semester) = 1 day OSS (Out-of-school-suspension) and placed on Attendance/Discipline contract

## **LEAVING CAMPUS DURING THE SCHOOL DAY**

If it is necessary for a student to leave during the school day, the student MUST secure authorization from the Health Center, Attendance Office, counselor, or administrator. No student will be sent home unless an adult listed on the emergency form gives consent. For this reason, it is vital that the office personnel be given a fully completed up-to-date emergency form. Check out must be recorded in the Attendance Office. Failure to follow this procedure will result in an unexcused absence and a discipline referral, even if a note is brought in at a later time.

## **ILLNESS DURING SCHOOL DAY**

If a student becomes ill during the day, he/she is to get a pass from the teacher to go to the Health Office. No student is allowed in the Health Office without a pass. When a student arrives at the Health Center, he/she must sign in and out to receive an excused absence. If the condition warrants, parents will be called. Note: A prolonged stay in the restroom due to illness is considered ditching class.

## **Student Conduct**

Kingman Unified School Board of Education is required by law (ARS §15-841) to ensure that "students shall comply with the policy, pursue the required course of studies, and submit to the authority of the teachers, school administrators and school board." The law further states that "continued open defiance of authority, or habitual profanity and vulgarity, constitute good cause for expulsion."

The Governing Board interprets the above statute to be that the administration and faculty are specifically directed not to tolerate disrespect, insubordination, or disobedience under any circumstances. Consistent with student's due process rights, school authorities will discipline students based on the nature of the offense committed and the disciplinary history of the offender to preserve the good order and educational climate of the school. Students are expected to maintain high standards of performance in all areas of school achievement. This achievement is based on responsibility and self-discipline. Maintaining these standards in every learning situation is a sincere expectation for each student.

## **TEACHER ASSIGNED DISCIPLINARY ACTION**

Teachers may require that a student attend a teacher detention or assign other consequences for inappropriate behavior. Teacher detentions may be offered at the discretion of the teacher. A notice of 24 hours is required for detentions and the detention will be completed by 4:00p.m. Students who do not comply with teacher-assigned disciplinary consequences may be given the opportunity to make it up with the teacher or be issued a disciplinary referral that will result in administrative consequences (note: a student may still be required to comply with the teacher assigned disciplinary actions at the discretion of the teacher).

## **REMOVAL FROM CLASS**

Immediate removal from the classroom setting may occur when a student displays behavior that is disruptive to the learning environment. At the teacher's discretion, a disruptive student may be sent to the Opportunity Room. Students who become angry and lose control will be sent to the Opportunity Room. Failure to report to the Opportunity Room will be considered insubordination. Removal from class may result in disciplinary consequences.

A teacher may confer with administration and refuse to readmit a student to class for either of the following reasons.

- The teacher has documented that the student has repeatedly interfered with a teacher's ability to communicate effectively with other pupils in the class or with the ability of the other students to learn.
  - The teacher has determined that the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other student in the classroom or with the ability of the other students to learn.
- A.R.S. 15-841

## DETENTION

Students may be assigned detentions for misconduct or disciplinary problems. The principal or his designee may assign a student to detention hall. Detention hall will be held after school on Monday, Tuesday, Wednesday, and Thursday after school from 3:30 p.m. – 4:15 p.m. Detentions will be assigned on the next available detention date allowing 24-hour notice. If a student is absent on the day of an assigned detention, it will be reassigned upon return to school. Detentions may also include work detail assigned by the principal or his designee.

## DETENTION RULES AND REGULATIONS

1. Students must report on time and on the date(s) assigned. (Monday thru Thursday from 3:30 p.m. – 4:15 p.m.)
2. Detention is a STUDY HALL. Students need to have books and materials to study or appropriate reading materials.
3. Sleeping, talking, food, drink, and entertainment devices are not permitted.
4. No one will be allowed into the detention room ten minutes after the dismissal bell.
5. On the day of the detention, a student may not participate in any after school activity until the detention is completed.
6. Cell phones must be turned off. If activated, it will be confiscated and held according to the Electronic Communication Devices Rule.
7. The supervisor will have each student present sign an attendance sheet as a record of his/her presence.
8. Students who live outside Kingman may request an alternative detention. Approval must be granted prior to the scheduled detention.
9. No detention will be rescheduled after the final bell the day of the scheduled detention.
10. **Seniors must complete all discipline before being allowed to participate in the graduation ceremony.**
11. Extra-curricular activities or work schedules are not valid reasons to miss a detention.
12. Failing to serve detention may exclude a student from school-sponsored events.  
**Consequences for missing an after school detention in a semester:**  
FIRST OFFENSE: Double missed detention  
CONTINUED OFFENSES: Up to a 2-day suspension and a parent conference before returning to school.

## IN-SCHOOL SUSPENSION

In-School Suspension (ISS) is the temporary exclusion from classes not to exceed nine school days per infraction. Students are required to report to school and are assigned to the opportunity room as a quiet study area during the period of ISS. Students serving ISS are to work on the school assignments listed on the "In-School Suspension Assignment Sheet." If needed, the ISS monitor may assign additional tasks. Students in ISS will receive full credit for work done during their suspension. Students who refuse to work during ISS may receive more ISS and/or OSS. ISS will count against the final exam exemption policy. ISS will be assigned from 8:00 a.m. – 3:30 p.m. Students will adhere to the following.

## IN-SCHOOL SUSPENSION RULES

1. Students must report immediately to A150 upon arrival to school.
2. Students will not attend or participate in school-sponsored events or activities until after completion of the in-school suspension. Students who did not attend school on a scheduled in-school suspension may not attend/participate in any activities until the in-school suspension is re-assigned.
3. **Students who have an absence on the day of a scheduled in-school suspension will serve the suspension the next day they are in attendance.**

## OUT OF SCHOOL SUSPENSION

Out-of-school suspension (OSS) is the temporary denial of attending classes not to exceed ten days per infraction. During OSS time the student will not be allowed on the school grounds. Students serving OSS may not attend or participate in any school activities (home or away) until after their suspension is concluded.



## DISCIPLINE CONTRACTS

At the discretion of the administration a discipline contract may be instituted outlining specific behaviors expected for the student to follow and the consequences if those behaviors are not met. Attendance and behavior that has shown to have a pattern of being unacceptable may lead to the implementation of a contract. Parents/guardians will be involved in the process to ensure effective communication in regards to expected behaviors and consequences. The parent, student and administrator will sign the contract that will have been developed by school personnel to meet the needs of the student. These contracts may go outside the consequence structure outlined in the handbook.

## STUDENT GRIEVANCE PROCEDURE

LWHS is committed to a policy of nondiscrimination and upholding of individual rights. Any complaint alleging discrimination or a violation of individual rights should be filed with the administration, which will take appropriate action. If the complaint is not resolved satisfactorily, it may be brought to the attention of the Superintendent and the Governing Board, in that order. Due process will be maintained throughout the grievance procedure.

## SCHOOL BUS REGULATIONS

1. **Riding the bus is a privilege, not a right.** This privilege may be revoked by LWHS if a student violates bus and/or district regulations while being transported to and from school.
2. All students must have a valid bus pass to ride on a bus. Registration forms may be used until permanent ID cards are issued. Temporary passes must be obtained from the reception office before the end of lunch.
3. The district transportation department will report bus violations to the school administration. Appropriate discipline will be applied.
4. Questions concerning bus transportation should be directed to the bus supervisor at 753-5928.

## BUS RIDER RULES

- Students are expected to be courteous and follow directions:
- Stay seated facing the front with your feet on the floor.
- Keep hands, feet and objects inside the bus.
- No singing, shouting, verbal or physical behavior that disrupts the ride.
- Tobacco, alcohol, drugs, paraphernalia, lighters are **NOT** permitted.
- Bus driver is authorized to assign seats.
- No overt and open displays of affection.
- The following items are not allowed on the bus: glass, balloons, animals, insects, scooters, skateboards, roller blades, perfumes/cologne, fragrant sprays/lotions, and water pistols.

**PRIOR TO LOADING:** Students should be at the designated stop 10 minutes before the bus is scheduled to arrive. Students should conduct themselves in a safe manner while waiting for the bus; this includes staying 10 feet back from the road and remaining off **all** nearby private property. When the bus comes to a **COMPLETE STOP**, students should board the bus in school uniform and show their bus passes to the driver. Student must stay in school uniform at all times while on bus. By law, the bus and loading zone are school-controlled areas. The **use of tobacco in these areas is not permitted** and is a violation of school policy and state law.

## CLOSED CAMPUS (SEE 2<sup>ND</sup> CLASS OFFENSES)

LWHS is a closed campus school. **Students may not leave campus without parental approval and proper check out through the Attendance Office.** Students arriving after school has started **MUST** check into the Attendance Office before attending classes. If an emergency is determined, an authorized guardian must contact an administrator in order for the student to be released from school. Students **MUST** sign out at the Attendance Office once they receive permission to leave from an administrator. **Eighteen-year-old students who live with a parent/guardian are not permitted to sign themselves out.** A student must provide proper documentation to be able to sign out. Students are not allowed to leave for lunch. If a student needs to leave campus during lunch it must be approved by a parent **AND** an administrator. The attendance office may require verification to substantiate an absence. Once a student enters the campus he/she may not leave campus without parent/guardian permission.

## **CONSEQUENCES FOR MISCONDUCT**

May result in disciplinary action including: detention, opportunity room, OSS, and/or bus suspension or loss of privileges. *No student is excluded from riding the bus until parents are notified.*

**NOTE: THE PARENT OR GUARDIAN OF ANY STUDENT WHO VANDALIZES, DAMAGES, OR DEFACES A SCHOOL BUS SHALL BE RESPONSIBLE FOR THE COST OF REPAIRS.**

## **CAMPUS HOURS**

Students are encouraged not to be on campus before 7:30 a.m. Unless requested by a teacher, their bus arrives earlier, or they are part of a supervised activity. No student should be on campus after 3:45p.m. unless supervised by a teacher or participating in a supervised activity. Groups using the campus in the evening must use only the section of the building reserved for them and leave all areas and equipment in proper condition for the resumption of school the next day.

## **HALL PASSES**

Hall passes are a privilege not a right, and will be issued at the discretion of the teacher. A student may be placed on a no-pass list by administration. Teachers should keep to an absolute minimum the number of students out of class; **passes are for emergencies only.** NO MORE THAN ONE STUDENT AT A TIME SHOULD BE OUT OF CLASS ON A PASS. When a student needs a pass, the teacher will fill one out for the student. No one should be permitted to leave class during the **first and last ten** (10) minutes of class. Students will be asked to leave their cell phone in the room when the pass is issued. Teachers will consider the student's request and grant permission (if appropriate).

No student is to miss any teacher's class in order to remain with another teacher, unless prior arrangements have been made and a pre-approved pass is already written by that teacher.

## **COMPUTER USE POLICY (see 2<sup>nd</sup> Class Offenses)**

Computer use and access to the internet are provided to students for academic and research reasons. **Access is a privilege.** If a student abuses this privilege the access may be revoked for a semester or for a year. Students must demonstrate responsibility. The following are not permitted:

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

**The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.**

- Uniform shirts are optional at all times on all Kingman Unified School District (KUSD) campuses, personal outerwear may be worn.
- KUSD Students must wear a shirt with pants or skirt or the equivalent (dress, leggings, or shorts).
- Clothing must not be see-through and must cover a student's undergarments, chest, torso (midriff, navel, stomach), and buttocks when standing or sitting.
- Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, et cetera. Shoes must be hard-soled.
- Jewelry shall not be worn if it presents a safety hazard.
- Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious or political affiliation or any other protected classification.
- Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.

- Subject to the above, no hats, bandannas, other head coverings, or sunglasses may be worn in a classroom or school building, except for properly approved occupational safety headgear required for special classes or if authorized by a school administrator or authorized/prescribed by a medical professional.
- Obscene language or symbols, or symbols of drugs, sex, alcohol or political statements on clothing are prohibited.
- Students may not wear clothing, accessories and/or jewelry with images, symbols, slogans, words or phrases that are profane, discriminatory or defamatory or that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. 13-105.
- Hats may be worn outside on all KUSD campuses. Exceptions for special activities or health considerations may be preapproved by the administrator. This covers all school activities.

**Inappropriate clothing is not allowed on campus at any time.** On theme days, such as Spirit Week, clothing that exposes the midriff or cleavage, as well as strapless tops, backless tops, tube tops, shirts with deep cut-outs under the arms, see-through clothing, and any clothing that reveals undergarments (even while wearing overalls) is not allowed.

#### **PE Attire**

- PE attire is required for all PE classes.
- Approved clothing consists of approved T-shirt, approved shorts or other athletic shorts/sweat pants that align with the PE policies dress code (per PE syllabus).
- Students enrolled in physical education classes must change into approved PE clothing daily and change back into school approved clothing after PE class.

**Important Note:** *The Administration has the right to question disruptive or inappropriate attire at any time and may ban and/or confiscate any item of apparel that may be gang-related, criminal or sexually suggestive and will not be returned.*

#### **CONSEQUENCES FOR DRESS CODE VIOLATIONS**

**First Offenses:** For dress code violations, students will be given the opportunity to borrow a loaned school shirt and return to class after receiving a warning referral.

**Second Offenses:** For dress code violations, students will be given the opportunity to borrow a loaned school shirt and will be given a referral and assigned one detention. The parent will be notified.

**\*\*If the student is insubordinate and refuses to change his/her shirt, the students' parents will be asked to bring approved clothing. If the parents are not able to bring approved clothing, the student will spend the remainder of the school day in In-School Suspension working on academic classroom assignments.**

**Modesty is the Key:** All attire should be clean and neat in materials and styles appropriate for an educational environment. **Any questions relating to dress standards should be referred to the school administration.**

### **Student Discipline Codes**

**A STUDENT SENT FROM CLASS WITH A DISCIPLINE REFERRAL FOR UNSATISFACTORY CONDUCT MUST REPORT DIRECTLY TO THE ASSISTANT PRINCIPAL'S OFFICE. FAILURE TO DO SO WILL BE CONSIDERED TRUANCY/INSUBORDINATION.**

## FIRST CLASS OFFENSES

- 1. CONTRABAND**  
Includes laser lights, chains, skateboards, water devices, and items as determined by the administration. These items will be confiscated. The school and administration are not responsible for these items if they become lost or stolen. **We recommend these items be left home.**
- 2. DRESS CODE VIOLATION (see consequences for Dress Code Violations)**  
Wearing clothing that does not fit within the dress code guidelines practiced by the school/district. First offense- warning referral, call home and loaner shirt.
- 3. FAILURE TO SERVE DETENTION OR REMOVAL FROM DETENTION HALL.**  
Failure of student to serve detention in the required period of time or disciplinary dismissal from detention hall by teacher.
- 4. [MINOR] DEFIANCE/DISRESPECT/NON-COMPLIANCE**  
Engaging in brief or low-intensity failure to respond to adult requests.
- 5. [MINOR] DISRUPTION, (LITTERING, HORSEPLAY, etc.)**  
Low Intensity conduct or behavior which is disruptive to the orderly educational process of the school or classroom.
- 6. [MINOR] PROPERTY MISUSE**  
Engages in low-intensity misuse of property.
- 7. PUBLIC DISPLAY OF AFFECTION (PDA) [OTHER]**  
Engaging in inappropriate physical contact, which may offend surrounding persons.
- 8. SKIPPING/DITCHING CLASS (1 or 2 Classes) / INAPPROPRIATE LOCATION**  
Missing class without permission. Found in an unauthorized area
- 9. TARDY**  
Late (as defined by the school) to class or the startup of the school day. See page 22 for Tardy Policy
- 10. VULGARITY/PROFANITY/OBSCENITY**  
Low intensity instance of vulgar, profane, obscene language/material.

## FIRST CLASS OFFENSE CONSEQUENCES

*\*ACCI Lifeskills class can be assigned in lieu of one day of suspension.*

1<sup>st</sup> offense: Up to 2 detentions or 1 day In School Suspension

2<sup>nd</sup> offense: Up to 3 detentions or 1 day In School Suspension/ 1-day OSS

3<sup>rd</sup> offense: Up to 3 days OSS

4<sup>th</sup> offense: Up to 5 days Out of School Suspension and Discipline Contract Following the suspension, the student will not be readmitted to class until a parent/guardian has met with a school administrator.

5<sup>th</sup> offense: Up to 10 days Out of School Suspension and/or Board hearing with recommendation for long term suspension or Alternative Placement. Following the suspension, the student will not be readmitted to class until a parent/guardian has met with a school administrator.

## SECOND CLASS OFFENSES

- 1. Combustibles – Use/Possession**  
Possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).
- 2. Technology/Computer Violations/Cell Phone/ Electronic Device**  
Damaging or misusing computer or inappropriate use of the internet – violation of class and/or district policy (could result in computer privileges being discontinued for the school year).

Due to the increased use of phones in school and their potential harm which includes but not limited to electronic bullying, cheating, text messaging between classes, taking inappropriate pictures, etc., any electronic device, including, but not limited to, cell phones, pagers and cameras of any type, may not be displayed during class without **verbal** and **visual** direction by staff. Additional information provided in cell phone section pg. 32. (9<sup>th</sup>- 11<sup>th</sup> grades - first referral = 1 ASD)

**3. Theft/Forgery**

Being in possession of, having passed on, or being responsible for removing someone else's property or having signed a person's name without that person's permission.

**A police referral may be made.**

**4. Vehicle (unsafe/inappropriate operation/use of vehicle) [OTHER]**

Unsafe/inappropriate operation or use of vehicle, parking violations, speeding, or reckless driving. First time offenders may also receive loss of campus parking. A repeated offense may/will result in loss of driving privilege on campus for 18 weeks. Any vehicle parked on school property may be subject to search.

**5. Abusive Language/Profanity**

Statements or actions which attempt to intimidate, injure, or slander including name calling or use of words in an inappropriate way.

**6. (Minor) SCHOLASTIC DISHONESTY (cheating/lying)**

Includes, but not limited to, plagiarism and collusion; includes behavior which indicates cheating such as looking at another student's paper during a test. Delivers messages that are untrue, and/or deliberately violates rules.

**7. LEAVING CAMPUS W/O PERMISSION /LOITERING/ TRESPASSING**

Failing to have proper authorization from parents/guardians and designated school personnel when signing out of school during the school day. Vehicle may be searched. Students may not leave campus once they have arrived on school property. Being in prohibited location on campus prior to, during or after school; including the parking lot.

**8. TRUANCY**

Receives an unexcused absence for half day or more.

## **SECOND CLASS OFFENSE CONSEQUENCES**

*\*ACCI Lifeskills class can be assigned in lieu of one day of suspension.*

1<sup>st</sup> offense: Up to 3 detentions or 1 day In School Suspension or 1 day of Out of School suspension.

2<sup>nd</sup> offense: Up to 3 days Out of School Suspension. Following the suspension, the student will not be readmitted to class until a parent/guardian has met with a school administrator.

3<sup>rd</sup> offense: 5-10 days Out of School Suspension and/or Board hearing with recommendation for long-term suspension or Alternative Placement. Following the suspension, the student will not be readmitted to class until a parent/guardian has met with a school administrator.

**Note: Any of the above steps may be omitted depending on the severity of the infraction. At any time may result in discipline contract.**

## **THIRD CLASS OFFENSES**

**1. DISRUPTION OF SCHOOL (DISORDERLY CONDUCT)**

Conduct of behavior which is disruptive to the orderly educational operation of the school. Behavior that is harmful to self or others. This includes computer hacking.

**2. FIGHTING**

Involving in mutual participation in an incident involving physical violence

**3. GANG ASSOCIATION/ APPAREL/ BEHAVIOR/ SYMBOLS/ TAGGING/ GRAFFITI/ACTIVITIES/ PARAPHERNALIA**

Any behavior that imitates or displays evidence of membership in, or affiliation with, an organized group known for illegal activity. This includes both verbal and non-verbal communication (graffiti, gestures, handshakes, colors, etc.) as well as the wearing of symbols, emblems, clothing or other adornments associated with a gang. This includes any effort to recruit for or further the interests of a gang or to intimidate any other student on behalf of a gang. Students who engage in such behavior are subject to suspension, and referral to legal authorities.

**4. HARASSMENT/ BULLYING/ INTIMIDATION/ HAZING/ VERBAL THREATS**

Delivering disrespectful messages \* (verbal/ gestural or via social media) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. *Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.* Additional information provided in Hazing/Bullying section on pg's. 32-33.

**5. SEXUAL MISCONDUCT/ SEXUAL HARASSMENT/ INAPPROPRIATE DISPLAY OF AFFECTION/ INDECENT EXPOSURE**

This includes viewing any type of pornography, indecent exposure, public sexual indecency and sexual harassment. Additional information provided in Sexual Harassment section p 34.

**6. TOBACCO/NICOTINE/VAPE (USE/ POSSESSION/ PRODUCTS)**

Use, possession or distribution of tobacco or tobacco products within 300 feet of school property or at school events.

**7. VANDALISM/ DEFACING OR DAMAGING PROPERTY/ GRAFFITI**

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

**8. TAMPERING WITH FIRE ALARM OR EQUIPMENT [OTHER]**

Intentional inappropriate actions that trigger use of alarm system/equipment when there is no fire.

**9. (Major) SCHOLASTIC DISHONESTY (cheating/lying)**

Includes, but not limited to, cheating on a test, repeated plagiarism and collusion; including the use of non- approved electronic devices during a test or exam.

**THIRD CLASS OFFENSE CONSEQUENCES**

*\*ACCI Lifeskills class can be assigned in lieu of suspension days.*

1<sup>st</sup> offense: 3-10 days Out of School Suspension and/or Board hearing with recommendation for long-term suspension or Alternative Placement recommendation or expulsion. Following the suspension, the student will not be readmitted to class until a parent/guardian has met with a school administrator.

2<sup>nd</sup> offense: 5-10 days Out of School Suspension and/or Board hearing with recommendation long-term suspension or Alternative Placement recommendation or expulsion. Following the suspension, the student will not be readmitted to class until a parent/guardian has met with a school administrator.

**Note: Any of the above steps may be omitted depending on the severity of the infraction. At any time may result in discipline contract.**

## **FOURTH CLASS OFFENSES**

### **TIER 1**

**1. ALCOHOL: USE/POSSESSION/UNDER THE INFLUENCE**

The manufacture, sale, purchase, transportation, possession or use of intoxication alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.

**2. ARSON**

Planning and /or participation in malicious burning of school property or private property on school grounds.

**3. SUBSTANCE ABUSE: DRUGS/PARAPHERNALIA, USE/POSSESSION/ UNDER THE INFLUENCE OF ILLEGAL SUBSTANCES AND/OR PRESCRIPTION/OTC DRUGS/IMITATIONS**

The use, cultivation, manufacture, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events, on school-sponsored transportation. Category includes OTC medications, imitation, CBD products with any level of THC and noxious substances. A.R.S. 13-3405 / 13-3411 / 13-3415

**4. WEAPONS/EXPLOSIVES/BOMB/DANGEROUS INSTRUMENTS (PROJECTILE/PROPELLING/OTHER/SCHOOL OWNED) OR THREAT TO THE SCHOOL ENVIRONMENT.**

- a. A loaded or unloaded, operable or inoperable firearm (gun – real or look alike), or any other device capable of propelling a lethal projectile, whether by explosive or mechanical means.
- b. An explosive device or other instrument (including but not limited to knives, stun guns, BB guns, metal knuckles, etc...) capable of intimidation or inflicting bodily harm to another person.
- c. A student shall not intimidate or physically harm another person by deliberately and inappropriately using any school owned device or instrument.
- d. A student shall not make a written/verbal bomb threat (real or false). This includes any and all social media posts.

**5. AGGRESSION/PHYSICAL ASSAULT**

Knowingly touching another person with the intent to injure, or provoke such person, (hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc...) A.R.S. 12-1203

**Students who violate Tier 1 of Alcohol and Drug Offenses may qualify for Project Impact.**

### **Individuals Making Positive Alternative Choices Together Diversion Program for Drug/Alcohol Offenses**

#### **Option A**

- **Student serves a 10-day Out of School Suspension (OSS)**
- **Goes to a Discipline Hearing**
  - **Return to school**
  - **Long term suspended**
  - **Alternative placement**
    - **KOLA**
    - **KAMS**
    - **Expelled**

## Option B

- **Student serves 5-day Out of School Suspension (OSS)**
- **Actively participates in an 8-week after-school program, one day a week.**
- **Students who participate in an after-school program will be back in their regular school after the 5-days Out of School Suspension (OSS)**
  - **If the student doesn't complete the diversion program, they will serve their remaining 5-days of OSS and go to a disciplinary hearing (see option A)**
  - **Students can only miss 1 class; on the second miss, students will be removed from the program and sent to a disciplinary hearing.**
  - **Parents must attend the fentanyl presentation with their students: failure to do so will result in removal from the program and sent to a disciplinary hearing.**
  - **School expectations for behavior will remain in effect while enrolled in the diversion program.**
  - **The student will be placed on a success contract when they return from the 5 days Out of School Suspension (OSS).**

## FOURTH CLASS TIER ONE OFFENSE CONSEQUENCES

**1<sup>st</sup> Offense:** 10 days OSS and Board Hearing Officer, KUSD Alternative placement and/or long term, and/or expulsion.

**Note:** Any of the above steps may be omitted depending on the severity of the infraction.

### TIER 2

#### 1. DISTRIBUTION OF DRUGS

The distribution or sale of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes at school, school-sponsored events and on school sponsored transportation. Category includes over-the-counter medications, imitation, and noxious substances. A.R.S. 13-3415

#### 2. DISTRIBUTION OF ALCOHOL

The distribution or sale of intoxicating alcoholic beverages, or substances represented as alcohol. This includes at school, school-sponsored events, and on school-sponsored transportation.

#### 3. REPEAT OFFENSE OF DRUGS/ALCOHOL

The use, cultivation, manufacture, purchase, possession, transportation, or importation of any controlled drug, narcotic substance, intoxication alcoholic beverages, substances represented as alcohol, or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence at school, school-sponsored events and on school-sponsored transportation. Category includes OTC medications, imitation, CBD products with any level of THC and noxious substances.

A.R.S. 13-3405 / 13-3411 / 13-3415

## FOURTH CLASS TIER TWO CONSEQUENCES

**1<sup>st</sup> Offense:** 10 days OSS and Board Hearing Officer with recommendation for expulsion. A police referral will be made.

**Note:** Any of the above steps may be omitted depending on the severity of the infraction.



## **DISCIPLINARY INFRACTIONS**

### **Excessive discipline (6+ Major/Minor disciplinary referrals)**

Students with 7 or more disciplinary referrals.

1<sup>st</sup> thru 6<sup>th</sup> Discipline Referral: per offense in Handbook

7<sup>th</sup> Discipline Referral: Discipline Consequences and may be placed on Discipline Contract

**Please note that LWHS employs safety/ security measures including security officers, surveillance, CO detectors, PBA's, metal detecting hand-held wands, field sobriety tests (administered by law enforcement) and motion detectors.**

The categories of misconduct specified on the following pages are intended only as examples of the kinds of misconduct justifying discipline and not as a complete list of such misconduct. The guidelines for discipline are general. Particular situations may require imposition of more or less severe measure other than is contained in the guidelines. School administrators must tailor discipline to the particular circumstance of each case. **Any violation of school rules that involves a criminal act will be referred to the school resource officer and/or law enforcement authority. Any student that receives excessive office referrals or a combination of excessive office referrals and class detentions will receive an automatic referral to the I-CARE program.**

### **CELL PHONE USAGE/OTHER LISTENING DEVICES (SEE 2<sup>ND</sup> CLASS OFFENSE)**

KUSD#20 recognizes that parents desire the ability to communicate with their child, especially after school hours; furthermore, we also recognize that parents would like to be able to be reached in case of an emergency. **In the event of a school-wide emergency, student use of cell phones may interfere with emergency and school personnel responding to the emergency.** When necessary, students may appropriately use electronic devices during non-instructional times, including before and after school, during passing periods, and at lunch. In order to preserve and respect classroom instruction, students must have electronic devices turned off and secure during class time unless given permission by their teacher for **instructional purposes**. Locker rooms and gymnasiums are considered classrooms. Electronic devices are not allowed in offices, the auditorium, or the library at any time without permission. Any improper use, classroom use, cyber-bullying, taking pictures or videos without consent, external speakers, etc. will result in confiscation of the entire device (including the sim card) which will be brought up to the discipline office. The student will receive 1 ASD and phone released at the end of the school day. If there is a second offense, the student will be given 2 ASD's and device will be released to student at the end of the school day. If there is a third offense device will be released only to a parent/guardian and the student will be assigned 1 day In School Suspension. Devices that can take pictures may be searched to view stored images. Disciplinary consequences may occur and possibly a police report filed pending images stored on the device. The device will be returned to a parent unless it is held for evidence. Students who refuse to hand over their device when asked will be referred to the Discipline Office for defiance and disciplined per the student handbook. Theft of these items has occurred in the past. LWHS is not responsible for the theft of these items, nor will LWHS actively investigate the theft of these items. Parents, please consider carefully whether or not your child needs to have valuable items at school.

### **SEARCHES**

School officials and other authorized personnel (staff, security, and law officer/canine units) have the authority to conduct searches of any person or items that are brought on school property. This includes, but is not limited to, students, personal belongings, backpacks, vehicles, and lockers. These items can be searched with or without student knowledge or consent.

### **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. Students who do bring large amounts of money should bring it to the office for safekeeping. Hair spray, perfume, cologne, make-up, combs, and brushes are not to be used in classrooms, in the halls, in the cafeteria, or on the bus.

### **HAZING/BULLYING (SEE 3<sup>RD</sup> CLASS OFFENSES)**

All students have a right to learn in a safe environment and the LWHS staff is committed to the respectful treatment of all our students. We have a **ZERO** Tolerance for Hazing and Bullying and will enforce severe disciplinary action.

The **District Policy J-2950 on Hazing** states:

- There shall be no hazing of any student enrolled in the district schools. Hazing is defined as any act that injures, degrades, or disgraces – or tends to injure, degrade or disgrace – any student.

The **Bullying Definition** states:

- A person is being bullied or victimized when he or she is exposed, **repeatedly and over time**, to negative actions on the part of one or more person (Olweus, 1991, p. 413)
- "Negative actions" refers to the intentional infliction of, or attempt to inflict injury or humiliation on another. The injury may be physical or verbal.

The Governing Board of the Kingman Unified School District #20 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 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 or 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 of 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.

### **HARASSMENT/SEXUAL HARASSMENT (SEE 3<sup>RD</sup> CLASS OFFENSES)**

All students and staff have a right to learn and to work in an environment that is conducive to their well-being and which allows them the fullest opportunity to succeed. Any behavior that prevents or impedes an individual's freedom to learn or to work will be considered harassment. If individuals or groups have confrontational issues, offenders must be reported to the administration and steps taken to provide mediation and/or discipline. Failure to report conflicts to administration and to attempt to respond to the conflict through confrontation will result in school discipline.

All individuals are expected to conduct themselves at all times in a manner that promotes an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student or staff member. Sexual harassment also includes, but is not limited to, suggestive or obscene written statements, slurs, jokes, epithets, assaults, touching, impeding or blocking movement, leering, gestures, or displaying sexually suggestive objects, pictures, or cartoons. Sexual harassment may also include expressing sexual interest after being told interest is unwelcome, withholding grades or scholastic support because sexual requests were denied or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student. Sexual harassment/misconduct includes viewing and/or possession of pornographic materials.

All complaints of sexual harassment should be made to an administrator, and every complaint will be investigated in accordance with the sexual harassment policy contained in the district policy manual. All matters involving sexual harassment complaints will remain confidential to the fullest extent possible. The complete sexual harassment policy can be found in the district policy manual (A-033.1-A-0331.2). Mrs. Angela Moreschi is Kingman Unified School District's Title IX compliance officer. As the Title IX compliance officer, Mrs. Angela Moreschi will investigate complaints under Title IX, including complaints of sexual harassment and sexual discrimination. Call Mrs. Moreschi at (928) 753-5678.

### **NOTES CONCERNING DISCIPLINARY ACTIONS**

Parents will be notified by telephone and/or mail when an infraction results in an Out of School Suspension.

1. When students are scheduled for a suspension and a Board hearing, the length and type of suspension will be based on the severity of the infraction and whether the students are deemed a threat to themselves or to the campus.
2. Whenever there is a possibility that a criminal act has taken place, The School Resource Officer will be contacted to do an investigation.

**OSS:** Suspension served out of school

**ISS:** Suspension served in school in opportunity room

**Short term suspension:** 1-10 days

**Long term suspension:** longer than 10 days, but not more than 144 school days.

## **JURISDICTION OF SCHOOL AUTHORITY**

The jurisdiction of the school is primarily limited to the school premises or at school sponsored functions. However, school jurisdiction also pertains to bus transportation including during bus rides and at pick-up/drop-off areas and student's traveling to and from school. (A.R.S. 15-341) Some violations of the law, which occur off of school premises, may result in disciplinary action if

continued attendance in school or at school functions is likely to be detrimental to the welfare of others. This includes a student's conduct during lunch hour or released periods. **THIS INCLUDES LOITERING AND SMOKING ON PROPERTY ADJACENT TO THE SCHOOL.**

**In response to a Student Discipline Referral, students and families can expect the following actions:**

1. A documented restorative conversation between a staff member and/or administrator. and the student regarding the incident that occurred.
2. A reasonable effort to contact the parent/guardian to discuss the behavior incident and anticipated next steps (e.g., gather additional information, assign intervention and/or consequence).
3. An appropriate and timely intervention and/or consequence assigned with the goal to change behavior and address the impact; interventions and consequences progress based on the impact and severity of the behavior incident.
4. In the event that a behavioral incident(s) is deemed high impact (severe, multiple) to the school community, a more serious consequence may be assigned.
5. A notification to Parent/Guardian of any additional information and intervention(s) and/or consequence(s) assigned.

## **STUDENT DUE PROCESS**

The student will have an informal hearing with written or oral notice of the charges and the evidence. The student will have the right to speak on his/her behalf. After this informal hearing, the school administrator may suspend the student for up to ten (10) days, choose another disciplinary alternative or exonerate the student. A written record of this action must be kept on file.

## **IF SUSPENSION IS INVOLVED:**

A parent must be notified before the student is allowed to leave campus; if no parent contact is made, the student will remain until dismissal time and given a written copy of the suspension notice.

*NOTE: If a student poses a DANGER to self, to others, or to school property, he/she may be suspended summarily and the informal hearing conducted as soon as possible but not more than ten (10) days after suspension. In accordance with the Attorney General's opinion of June 27, 1988 (20 USC, section 1415 (e)(3), "handicapped students may be suspended up to ten days per school year, if the violation is not a result of his learning disability. Suspensions of ten days or less do not constitute a change in placement under (the) statute."*

## **EXPULSION AND LONG-TERM SUSPENSION FOR STUDENTS IN REGULAR PROGRAMS**

One of the basic rights that all Americans enjoy is the right to a free education. Our nation is built upon the notion that a free society requires an educational system open to all citizens. Therefore, the administration hesitates to deny anyone access to that education. However, when the behavior of an individual threatens that right for the many, the only remedy may be suspension or expulsion. The seriousness of such a penalty demands that additional steps be added to the above:

1. A written notice of the rules violated, the possibility of expulsion or long-term suspension, and the place, time, and circumstances of the hearing with sufficient time provided to prepare a defense.
2. A hearing before the Board of Education its representative, the district hearing officer.
3. Right to legal counsel or some other adult representation.
4. Opportunity to present witnesses or evidence in the accused student's behalf and to examine opposing witnesses.
5. A written record demonstrating that the decision was based on the evidence.

## **STUDENTS PLACED IN SPECIAL EDUCATION PROGRAMS**

In lieu of EXPULSION due to weapons, drugs, or alcohol, the public school must provide a continuum of special education services, including residential placement. The school district must utilize REVIEW AND CHANGE OF PLACEMENT PROCEDURES, which provides successive transfer from least restrictive placements. Changes in special education placement procedures must include written notice to parent(s), review of placement, including the opportunity for a special education due process hearing, and review of revision of the IEP for the provision of an appropriate educational program.