

Beaver Dam Jr./Sr. High School



2025-2026

Parent/Student Handbook

Student Name: _____

Dear Parents/Guardians and Students:

We are excited to enter a new school year! LUSD will see some changes in staff but as always, we are committed to providing quality education and assisting students to remain on track to graduate. We want you to know that student and staff safety is, and has always been, one of our top priorities and the 2025-2026 school year will be no different. At Beaver Dam Schools, we believe great mental health and well-being of students is a consideration of school safety. We will continue to have resources in place that are designed to assist students in need of support. With your support, we can make this school year the best yet.

School begins on August 11th.

We are always aware of the recommendations of the Arizona Department of Health Services, and the Arizona Department of Education consistent with the health and safety of our adults and children. The following practices can reasonably be continued in all areas of the Littlefield Unified School District:

- Proper hand hygiene and cleaning practices are encouraged.
- We will continue the cleaning and disinfection practices in our schools as needed.
- We will require that visitors follow all protocols we have in place for the safety of our students and adults on campus.
- We encourage not coming to school if a student, teacher or staff is experiencing symptoms of illness, accompanied by fever.
- Chromebooks may be issued to each student to use for the entire school year

Campus: Our campus is a closed campus; students are not permitted to leave campus without being officially checked out

Arriving at School: Students may arrive at campus beginning at 6:45 am and enter through the back doors near the student parking lot. We ask that students arrive by 7:07 am when the bell rings, indicating passing period. Students arriving late must walk around and use the front door entrance.

Dismissal: Classes end at 2:10 pm. Students riding the bus should be at the pick-up area promptly. Please give the buses time to pull out. The speed limit on campus is 15 MPH. **Students do not remain on campus unless participating in an activity supervised by staff.**

Lockers: We issue lockers for each student. Further instructions will be given after lockers are issued. Students may carry items needed for class, but backpacks will be stored in their lockers. We will re-evaluate this periodically and make changes if needed.

Line-up: During the line-up times at lunch, before classes, and safety drills, etc. we will encourage orderly and courteous behavior in line.

Student Parking: Student drivers, with their parent/guardian, are required to fill out the proper paperwork in the school office and comply with policy, including ensuring your issued parking pass is visible. **Students are NOT permitted to go to their cars during the school day.** Student spaces are limited. Student parking is a privilege, not a right and a parking pass may be revoked for disregarding rules. The speed limit on school campuses is 15 MPH.

Sincerely,

Mr. Troy Heaton
BDHS Jr./Sr. High School Principal
Littlefield Unified School District

LITTLEFIELD UNIFIED SCHOOL DISTRICT OFFICE

www.lusd9.com

Office Hours: 8:00 am – 4:00 pm

Phone: (928) 418-2003 FAX: (928) 418-2005

Troy Heaton, Superintendent

Sheree Goessman—Human Resource

Kimberly Beig—Special Education Director

Troy Heaton —JH/HS Principal

Rigo Cobian—Maintenance Director

Edward Dickie—Business Manager

Kevin Murray—Elementary Principal

Stephanie Gutierrez—Transportation

JH/HS SCHOOL OFFICE

Office Hours: 6:30 am-3:00 pm

Phone: (928) 418-2002 FAX: (928) 418-2005

STUDENTS ARE NOT ALLOWED ON CAMPUS BEFORE:

6:45 am*

*Staff is not available before this time to keep children safe.

Jr./Sr. High School Staff:

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STUDENT REGULAR SCHOOL DAY: 7:10 – 2:10
EARLY RELEASE/HALF DAY SCHEDULE: 7:10 – 11:20

***TEACHER DUTY DAY 6:45 – 2:45**

Please schedule meetings with teachers during these times. Please call the school office to schedule a conference with your student's teacher. Conferences will be scheduled during the teacher workday but will not be scheduled during instructional hours.

***PARENTS MUST OBTAIN A VISITOR'S PASS WHEN VISITING THE SCHOOL FOR ANY REASON OTHER THAN LARGE SCALE EVENTS SUCH AS PROGRAMS, PRE-SCHEDULED CONFERENCE, ETC. BRING YOUR DRIVERS LICENSE TO SIGN IN TO OUR VISITOR SYSTEM.**

NON-DISCRIMINATION STATEMENT

Littlefield USD#9 does not practice discrimination on the basis of race, color, religion, national origin, sex, disability, or age. This policy is in compliance with Title IV of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex equity), Section 504 of the Rehabilitation Act of 1973 and The Americans With Disabilities Act of 1990 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age), and covers admission and access to, and treatment and employment in, the District's programs and activities, including vocational education. Students, parents or guardians, employees, or members of the community who have concerns about these regulations or wish to file individual grievances should contact the district's Section 504/ADA/Title IX coordinator. An explanation of the grievance procedure may be obtained from the coordinator. Littlefield Unified School District #9 recognizes its obligation to provide overall program accessibility throughout the district for handicapped persons. Contact the District Office to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

Vision

The Littlefield Unified School District #9 believes that children learn when they are supported by an educational system focused on their individual needs and committed to fostering opportunities for student success.

Mission Statement

The Littlefield Unified School District is committed to excellence. Therefore, we are committed to providing opportunities for all students to learn and develop socially, emotionally, and academically. We are committed to providing resources to our students, parents and teachers in an ongoing effort to help students transition from childhood to adulthood.

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Littlefield Unified School District-BDJH/HS

Home/School Learning Compact

2025-2026

Responsibilities for Learning:

The Littlefield Unified School District #9 believes in high standards for its students and staff and an effective school is the result of families, school and district staff working together for each child's success in school. A commitment by everyone involved will ensure the best possible climate for a good education for all students. A Learning Compact is an agreement among groups toward that goal. This agreement is a promise that students, school and district staff, and parent/guardians will work together toward student success.

Parent/Guardian Responsibilities

I want my child to achieve; therefore, I will do the following:

- See that my child gets adequate food and sleep.
- See that my child arrives at school every day on time, and remains for the entire day.
- Reinforce school and classroom rules.
- Set aside a specific time and place for homework and review it nightly, along with other school information.
- Maintain positive communication with my child's teacher as needed and attend parent teacher conferences.

Student Responsibilities

It is important that I work to the best of my ability; therefore, I will strive to do the following:

- Arrive at school every day on time and remain for the entire day.
- Show responsible behavior by following school and classroom rules.
- Respect myself, my school, and other people.
- Complete all class and homework assignments to the best of my ability.
- Share my classroom work and school information with my parents/guardians nightly.

Teacher Responsibilities

It is important that students achieve; therefore, I will strive to do the following:

- Hold high expectations for all students, believing that all students can learn and progress.
- Strive to meet the individual needs of all students in my class.
- Make the classroom and myself accessible to parents/guardians daily.
- Communicate to students and parents/guardians the expectations for homework, classwork and behavior.
- Encourage students to do their best.

District/Principal Responsibilities

I support this compact; therefore I will strive to do the following:

- Provide an open door policy for parents/guardians to the best of my ability.
- Reinforce the partnership between parent/guardian, students and staff.
- Meet with parents/guardians discussing student information as necessary. (provide translation as needed)
- Encourage teachers to regularly provide homework assignments Monday through Thursday that will reinforce classroom instruction.

*(part of the online registration, electronically signed copy kept on file)

Ways to Help Your Teen Succeed In High School



Go to Back-to-School Night

Teens do better in school when parents support their academic efforts. Going to the school's open house or back-to-school night is a great way to get to know your teen's teachers and their expectations

Visit the School and Its Website

Knowing the physical layout of the school building and grounds can help you connect with your teen when you talk about the school day. It's good to know the location of the main office, cafeteria, gym, athletic fields, and special classes. Most school websites have information about: the school calendar, contacting school staff, special events, testing dates, etc.

Support Homework Expectations

During the high school years, homework gets more intense and grades become critical for college plans. At the same time, many teens are learning how to balance academics with extracurricular activities, social lives, and jobs. Make sure your teen has a quiet, well-lit, distraction-free place to study. Distraction-free means no phone, TV, or websites other than homework-related resources.

Build Organizational Skills

Learning and mastering the skills of getting organized, staying focused, and seeing work through to the end will help teens in just about everything they do. Students can benefit from parents helping with organizing assignments and time management.

Take Attendance Seriously

Teens should take a sick day if they have a fever, are nauseated, vomiting, or have diarrhea. Otherwise, it's important that they arrive at school on time every day, because having to catch up can be stressful and interfere with learning. Keeping your teen on a consistent daily sleep schedule can help avoid tiredness and tardiness.

Get Involved

Volunteering at the high school is a great way to show you're interested in your teen's education. Some teens like to see their parents at school or school events. But others may feel embarrassed by it. Follow your child's cues about what works for you both, and whether your volunteering should stay behind the scenes. Make it clear that you are not there to spy – you're just trying to help the school community.

Talk About School

Because many teens spend so much of the day outside the home – at school, extracurricular activities, jobs, or with peers – staying connected with them can be challenging for parents and guardians. While activities at school, new interests, and expanding social circles are central to the lives of high school students, parents and guardian are still their anchors for providing love, guidance, and support. Talk with your teen every day, so they know that what goes on at school is important to you. When teens know their parents are interested in their academic lives, they'll take school seriously as well.

Activities-Extracurricular/Athletics

There will be a variety of activities and assemblies presented during the school year. Students earn the right to participate in these activities. Students must remain up to date on classwork and have no discipline issues in order to attend. Students who misbehave during assemblies and activities will be referred to the office and may be denied the right to attend future activities.

Students participating in any Extra-curricular/Co-curricular activity including but not limited to Athletics, Student Council Academic Olympics, Interact, clubs, etc., must meet LUSD9 eligibility requirements as follows:

1. Follow the NIAA eligibility guidelines.
2. Must pay an athletic fee of \$25 per sport; non-refundable after the first competition.
3. In addition to the NIAA academic eligibility, students who receive an F in any course on "A" week eligibility will have one week grace period to improve the grade. During the grace period the student may practice/participate and attend competitions. If the student remains with an F in the same class during "B" week eligibility, the student will be suspended from competitions until the next "A" week and will become "Ineligible" to travel and participate.

Activities-Extracurricular/Athletics Eligibility/Grade Check Procedures:

1. Student grades will be checked on the Grade Check Dates identified at the beginning of the school year. Office staff will post grades each Monday morning. In the event Monday is a holiday, office staff will post grades on the Tuesday, following the holiday.
2. After the grades are posted the office staff will use the NIAA approved team rosters to determine which students have a "D" or "F" grade.
3. Students who do not have any "F" grades will be cleared to play for the next three weeks. Students who do not have any "F" grades will not have their grades checked again until the next assigned "A" week grade check.
4. Students with an "F" grade on an "A" week grade check will be allowed one week to improve their grade to a passing grade and remain eligible for two weeks.
5. If after a "B" week grade check, the student still has an "F", the student will become ineligible at noon on Grade Check day and remain ineligible until the student receives a passing grade on the next weekly check or the next "A" week check. **Ineligible means that the student will be unable to travel with the team, or participate in any competitions until they become eligible.**
6. If a student who has already had an "F" on an "A" week and is deemed ineligible earns an "F" in another class, the student will remain ineligible and be considered ineligible in the additional class.
7. Only students who had an "F" on the most recent "A" week check will be traced during a grade check cycle.
8. Office personnel will screen for all student athletes on an NIAA Roster who have "D" or "F" grades on "A" week check dates. The students with an "F" will continue to be tracked. (refer to #7)
9. The office will provide all applicable coaches with a list of students earning a "D" or "F" on the "A" week grade check as well as students being tracked by noon of the grade check day.
10. If the grade has been improved prior to the next grade check it is the student's responsibility to obtain a "Change of Grade" slip from the office. The teacher must write in the new grade and sign/initial for slip and the student must **return it to the office no later than noon the day before a game.**
11. In the event Progress Monitoring grades are due on a Friday prior to a Monday morning grade check, the Progress grades will determine eligibility. Grades will be posted by 7:15 am. Students earning an "F" will be placed on the list as if it is an "A" week check.
12. If you have questions please call the office for assistance.

Adding/Dropping a class during the School Year

The student fills out a class change request form if a change of class is requested during the school year. The student explains why the request is being made and requires both the student and parent's signature. The student will schedule an appointment with the school counselor. The school counselor is charged with the responsibility of managing the students schedule according to the 4-year plan. The state sets requirements for seat-time in a class to ensure credits are earned. Neither the counselor nor the principal are in a position to waive this requirement. If the student disagrees with the counselor he/she must make an appointment with the principal. Final decision will be at the principal's discretion. **No schedule changes will be made after the second week in the semester.** Changes may not be made if the class has already had a substantial amount of meetings as this may result in the student receiving an F and loss of credit. Special circumstances must have Principal approval.

Athletic Family Passes

Family passes are available for purchase at the JH/HS office. The passes are: \$75 for a year-long pass if purchased before November 1 and \$50 if purchased after November 1. Prices for family passes are subject to change. The passes are good for parents and their children; you must list each family member on the form. The Office manager will review the form and make the pass. Family members can make arrangements to pick up the pass from the JH/HS office when it is ready. You will be given a receipt at the time of purchase. We will not keep a copy of the receipt in the cash box, please present your pass at each athletic event.

Attendance-Policy

It is recognized that regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith. LUSD reserves the right to request medical documentation regarding student absences. Whenever your child is absent for any reason, please call the school office at 928-418-2002 on the day and each day of the absence. If your call is not received by 7:15 am the school will contact parents via ParentVue to notify parents of their student's absence. **If a student has an "Unexcused absence, he/she will be assigned lunch detention until the parent/guardian provides a reason for the absence either by calling the school or sending a note.** Please make sure all notes have parent's signature. Arizona state law mandates compulsory attendance for all children aged 6-16 years.

Parents are asked to, as much as possible, schedule medical appointments after school hours. Family vacations should align with our predetermined school vacation days/holidays. If a student has a medical necessity to be out of school for an extended period, the parents/guardians will need to bring documentation from the medical provider for those days to be excused and complete a "chronic medical condition exemption" form available in the school office.

Excused absences include: Illness, doctor appointment, mental or behavioral health, homelessness, bereavement, family emergencies, time necessary to process for the armed forces, out-of-school suspensions, pre-arranged family vacations, and approved religious holidays. In order for absences relating to illness, doctor appointment, bereavement, family emergencies or district approved family vacation to be counted as excused absences, the school must be notified in advance or at the time of any absence by the parent or other person who has custody of the student.

Unexcused absences include: Any absence not addressed under excused absences. Unexcused absences are considered to be trancies. A student who is Truant means an unexcused absence for at least one class period during the day.

A student who accumulates five unexcused absences within a school year is considered "habitually truant." The Superintendent may discipline the child and/or refer the parents/guardians to a court of competent jurisdiction.

Excessive absences: Are defined as more than 10 days per semester for 7th-12th grade. The penalty for excessive absences includes possible retention in grades 7th-8th, and **loss of credit for students in 9th-12th, which could impact their graduation.**

Notification: The Attendance Clerk runs a weekly report.

1st Notification-students with 8 absences per semester will be notified that they are in danger of exceeding their limit. The parent/guardians will be informed by letter regarding this 1st notification. Parents are encouraged to check the Synergy ParentVue frequently to see up to date information on absences and tardies their child has incurred.

2nd Notification-when the student receives 10 absences, a second notification letter will be sent to parents informing them that this may result in removal from class and/or loss of credit. The parents, student, and principal will meet to discuss a plan of action to correct the causes of chronic absenteeism and discuss prevention of continued absences. This may include an attendance contract between the school, the student and the parent/guardian.

3rd Notification-when the student receives his/her 11th absence in one semester the student will be issued a truancy citation for excessive absences. This citation will mandate that the student and parent appear in front of the North Canyon Consolidated Court in Colorado City, AZ. Any day in excess of 10 days per semester, the student may lose credit and will delay graduation. Absences in excess of 11 days will result in the teachers entering a grade of 0 in the grade book with no opportunity to make it up. The student will have to be placed into credit recovery class to make up the missing credit.

Bringing Items and Valuables to School

Any toys, gadgets, electronic games, or sports equipment (including balls), which have no bearing on your school work or have no place in the school or on school grounds, are forbidden. Do not bring blankets or stuffed animals/toys to school. Specifically, items like squirt guns, trading cards, I-pods, cell phones, electronic games or devices, etc., may be confiscated. All confiscated items of value will be turned into the principal's office. Parents will be required to pick up these items. Discretion is left to the principal.

Due to the risk of loss or theft, it is recommended that students refrain from bringing valuable items to school, such as cell phones, iPods, tablets, jewelry, money, etc. **The school is not responsible for items lost or stolen.**

Bullying

There is a zero tolerance policy toward bullying. Bullying is unacceptable and students who demonstrate bullying behavior will be disciplined according to the school's Progressive Discipline Plan. (see Student Violence/Harassment/Intimidation/Bullying for more information)

Bus Passes

Students who stay after school will need a bus pass to get on either an elementary school bus (seats are limited) or a late activity bus. Students who do not have a pass will not be allowed on after school buses other than the bus that normally takes them home. The teacher supervising the after school activity may issue the pass.

Bus Transportation

Bus transportation is a privilege! Students are subject to all behavior expectations in the student handbook including the additional transportation rules for the safety of all involved. Students in non-compliance with any of the behavior expectations will be subject to the consequences in the progressive discipline chart. If a student misbehaves on the bus, the official complaint will be filed by the bus driver and given to the site Administrator, or the Director of Transportation.

The student may be warned and/or have bus privileges suspended. IF the problem persists, students will need to have a conference with the Transportation Director, Site Administrator, Bus Driver, and Parent to resolve the existing problem.

Activity/Athletic Trips:

Students will have signed parental permission, verified and signed by the Office Manager to leave the bus other than for home or school. If the student is riding an activity bus and wishes to be released mid-trip, they will ONLY be released to the parent/guardian if the parent/guardian request so and must be physically present to pick up the student.

Bus Transportation Policy

- Students being transported are under authority of the bus driver.
- Fighting, wrestling or boisterous activity is prohibited on the bus.
- Students will use the emergency door only in case of emergency.
- Students will be on time for the bus, both morning and evening.
- Students will not bring firearms, weapons or other potentially hazardous materials on the bus.
- Students will not bring animals, except approved assistance guide animals on the bus.
- Students will remain seated while bus is in motion.
- Students may be assigned seats by the bus driver.
- When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
- Students will not extend their hands, arms or heads through bus windows.
- Students will have parental permission signed by the Office Manager to leave the bus other than for home or school, including getting off at a different stop.
- Students who stay after school will need a bus pass to get on either an elementary (limited seating) bus or late activity bus. Bus passes are issued by the office manager or staff member in charge of the activity attended.
- Students will converse in normal tones; loud or vulgar language is prohibited.
- Students will not open or close windows without permission of the driver.
- Students will keep the bus clean and must refrain from damaging it; no food or drinks allowed on the bus.
- Students will be courteous to the driver, fellow students and passers-by.
- Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Cafeteria/National School Lunch Program

The Littlefield Unified School District participates in the National School Lunch and National School Breakfast programs, serving nutritious meals each school day. Parents/Guardians must fill out a lunch application yearly.

In the operation of the Child Nutrition Programs, no child will be discriminated against because of race, sex, color, national origin, age or disability, if you believe you have been discriminated against, write immediately to the Director of the United States Department of Agriculture, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Ave. S.W. Washington D.C. 20250

Special Nutritional Needs Requests

All meals served must meet nutrient guidelines established by the U.S. Department of Agriculture. However, if a child has been determined by a doctor to be handicapped, and the handicap would prevent the child from eating the regular school meal, the school will make substitutions **prescribed by the doctor**. If a substitution is needed, there will be no extra charge for the meal. **A current diet prescription from the physician must be provided to the cafeteria staff.** *If a student has food allergies, parents need to inform the school office. The office will inform the cafeteria.*

Care of School Property by Students

Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once.

No student shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to discipline for willful damage or destruction of school property.

If any minors engage in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the court order the minors, or their parents, to make full or partial restitution.

Cell Phones

Cell phones can only be used before and after school, during passing, and at lunch time. **NO cell phones will be used during instructional time (class time).** When a student enters a classroom, they will be required to put their cell phone in a Faraday bag. The bag can be placed on the student's desk, however, during class time it must remain on the desk and visible to the teacher. No cell, bell to bell. If a student has permission to leave to go to the restroom, get a drink, etc., the cell phone must remain in the classroom on the desk. Please note if any student is caught using a cell phone during the instructional time, the cell phone will be confiscated and the Progressive School Discipline Plan will be enforced. If parents have an emergency, call the office and we will notify your child immediately; **please do not call or text your child on their cell phone during scheduled class time.** If they answer you during instructional time, your child may have their cell phone confiscated pursuant to our discipline policy.

Infractions to the rules and/or policies should be controlled the same as other classroom behavioral issues.

Violations could result in discipline not only to the student but to the supervising classroom teacher as well.

- 1st offense: student can pick up phone after school in the office
- 2nd offense: student can pick up phone after school and parent will be contacted
- 3rd offense: parent must pick up phone, lunch detention will be assigned
- 4th offense: 3 Day suspension (in-school or out of school)
- 5th offense: loss of privilege for the semester, no cell phone use allowed

Chromebooks

Access to school-provided Chromebooks is an added benefit; therefore the following rules are implemented:

- Use the assigned Chromebook unless told differently by the teacher.
- Use the Chromebook for assigned work only.
- Report any computer damage to your classroom teacher immediately.
- No food, drinks, or gum when computers are being used.
- Do not play games (teacher approved instructional) without the consent of the teacher. Do not play music on your chromebooks. Do not use your device as a means of social media; your messages on a school owned device are subject to monitoring.
- You must have a signed Chromebook Device Agreement in place. Specific violations/consequences are listed on the document. You will be held financially responsible for damages or replacement.
- Do not walk about with the computer open.
- Keep your workspace free of clutter.
- Chromebooks will be assigned to each student to keep throughout the school year, and check back in prior to the end of the year. Students will be held responsible for any damage that occurs to their Chromebook.
- Violations will be addressed as follows:
 - 1st offense: computer taken away. Loss of use 2 class periods.
 - 2nd offense: computer taken away. Loss of use 1 full week.
 - 3rd offense: computer taken away. Loss of use the rest of semester. Office Referral.

Chromebook Device Agreement

The policies, procedures, and information within this section of the Student Handbook apply to all Chromebooks and devices used by Littlefield Unified Schools District's students, staff, or guests including any other device considered by the administration to fall under this policy. Teachers may set additional requirements for Chromebook and device use in their classrooms.

Before a Chromebook or device may be issued, students, parents, and guardians are expected to sign and acknowledge the Student Handbook form which verifies their understanding and agreement to abide by the policies, agreements, procedures and directives set forth below.

Chromebook Device & Care

Students are responsible for the general care of Chromebooks and devices. Technology which is broken or fails to work properly must be reported immediately. Protective sleeves (when available) are provided for basic protection from everyday use. They are not designed to prevent damage from abusive drops or handling.

Handle with Care:

- Keep the device away from food or liquids.
- Do not attempt to disassemble or repair the device at any time.
- Do not place stickers or decals on their device or school-issued sleeve.
- The student will adhere to the Electronic Information Services User Agreement.
- The student will not share their passwords or login information.

Screen Care: Chromebook and device screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not place anything in the carrying case or sleeve that will press against the cover
- Do not poke the screen with anything that will mark or scratch the screen surface. (Example: pencils)
- Do not place anything on the keyboard before closing the lid (pens or pencils)
- Do not use cleaners, sprays, alcohol, ammonia or abrasives on the Chromebook or device
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Chromebook Device Use

- Please note these are not your personal accounts - be professional.
- School-approved sites are allowed only when teachers have given permission.
- Do not use another student's Chromebook, and do not allow them to use your device.
- Protect your login information. Never share this with others.
- Chromebooks should only be used while they are on a flat, stable surface such as a table or desk.

Damage & Repair

Parents/students will be charged for the full or partial replacement cost of a device that has been damaged. A Chromebook or device or any of its accessories that are lost (whereabouts unknown) or damaged is the responsibility of the student and parent involved in the loss of property per the replacement cost schedule outlined here. The user will not be given another device or accessory to use until the replacement cost of the lost or damaged device or accessory is paid to the school. Actual charges may vary. Damaged/Lost Case (\$20.00); Lost/Damaged Chromebook (\$300.00); Lost Power Cord/Charger (\$20.00).

Consequences

The Chromebooks and devices belong to the Littlefield Unified School District #9 and the devices and student accounts will be monitored through district level management software. Chromebooks and devices can be inspected on a regular basis to check for proper care as well as inappropriate material being accessed. Anyone found violating the Electronic Information Services User Agreement in the Beaver Dam Jr./Sr. Parent/Student Handbook will be subject to disciplinary actions.

Chromebook Software

Chromebook software is delivered via Google Chrome. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System, and many other applications useful in an educational environment. The Chrome Operating System will automatically install updates when the computer is shut down and restarted.

Students are not to install additional software on their Chromebook. From time to time, the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Chromebook & Device Web Filtering

All Chromebooks are set to utilize Littlefield Unified School District's Internet Filter. When Chromebooks or devices are taken outside the school, parents or guardians are responsible for providing a safe environment for their child while using their Chromebook or device.

Protecting & Storing Your Chromebook

Chromebooks and devices will be labeled in the manner specified by the school. Chromebooks and devices can be identified by a record of serial number and an individual's Google Account username. Under no circumstances are students to modify, remove, or destroy identification labels.

Class Assignment Process

Students will be assigned using the factors below:

- Academic ability (assigned evenly)
- Resource placement (assigned evenly)
- English Language Learner
- Content/graduation Requirements
- Seat Availability (electives)
- Disruptions to the educational environment (Alternative Education)

The building principal and school counselor shall make class assignments.

Clean Campus

Students, faculty and staff should take pride in Beaver Dam Jr./Sr. High School. Everyone is expected to help keep the building and campus clean. Students are expected to clean their tables after breakfast and lunch and throw their trash in the garbage cans. Keeping the building and campus clean is not just the job of the custodians; it is everyone's job.

Closed Campuses

Beaver Dam Jr./Sr. High School is closed campus. Therefore, students are to remain on campus during school hours, including lunch. Students may only leave campus when permitted and approved by administration under special circumstances. Our building remains locked for safety. Students may not leave the building during the school day, unless properly checked out by a parent/guardian. All visitors are required to report to the office and sign in.

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to the school sign-out procedures. The office manager will determine that permission has been given, allowing student to leave. A student will not be released to any person without the prior written approval of his/her parent or otherwise provided by law. Students who drive and require release for appointments must have parents contact the school giving authorization to sign out prior to leaving.

Code of Conduct

Any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board is prohibited. (JIC)

Conduct Codes And Violations

It should be understood that the following list of offenses addresses problem areas. Students should be aware that these policies describe only major problem areas. At any time, students may be counseled by teachers or administrators regarding their behavior, even if the behavior is not specifically addressed in these policies. If this occurs, students will be informed as to what they must do to make their behavior acceptable. (JIC)

We suggest parents go over these guidelines with their student(s) after reading the policy carefully. This basic code of conduct is designed to support, not stifle, students. We hope it will help provide students with a school they are proud to attend, in an atmosphere where they have freedom to learn.

Conduct At Assemblies/Programs/Bus Trips

Assemblies and programs of various kinds are held throughout the year. Students are expected to behave in a mature and courteous manner. **All school rules are in effect at all times.** The same conduct is expected on trips of any kind.

Conduct At The Bus Stop

Misconduct at the bus stop either before or after school carries the same consequence as misconduct on the school grounds.

- Be on time for the bus, both morning and afternoon. The bus driver does not have time to wait.
- Walk in front of the stopped bus if it is necessary to cross the street or highway.
- Stand a safe distance back from the curb or highway.
- Get in line when the school bus is approaching.
- Wait patiently for the school bus.
- Have written permission from the office to leave or board another bus other than at home or school.
- Use the steps and handrail when getting on or off the bus. (EEAEC, JIC)

Conduct While In The Cafeteria

All school conduct rules apply in the cafeteria. If a student fails to follow cafeteria rules, he/she may be assigned a separate area to eat. Throwing food or taking another student's food is forbidden. If these rules are not followed, cafeteria privileges may be lost.

Complaint Procedure

If there is a complaint, the following steps should be followed:

1. Contact the teacher for resolution.
2. If not resolved, contact the principal.
3. If not resolved, contact the Superintendent

Prior Misconduct

Occasions of prior misconduct where a student has previously received discipline can be considered in subsequent student disciplinary proceedings to justify additional disciplinary consequences where it is established:

1. The student has not benefited from prior and usually less severe disciplinary intervention, or
2. The student is engaging in continued disruptive or disorderly behavior.

Dances

Transportation to and from dances is not provided by the school. Please pick up all students promptly at the end of each dance.

School dances are a privilege. Students earn the privilege to attend each dance by showing the ability to follow rules at school. The school can refuse entry to students who habitually show poor behavior. To be “eligible” to attend the school dances the student should:

1. Not be suspended
2. Not be assigned to the ISS room for serious discipline referrals.
3. Not get more than 3 disciplinary referrals during the assigned time interval between dances.

School Attendance: Students who are absent from school may not attend a dance held on that same day. Exceptions may be granted by the school administration for verified doctor's appointments, funeral attendance, or other extenuating circumstances pre-approved by the administration.

Students may bring guests to the Homecoming Dance and Prom by following these procedures:

- Obtain a “Guest Contract for Dances/Events” from the office
- The contract must be filled out completely with required signatures and returned to the office by 8:00 am (3) days prior to the dance. The Administrator will determine final approval/denial. No person will be admitted without approval.

Once students leave a dance they WILL NOT be granted reentry. The chaperones are responsible for supervision and enforcing the rules. They will make the final decision at the dance when an administrator is not present.

Detention

Lunch detention: assigned by the Principal, and in some cases, the Attendance Clerk.

- Students will report directly to the classroom designated for lunch detention at the beginning of the lunch period.
- Students will not speak with anyone other than the supervising teacher or staff members.
- Students will sign in next to their name.
- After 15 minutes in the detention room the students and the supervisor will walk to the cafeteria and pick up their lunch, returning with their supervisor directly back into the detention room. Students will clean up after they've eaten and throw their trash away in the detention room.
- Cell phones are not allowed, nor is talking during lunch.
- The lunch detention supervisor will report students who did not attend and students who acted out inappropriately to the office.
- Students who skip lunch detention will receive an extra day for each day missed. If a student habitually skips lunch detention he/she may be assigned lunch detention for an extended period of time. The administrator will make the determination.
- Additional infraction above the stated consequences listed above will be addressed on an individual basis.

In-School Detention: a teacher may send a student to the office for disruptive behavior

- The teacher sends an electronic discipline referral to the principal and sends the student to the office.
- The office or attendance clerk authorizes the admittance into the ISS/Detention room for record-keeping.
- All rules of the ISS/Detention room will be enforced. Any disruptions of the ISS/Detention room will result in further disciplinary action, guided by the Progressive Discipline Plan.

In-School Suspension: The Principal assigns In-School Suspension.

- The student reports to the ISS room for the designated assignment and will be in that placement for each day.
- Once in the ISS room the supervisor will take the ISS Assignment sheet to each of his/her assigned teachers to collect the assignment for the day.
- All rules of the ISS room will be enforced. Any disruption will result in an extended assignment to the ISS room, determined by the Principal.

Out of School Suspension: The Principal assigns Out of School Suspension (OSS)

- This is assigned according to the Progressive Discipline Plan as the result of a disciplinary referral.
- If OSS is assigned, the parent will be contacted to pick up the student.
- The student is mandated to stay off all campuses within the district for the duration of the suspension.
- The mandate includes any after school hours activities.
- While the student is absent he/she can continue to work on assignments. A parent may pick up any assignments after 2:00 pm each day of the suspension by calling and arranging with the office.

Dress Code -Policy JICA and JIC

Littlefield Unified School District recognizes that appropriate clothing worn by students, and their grooming practices, contribute to the achievement of educational goals and the successful accomplishment of the district's high standards in all aspects of the educational program. The district also recognizes that student dress and grooming practices can affect the health, safety and general welfare of the students.

The purpose of the student dress code is to encourage students to “dress for success” and come to school properly prepared for participating in the educational process. **The administration reserves the right to consider a student's attire inappropriate, distracting, or gang related. Any clothing, the way clothing is worn, or grooming practices that are deemed by the administration to be disruptive to the educational process will not be acceptable.** [JICA and JIC]

On the first incident the student will be required to change clothes. The second incident the student will be asked to bring his or her parents to meet with the principal. Other incidents may result in out-of-school suspension with a required parent conference. Responsibility for personal dress, grooming, and appearance is as follows:

1. Attire and grooming of all students should be neat, clean and safe.
2. Students should avoid apparel that is so extreme that it interrupts school decorum or impacts the educational process.
3. Students should wear safe footwear. Appropriate footwear for PE classes is required. Shoes with wheels or “heellies” must have wheels removed. Slippers, flip-flops and athletic slides are not appropriately safe footwear and should not be worn as daily footwear and they are not allowed to be worn in shop classes.
4. Students should have the responsibility to cooperate fully with clothing standards required for special classes (such as autobody repair, home economics, PE, and special school activities).
5. P.E. uniforms are available for sale and are strongly encouraged to be worn for PE. NO JEANS. Athletic shorts, meeting dress code, may be worn. Shirts must include the school name to meet the PE requirements.
6. Hair, including beards, mustaches, and sideburns, should be groomed so that it is neat and clean.
7. Printed apparel is acceptable only if it is done in good taste. Any apparel displaying profanity, suggestive slogans, promoting illegal activities, or drug related names/items will not be allowed. Clothing exhibiting slogans from tobacco, alcohol, Playboy, Playerz 69, and/or gang-related items are not permitted. As trends change the administration will make adjustments accordingly.
8. Hoods, bandanas and sunglasses are not to be worn in the school building.
9. Clothes that are mutilated or immodest are not appropriate for school.
10. Any apparel revealing a bare midriff or bare shoulders, or cut low under the arms, is not permissible. All T-shirts, blouses, and shirts must cover the shoulders by at least two inches and cover the underarm area.
11. Tank tops without a covering garment or t-shirt underneath are not permissible. Also, spaghetti straps, ribbed tank tops, tube tops, and racer-back tops are not permitted without a covering garment.
12. Sleeveless shirts are permitted, however the shoulder width should not be smaller than two inches; about the width of three fingers.
13. Shirts and blouses that dip down too low, and/or revealing cleavage are prohibited.
14. Dress, skirt, and shorts lengths must be longer than fingertip length.
15. Pants or tops that reveal underclothing are not allowed. Additionally, large holes in clothing that reveals underclothing is not allowed.

16. Chains are not permissible including wallet chains or any chains used to decorate an outfit.
17. Jewelry should not be worn if it presents a safety hazard to self or others.
18. Face coverings for health safety are not required but remain optional.

Drug-testing-Policy JJIE

Students who participate in extracurricular activities may be drug tested according to LUSD policy. In addition, the District reserves the right to request drug testing of any student who at any time exhibits cause for reasonable suspicion of drug usage.

English Language Learner (ELL) Program

Students with a primary home language other than English are given the AZ approved ELL test annually (AZELLA). Students identified as Limited English Proficient by this test are given the opportunity to participate in the English Language Learner Program. Students in the EL program take an annual reassessment each spring.

In the Littlefield Unified School District, our programs adjust instruction to the student's strengths and needs. Our approach includes instructional strategies, practices, and methods designed to assist each student learn English and meet age-appropriate academic standards. Our goal and expectations are for all students, including those enrolled in EL programs, to increase proficiency, to meet academic standards, to promote to the next grade each year, and to stay on track for graduation.

The state of Arizona has approved various instructional models for the English learner program to assist students reach proficiency in English, as well as academic growth, achievement, and success. We use the Structured English Immersion (SEI) Pull-Out Model. This is a combination of Integrated and Targeted minutes. This means that EL students receive instruction with their entire class and within smaller groups with a teacher qualified in SEI instruction.

Emergency Situations/Fire Drills/Bomb Threats/Intruder Drills

Parents may call the school office, the District office, 928-418-2003, or the Sheriff, 928-347-4900 to report weapons, bombs or potential threats or anticipated harmful or violent activities. In case of fire or other emergency, the appropriate signal will be given. There is an evacuation plan posted in each room which shows the route of evacuation from that particular room. Be sure to familiarize yourself with the plan for each room you occupy during the day. Fire and Lock Down drills are completed on a regular basis at each school. In case of an alarm, follow the specified procedure for that situation. The all-clear signal will be sounded when the students are to return to the building or previous activity. Anyone creating a false emergency will be subject to disciplinary action. In case of an evacuation staff and students will be moved to a safe off campus location. Student behavior standard off-campus will be the same as on-campus. If for any reason we find it necessary to close school early, the public will be informed of the action through our dialer system, web-site and Facebook.

Exemption from Physical Activities

For a child to be exempted from physical activities, the parent must send a note. If the exemption is longer than three days, there must be a note from the doctor. If the exemption from a PE class impacts the ability to effectively complete the curriculum or earn a credit, then the student may be transferred to a different class.

Failed Classes/credit recovery

Students who have failed a class at Beaver Dam Jr./Sr. High will be expected to make up the failed class through the online credit recovery program or assigned recovery class. Alternative arrangements must have prior approval of the Principal. Failure to recover credit will impact a high school student's ability to graduate on time.

Field Trips

Field trips are taken as funding is available and are not guaranteed to occur every year. Students who attend field trips must have a District Permission Slip with a parent/guardian signature prior to being able to attend.

Furthermore, a student wishing to attend an end of the year incentive trip must be making acceptable academic growth and meeting behavior expectations. Jr./Sr. High School students must have a 2.0 GPA, no failing grades and have not been assigned to ISS or have any Out-of-school suspensions for the semester. Teachers and administration will determine final eligibility. Field trips are a privilege, not a right.

Final Exams

Any student missing first semester final exams will receive an F for the exam and will have 2 weeks to make up the final exam(s). If the final exam(s) is not made up within this time frame, the student's final grade will remain as an F (Failed) which will impact their final overall grade.

Fundraising

Students who raise money for any activity or program that is school-related is required to follow LUSD fundraising policy. The policy requires any faculty and staff member at Beaver Dam Jr./Sr. High School refer the student to the office to turn money in and get a receipt. No money can be kept in a classroom. Furthermore, staff members may not deposit money to be used for a school related event or activity into their personal bank accounts.

Gang Apparel and Participation

A gang is defined by policy as a group of three or more which have a unique name, sign, symbol, or mark, and whose members engage in criminal, violent or destructive behavior to persons or property. This includes creating an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function at school.

Students are prohibited from engaging in any form of gang activity, including the wearing, possessing, using disruption, displaying or selling any gang attire, symbols, signs or other things which are evident of membership in recruitment of, or desire to be affiliated with a gang. Doing so could likely end up in severe consequences, including but not limited to expulsion and referral to law enforcement.

Grading Scale

The Jr. High/ High School uses the following grading scale:

A	90-100%	Grade point value	4
B	80-89%	Grade point value	3
C	70-79%	Grade point value	2
D	60-69%	Grade point value	1
F	50-59%	Grade point value	0

Graduation Requirements

Arizona State Requirements /Beaver Dam HS Requirements):

English	4.0 units
Math	4.0 units
Science	3.0 units

Social Studies 3.0 units including:

American Government/AZ Government	.5 unit
American (U.S.) History (including AZ history)	1.0 unit
World History & Geography	1.0 unit
Economics	.5 unit

Fine Arts or CTE (Career, Technical & Vocational Ed.)	1.0 unit
Senior Project (Post High School Career Path)	.5 unit
Physical Education (PE)	1.0 unit
Health	.5 unit
<u>Electives</u>	<u>7.0 units</u>
Total Credit Requirements:	24 Units

State University-Bound Requirements:

English	4.0 units
Math	4.0 units
Science	3.0 units
Social Studies	3.0 units
Including:	
American/AZ Government	.5 unit
American /AZ History	1.0 unit
World History & Geography	1.0 unit
Economics	.5 unit
Modern Languages	2.0 units
Fine Arts/CTE	1.0 units
PE	1.0 units
Health	.5 units
Senior Project (Post High School Career Path)	.5 unit
<u>Electives</u>	<u>5.0 units</u>
Total Credit Requirements:	24 Units

Graduation-Early

Students who are entering the next school year as Juniors may apply to be fast tracked to graduate at the end of Jr. year. The following requirements must be met (no exceptions):

- Student must enter their Jr. year with a cumulative GPA of 3.50 or greater.
- The student's State Assessment Scores from their Sophomore year are at Proficient or Highly Proficient. Other summative exam scores may be substituted if state assessment scores are not available that demonstrate proficiency of the Sophomore academic standards.
- Students must complete an application for early graduation, outlining their post high school plans.
- The student will not be allowed late arrival or early release in their schedule.
- Student notifies his/her intention of early graduation with the counselor and Principal's approval PRIOR to the Jr. year (to allow for scheduling of all coursework leading toward graduation).
- A meeting must be held prior to the Jr. year with parent, student, counselor and Principal to review paperwork and obtain proper signatures.
- Once approved, the student must maintain a 3.5 GPA throughout their fast track or they may forfeit their eligibility to participate in the program. The administration makes the final decisions.
- If the student wishes to attend the Senior class trip he/she may do so but must attend the same year as graduation. (Student cannot return the following year to attend).
- If the student satisfactorily completes all requirements, he/she will be invited to participate in graduation at the end of that school year.
- NO fast-tracked student will be eligible for Valedictorian or Salutatorian selection

If a Senior wants to fast track to graduation and complete all requirements by the end of the first semester, he/she must meet the following requirements:

- Student must enter the Sr. year with a cumulative GPA of 3.50 or greater.
- The student's State Assessment Scores from the end of the Jr. year are at Proficient or Highly Proficient. Other summative exam scores may be substituted if state assessment scores are not available that demonstrate proficiency of the Junior academic standards. The student must have ACT scores from Junior year that are acceptable.
- The student will not be allowed late arrival or early release in their schedule.

- Student notifies his/her intention of early graduation PRIOR to the Sr. year (to allow for scheduling of all coursework leading toward graduation).
- A meeting must be held prior to the Sr. year with parent, student, counselor and Principal to review paperwork and obtain proper signatures.
- Once approved, the student must maintain a 3.5 GPA throughout their fast track or they may forfeit their eligibility to participate in the program.
- If the student wishes to attend the Senior class trip at the end of the year they may do so at the discretion of the administrator. The administration makes the final decision.
- If the student satisfactorily completes all requirements, he/she will be invited to participate in graduation.
- NO fast-tracked student will be eligible for Valedictorian or Salutatorian selection.

Health Services

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is past or until a physician recommends a return. (JLCB) Parents and Guardians shall keep the school informed of students needing to quarantine due to positive contacts with COVID 19 or variants.

A safe area in the school will be designated for students who are reportedly feeling ill or who are experiencing symptoms of being ill until a parent or guardian can be reached.

In some situations, it is necessary for the student to receive a prescription drug or over-the counter drug during the school day. The school secretary will cooperate with the family physician and the parents when the following requirements are met:

1. All prescription medication must be prescribed by a physician.
2. Over-the-counter medication must be prescribed by a physician to be kept in the school office.
3. There must be a written order for prescription medication from the physician stating the name of the medications, the dosage, and time to be given.
4. There must be a written order for over-the counter medication from the physician stating the name of the medication, the dosage, and time to be given to the child.
5. All medications must come to the Office in the most recent prescription bottle or in the original sealed package which includes dosage to be given.
6. Parent must bring medication into the school. Students are not allowed to do so. It is parent's responsibility to monitor a student's medications so he/she does not run out.
7. If the student requires a special snack it is the parent's responsibility to communicate with the school and provide the snack either daily or bring in a larger amount to be stored in the office.

When the physician feels it is necessary for the student to carry and self-administer his own medication, either prescription or over the counter medication, the physician shall provide written recommendations to be attached to the signed parent permission form.

Allergies: If a student has any allergies that affect her/him during the school day, it is the parent's responsibility to notify the school office. This includes food allergies.

Lice: If a student becomes infected with lice, he/she shall be excluded from school until treated with a pediculocide.

Hygiene: If a student comes to school dirty and/or smelly, and if these conditions are apparent to both teacher and other students, we reserve the right to call parents/guardians to pick up the student.

Screening of New Students: Students who are new to the district must have a 45-day screening completed. If there are concerns expressed by teachers or parents, the student will be referred to the school's Child Study Team (CST).

Homework/Makeup Work

Homework that is required is part of a student's overall grade. If a student is absent, he/she will be required to make up class work missed as well as homework. Upon the students return to school it is his/her responsibility to obtain, complete and return the missed work to the teacher within a designated time frame. (Usually within 3 days.)

Honor Roll

Students who complete the grading period with a GPA of 3.5 or higher will be considered for the Honor Roll.

3.50-3.74	Honors
3.75-3.99	High Honors
4.0	High Honors with Distinction

Immunizations

No child will be allowed to attend school unless all immunizations are complete. (JLCB) Students may not attend school until proof of the immunizations is presented.

Library Services

Students are responsible for the materials they check out from the library. Timely return of materials ensures their availability to all students in the school. The Mohave County Library makes a book-mobile available for Jr./Sr. High school students on a regular monthly schedule.

Lockers/Backpacks

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. For safety and security purposes, duffle bags and large purses will not be allowed in classrooms. Only wallet size purses will be permitted in classrooms and backpacks must be kept in lockers during class. The district may inspect a backpack if there is reasonable suspicion that a violation of policy has occurred. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and the combination not made available to others. Valuables should never be stored in the student lockers. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present, maintenance or proper sanitation, mechanical condition and safety, and to reclaim district property including instructional materials. Any drug or weapon seized as a result of a search will be given to our local law enforcement authorities.

Public Display of Affection

Public displays of affection are prohibited. This includes kissing and excessive close physical contact. Hand holding is allowed. If supervising staff feels that public safety is a concern they are expected to redirect students. It is expected that the students show compliance with the request.

Senior Class Trip

Option I-

Students can fund their Sr. Trip by raising money privately, without school assistance, without using school facilities and without raising money using the school name. If they raise money for their portion of the trip as indicated above, they will not be under the guidelines identified in Option II. Sr. Trips falling under Option I need to take place after the close of the school year.

Option II-

Students raise money through the school, using school facilities, school named and/or other ties to the school. Sr.

Trips that are planned under Option II will adhere to the following guidelines:

- Trips should be limited to a total of three days and two nights. Anything more than this requires board approval.
- The options for transportation are: Commercial Bus Company, ADE Approved Vehicles, LUSD Bus
- **All money used to pay for transportation, event tickets, room reservations and any other trip related expenses must be deposited in the Sr. Class account in accordance with district policy, with the total amount required being deposited by March 1st of the same year as the trip.**
- All transportation paperwork must comply with district policy.
- All monies paid to district and/or outside vendors will be paid by the Littlefield Unified School District
- Staff members shall not use their personal credit cards or bank accounts to reserve and/or pay for any expense associated with the trip.
- All plans must have prior approval by the principal prior to finalization. If the trip must have the prior approval of the governing board, complete no later than December of the school year.
- Students must remain eligible to attend by staying on track for graduation.
- Any monies earned under the auspices of the Sr. Class will remain with the class whether or not the student who earned the money attended the trip or not.
- Behavioral infractions occurring during the Sr. Trip will result in the student not being able to complete the trip and will be required to call parents to come pick them up from the trip.
- A parent/student meeting will be held at the beginning of the school year and again in Semester 2 to review Sr. trip rules and regulations.

School Bus Safety Program

Student behavior on a school bus should be the same as that in a well-ordered classroom with the exception that students are free to talk, but with no screaming or shouting. Students are expected to follow the instructions provided by the bus drivers. Poor behavior on the bus will be reported to the school administrators and is subject to discipline, including suspension from the bus.

Sickness at School

Students who become ill at school should first check with the classroom teacher, and then report to the office. When necessary, parents will be called to come for their child. If parents are unavailable, the emergency contact will be called. If you need to call your parent come to the office. Do not violate our cell phone policy. It also keeps the office informed of students who are feeling ill.

Scope of Rules Off Campus

Under “Scope and Authority” School rules may be enforced for conduct occurring **off campus and away from school sponsored events without regard to the time of day** where the motivation for the misconduct arose out of the school environment or the misconduct affects the educational and orderly mission and function of the district or endangers or threatens the members of the school community. (JLIA)

Soliciting At School

No student or other individual is allowed to sell any items at school that are not sponsored by an approved school organization.

Special Education Services

The program is designed to provide a free appropriate public education (FAPE) to all children with disabilities aged three (3) through twenty-one (21) years within the District's jurisdiction, including children advancing from grade to grade, those who have been suspended or expelled from school in accordance with the applicable IDEA rules and regulations, and any child with a disability the District has placed in or referred to a private school or facility. The District may refer to and contract with approved public or private agencies as necessary to ensure the provision of FAPE for children with disabilities.

These services may include specialized programs, personnel, facilities, materials, and equipment needed to promote the individual physical, social, intellectual, and emotional growth of exceptional students. The district has procedures that provide educational opportunities for individuals with disabilities and that accomplish District compliance with federal laws including the Individuals with Disabilities Education Act (IDEA), the Office of Civil Rights (OCR), the Arizona Revised Statutes, and the lawful regulations of the State Board of Education.

A student may be referred for services by parents, teachers, staff, themselves, and by prior placement at another school district. Prior to any screening or evaluation, the parent will be invited to a Child Study Team (CST) meeting held at the school site. Parent written consent is required prior to screening and testing. A school psychologist administers the tests. Once a student qualifies for special education services, an individual education plan (IEP) is developed which includes goals and objectives to address the areas of disability. (IHB)

Questions regarding the special education program should be directed to the elementary school principal or the Director of Special Education. Areas for qualification for services include specific learning disability (SLD), other health impairment (OHI), orthopedic impairment (OI), mental retardation, traumatic brain injury, visual impairment, hearing impairment (HI), emotional disability, multiple disabilities, speech/language impairment, autism, physical handicap, preschool delays, gifted, etc.

Student Activity Card

All students attending beaver Dam Jr./Sr. High School will be assessed a Student Activity Card fee. The cost of the Student Activity Card is \$30 each school year.

The Student Activity Card secures the student the right to participate in school activities, including attendance at athletic events, clubs, organizations, and most trips. The card allows the student free entrance into all home athletic events. It does not include the cost of dance tickets or events that require additional fees. Students will not be issued the Activity/ID Card until the fee is paid.

If the student/parent cannot pay due to financial hardship, request a meeting with the principal so a payment plan can be created.

Student Council

Any student 7-12 grades is eligible to run for elections and participate in Student Council. The following qualifications must be met:

- Minimum of 2.5 GPA
- No F's from beginning of current school year through May 1st grade check
- No ISS for Discipline
- No more than 9-10 absences throughout the school year
- Must be a full time (M-F) student

Students must complete a packet and return it by the deadline. Please contact the Student Council advisor for more information.

Student Fines and Charges

Students will be responsible and accountable for loss of or damage to school property, including textbooks, library books, Chrombooks/chargers, computer accessories (headphones, cords, etc.), and all other school property.

Students who receive fines for not paying for a missing book or other school related equipment will have the balance owed posted on their account. If a student has an account showing monies owed, he/she may be denied access to school related activities, including field trips and graduation ceremony until the account has been settled.

If a student owes fines/money due and is planning to transfer from LUSD9 the student's transcripts and school records will be held until after all debt is cleared.

Student Insurance

Accident insurance is made available to students for purchase. Applications are available in the office. An athlete participating in any sport is required to have insurance coverage. Coverage can be obtained by parents by going to k12studentinsurance.com

Student Parking

ALL STUDENTS ARE REQUIRED TO PARK IN THE LOT LOCATED AT THE BACK OF THE SCHOOL CLOSEST TO THE COMMONS AREA

- Students may park on school premises if they have obtained a student parking pass from the front office. Driving to school is a privilege, not a right.
- The District retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of a student's automobile on school property.
- The District may inspect the interior of student automobiles whenever a school authority has "reasonable suspicion" that illegal or unauthorized materials are contained inside the automobiles.
- Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.
- A student failing to provide access to the interior of the car upon request by a school official will be subject to disciplinary action.
- Students shall not go to their cars between classes or at lunch. Students must exit their vehicles promptly after arriving at school.
- If a student fails to follow school policy related to use of vehicles, the vehicle may be towed away and stored at the owner's expense.
- Please obey all traffic rules, speed limit, etc. Students who do not abide by safe driving practices will not be allowed to drive a vehicle on district property. The speed limit on school grounds is 15 MPH.
- Wait until all school buses have pulled out of the parking lot prior to students leaving the parking lot.
- Students will provide a copy of their driver's license, registration and automobile insurance to the office in order to obtain a parking pass.

Student Release Policy

Students will be released early only to:

- a. Parent/s with whom they reside
- b. A legal guardian
- c. A lawful custodian

A student will not be released to any other person other than the legal custodian except when the principal has assurance that the release is authorized by the legal guardian. Questioned authorization for the release of the student shall be confirmed by the principal with the legal custodian. The principal may demand appropriate identification or authorization in writing from the student's legal guardian. The principal may demand that written authorization be confirmed by telephone or in person. Parents/legal guardians please ensure that the correct information is listed in Synergy.

At no time will we release a child from school without the child being signed out by an authorized individual. If custody is an issue, court order documentation identifying the legal custodian of the child(ren) is required. PLEASE NOTE: If a student is not picked up in a timely fashion, and parent(s)/guardian(s) cannot be contacted, we reserve the right to contact the Department of Child Safety/Mohave County Sheriff.

Student Records Accessibility Rights & Procedures

What Student Information Is Collected By Schools?

By state law, Littlefield Unified School District No 9 must collect and maintain administrative records on all students who reside and attend school in the district. Administrative records include birth date, gender, names and addresses of parents, academic work completed, standardized achievement and intelligence scores, aptitude tests, immunization data, and attendance records.

Directory information on students, which includes the following: student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, and grade level will be utilized or released to certain agencies unless a parent notifies the school, in writing, that such information should not be released.

What Is Student Record Information, And Where Is It Kept?

While a student is enrolled in Littlefield Unified School District No 9, official records are maintained in a Cumulative Record Folder at the home school. Financial aid in the school district is based on administrative records and other information sent to the State Department of Education.

Other records for all students are health records, student records of grades, registration form, emergency contacts, and report cards. Records maintained for some, but not all, students have guidance folders, social work records, psychological evaluations, special education materials, and age certification.

How Long Are Records Kept?

Administrative records shall be permanent and maintained by the school system for an indefinite period. These permanent files are kept to fill requests for information from former students who later need to verify school-related information from their own records. Supplementary records may be destroyed when they are no longer accurate or needed by professional personnel to plan the most appropriate instructional program for students.

Who Is The Custodian Of Records?

The principal of the building is the custodian of the active student records. All requests for access to the records should be directed to him/her. The records of all students who have withdrawn from a school will be kept as follows: grades PreK-12th in the main office at the school sites. The custodians of records are: Superintendent at the District Office; the Special Education Director at the Special Education Office and the Principal, Office Manager, Counselor. Requests for records should be made to the above locations.

What Happens To The Records When A Student Leaves A Littlefield School?

When a student leaves the school district (graduates, moves away, withdraws), a copy of the Cumulative Records Folder is forwarded to other school districts when requested by the parent/guardian. The parents or adult student shall have the opportunity for a hearing to challenge the contents of the record.

Who May See A Student's Records:

Access is limited to the following:

1. Parents or legal guardians of students under age 18 who present proper identification.
2. Students age 18 or over who present proper identification.
3. Staff members of Littlefield Unified School District No. 9 such as the principal, office personnel, teachers, counselors, nurses, and other personnel of the school district who have a legitimate interest in inspecting the records.
4. Other schools upon request when a student graduates, transfers or withdraws.

Cost of Reproducing Records

An eligible person has the right to have copies made of his records for a reasonable fee.

How Many Records Can Be Released To Third Parties? Released Without Written Authorization

Information may be released to the following personnel and agencies (third parties) without written authorization from the parents, legal guardians and/or adult students.

1. Officials of other schools or school systems in which the student intends to enroll.
2. Authorized representatives or federal agencies.
3. In connection with a student's application for, or receipt of, financial aid.
4. State and local officials or authorities to whom the state law specifically says such information must be reported or disclosed.
5. Organizations such as the Educational Testing Service and the College Entrance Board, as long as the data is not personally identifiable.
6. Accrediting organizations.
7. Parents of a student who is 18 years or older and who is defined as dependent for income tax purposes.
8. Under certain emergency situations to protect the health and safety of students.

Released With Written Authorization

Information may be released to other third parties (employers, social agencies, etc.) with written permission of parents, legal guardians, and/or adult student.

In addition, records shall be furnished in compliance with any judicial order, or pursuant to any lawfully issued subpoena, upon condition that the parent or guardian and the student are notified of all such orders on subpoenas, by mail, in advance of compliance therewith.

What Are The Rights To Review, Verify And Challenge The Accuracy Of The Record Information?

State and federal laws governing school records allow parents, legal guardians and adult students (age 18 and over) to examine their school records or those of their children in any reasonable manner in consultation with a certified employee of the district during regular hours of the school day. School officials reserve the right to have appropriate school personnel present when the records are inspected to interpret the contents of the file or to explain the meaning of certain tests. Parents who so request in writing must be granted a hearing to challenge the contents of the records according to the following procedure:

1. A hearing, if so requested, shall be held by the principal within 45 days of the request. The student and the student's parents shall have the right to make written objections to any information in the records.
2. School personnel shall have the opportunity to explain the justification for the contents of the records.
3. All parties shall be given an opportunity, subject to reasonable limitations, as to time and number, to have persons of their choice explain their views regarding the record.
4. Upon conclusion of the hearing, the principal shall either make a decision regarding modification of any item in the record or may take the matter under advisement and make a decision within 10 days.
5. If the parent or guardian or adult student is dissatisfied with the principal's decision, he/she may appeal to the superintendent who shall respond within 10 days.

What Can You Do If the School District Refuses To Let You See or Correct Your Child's Records, Or Releases Information Without Your Consent?

Send a written complaint to:

Family Education Rights and Privacy

U.S. Department of Education

330 Independence Avenue S. W.

Washington, D. C. 20201

Littlefield Unified School District No. 9 asks for your support and cooperation in using these procedures. If you have questions or comments on any of these matters, please call the school or telephone the administration office at (928) 418-2003.

These guidelines are subject to change due to interpretation of the law by the courts.

Student Telephone Usage

Arrangements for leaving campus, lunch, staying after school, etc., should be made in advance and communicated to the school by a note from the parent/guardian. The student will not be permitted to use the telephone for these reasons. If a call is really necessary, the pupil may use the telephone after permission is granted by the administration or office manager. **The same rules apply to cell phone usage.**

Student Violence/Harassment/Intimidation/Bullying Policy JICK

The Governing Board of the Littlefield Unified School District #9 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, the following:

- 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;
- damage to or theft of personal property;

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

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

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

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

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim physically, 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 expect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

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

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

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

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.

Tardies/Tardiness

Punctuality is a valuable life skill and enhances the learning environment of all students. Tardiness is unexcused lateness to school. The parent/guardian has the ultimate responsibility to see that students are on time to school. **Students can be disciplined for excessive tardies.** Students are to be inside their classrooms when the bell rings. Many teachers require the students to be seated in their assigned seats when the bell rings. If a student misses more than (15) minutes of a period it is counted as an absence.

Tardies are recorded as unexcused. The Tardy policy is as follows:

- 1st-3rd Tardy The number of tardies allowed in one semester.
- 3rd Tardy Student issued a warning.
- 4th Tardy Assigned 3 days of Lunch Detention
- 5th Tardy Assigned 5 days of Lunch Detention
- 6th Tardy Assigned 1 Day of ISS (In-School Suspension)
- 7th Tardy Assigned 3 Days of ISS
- 8th Tardy Assigned 5 Days of ISS

Upon the 9th Tardy you and your student will be scheduled to meet with the Principal and you may be reported for Truancy to the Family Court.

Tax Credit

Taxpayers may come into the district office and make a donation of up to \$200 individually or \$400 for married filing jointly.

Testing

All tests are extremely important. Please make every effort to have your child in attendance each day.

Truancy

Truancy Is Any Absence That Has Not Been Excused By Either A Parent Or Legal Guardian. Leaving the school grounds without permission anytime during the school day will be considered truancy. Truancy or ditching will be considered a discipline violation and will be treated accordingly. (JHB)

Use Of Technology Resources In Instruction

Before a student and/or employee may have access to the Littlefield Unified School District's technology resources, the individual must have a signed and dated user agreement on file. Below are details of the user agreement. The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement. (IJNDB, IJNDB-R, IJNDB-E)

You have the opportunity to use the school's technology resources for your education. These resources will broaden your horizons, provide diverse opportunities, and prepare you for the world of today. You will be able to access the Internet with school resources. While the Internet has great promise for sharing ideas and knowledge, it also has the potential for misuse. The Littlefield Unified School District #9 does filter the Internet in an effort to block material that is not appropriate for students. However, there are cautions to be taken. This Acceptable Use Policy (AUP) will outline some of those cautions, provide direction for the use of the resources, and you will affirm your commitment to comply with this AUP.

1. You agree to act responsibly and with good behavior on any computer or communications system using Littlefield Unified School District #9 wired or wireless network services. The user agrees to follow all School and District rules for behavior and communications. **Access is a privilege - not a right.**
2. The primary purpose of the District network (including but not limited to the Internet, printers, laptops, etc.) is to allow users to conduct school business.
3. Printing - Do not waste school resources by printing excessively. Use of district printers will be limited to school-related activities. Each site will provide a limited amount of on-site printing to designated printers.
4. You agree not to tamper with or attempt to illegally access or "hack" any Littlefield Unified School District #9 computer resources. Intentional damage or misuse of computers or computer networks will not be tolerated. Intentional creation or spreading of a computer virus will not be tolerated.
5. It is your responsibility to protect your privacy; keep your password to yourself. **Sharing a password, logging in for someone else, or using someone else's password, is strictly forbidden.** If you know of a security problem with your account or someone else's, inform the school administration immediately.
6. You agree to abide by the generally accepted rules of "netiquette" and conduct yourself in a responsible, ethical, and polite manner while using any Littlefield Unified School District #9 technology resource.
7. The Littlefield Unified School District #9 makes no warranties of any kind, whether expressed or implied, for the supervision and service it is providing. By signing below you agree that the Littlefield Unified School District #9 assumes no responsibility or liability for any loss of data. YOU are ultimately responsible for backing up your files.
Use of any information obtained via the Internet is at your own risk. The Littlefield Unified School District #9 specifically denies any responsibility for the accuracy or quality of information obtained through its services.
8. All technological devices brought onto a Littlefield Unified School District #9 campus are subject to search and seizure.

9. Food and drink do not mix with electronic devices. Liquids, even water, will cause corrosion on the electrical parts inside. We do not offer technology repair. You will be responsible for paying \$300 to replace a Chromebook for any damage whether the damage is a broken screen, a corroded electrical part, or a broken keyboard, etc. If you lose or damage your charger you must pay a \$20 replacement fee in the front office to receive another one.
10. If a device is checked out to you, you are responsible for keeping your computer clean. A charge for cleanup of your computer may be assessed.
11. Do not load or execute non-approved programs from flash drives, CD's or other portable media onto a district-owned device without expressed permission of the school tech staff and the supervising staff member (teacher, librarian, etc.). Ask before you do so and every time you do so.
12. You are the person responsible for what happens to your assigned device. You are also responsible for any content on your device regardless of how it originated. (This includes tablet and laptop settings. Screen savers, pass codes, apps. Etc.)
13. Help us to help you by reporting any vandalism or misuse of any school resources to the proper school personnel. Taking apart or attempting to repair your computer is considered vandalism.
14. In addition to the items above, the following activities are not permitted:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
 - Harassing, insulting, cyber bullying, or attacking others
 - Damaging or modifying computers, computer systems or computer networks
 - Violating copyright laws
 - Using others' passwords
 - Trespassing in others' folders, work or files
 - Intentionally wasting resources
 - Employing the network for commercial purposes, financial gain, or fraud. Violations may result in a loss of access as well as other disciplinary or legal action, per student handbook and/or board policy.

Discipline

The best discipline is self-discipline. Should the need arise for discipline beyond that regarding the use, or misuse, of your device, your school's administration will determine the appropriate action. The Littlefield Unified School District #9 Board policies will be followed regarding use or misuse of Technology. There may be additional consequences for misuse of technology with possible disciplinary outcomes that could include: suspension, reduced application permissions, loss of access, or contact with appropriate legal entities such as law enforcement for possible misdemeanor or felony charges. In the event there is an allegation of misuse or violation of the AUP, you will be provided with a written notice of the alleged violation and have an opportunity to present an explanation. These are your Due Process rights. Access to the Littlefield Unified School District #9 network is a privilege.

Publishing schoolwork on district websites

Parents, your child may have schoolwork that will be published on district websites. Such publishing requires that the Littlefield Unified School District #9 have your permission to publish that work. By agreeing to this AUP, you agree to allow the Littlefield Unified School District #9 to publish your child's schoolwork where appropriate on district-maintained websites.

Safety Issues

The Internet has great promise for sharing ideas and knowledge, it also has the potential for misuse. The Littlefield Unified School District #9 does filter the Internet in an effort to block material that is not appropriate for students. The Littlefield Unified School District #9 does not provide home Internet service; this service must be purchased from an Internet service provider. Remember, even the best filter available will not stop someone who is intent on visiting inappropriate sites. Parents accept full responsibility for supervising their child's use when not in a school setting.

Some Do's and Don'ts

1. Remember that a district-provided device is not yours personally. It belongs to the school district. Keep nothing on it that is so private that you wouldn't share it with a teacher, the principal, the tech department, or your parents. Assume that your device can keep no secrets, because it can't. Any device will be treated like a backpack-it can be searched. Files stored on your device will not be private. You also agree to allow authorized Littlefield Unified School District #9 personnel the ability to review any and all files, data, messages, and email at any time with or without notice. You understand and agree that your own personal electronic hardware (such as a different laptop computer) used on district property falls under this AUP. You also understand and agree that you assume all risks and responsibilities when using your own personal computer equipment and that you will not connect any network-capable devices without prior written permission of the District Technology Coordinator. This connection privilege can be revoked without reason or notice.
2. Do not reveal identifying information about yourself or others through email or the Internet. That information includes name, age, address, phone number, photographs, or parents' names. Check with your teacher if something requires this information. It is better to be safe and guard your information. Identity theft is a growing problem.
3. Don't attempt to override the Internet filtering software or other network configurations. You also agree not to disrupt your school's computer systems and network, or log in as an administrator for the purpose of bypassing or changing restrictions or settings. Attempting to override the filter, use or access proxies, or access the internal portion of the device will result in disciplinary action, which can include the possibility of felony charges.
4. Don't access, send, create, or forward any materials, communications, files, or images that are defamatory, obscene, pornographic, harassing, threatening, or illegal. If you receive any of those items, report it to a school administrator. This includes creating a website or webpage (this includes sites like Facebook, Instagram, etc.) or adding to an existing website or webpage in order to "bully", intimidate, denigrate, or harass another student or staff member even if you did not use district resources to create, modify, or access the site as this will be considered an interruption of the educational process at school.
5. Don't use your device to gain access to the school's or other computer systems for any illegal activities, or go beyond their authorized access. This includes trying to login as another user or use another's account. This behavior is related to trespassing and will be treated as such.
6. Don't use your device or the network for commercial, political, or other private purposes. Your device is for your schoolwork.

Email

Students are provided a District sponsored Gmail account. It is very important that you keep your password secret! Someone else logging into your email and sending inappropriate messages will get you into trouble. You will be expected to use your school email for communicating with teachers and other staff.

Email Etiquette

1. Keep your communications school-appropriate.
2. Don't engage in personal attacks or harassment.
3. Use clear, concise, and appropriate language. Think about what you have to say and how you say it. Email doesn't show sarcasm or wit as well as you might think.
4. Respect privacy (yours and everyone else's). Do not re-post a message without the permission of the person who sent it. Don't share personal information.
5. Your district email can be monitored and reviewed. Please use email appropriately.

Copyright Infringement and Plagiarism

You must respect the rights of copyright owners. Copyright infringement happens when you inappropriately copy someone else's work that is protected by copyright. If you are unsure if something can be legally copied or not, request permission to copy from the copyright holder. You and/or your parents are responsible for any copyright penalties that you commit while using your device. You agree to abide by all patent, trademark, trade name, and copyright laws. Plagiarism is when you take someone else's work and present it as if it were your own. Plagiarism is not acceptable and is not tolerated. All sources must be cited.

Miscellaneous

Files lost are not the responsibility of the school. If you can't bear to lose a file, then you should back it up yourself. Flash drives are an easy way to do this and are widely available.

The Littlefield Unified School District #9 is not responsible for replacing lost files or reimbursing for the time and money necessary to replace those files, whether they are purchased music or important final exams.

Should the need arise; the Acceptable Use Policy may be modified by the Littlefield Unified School District #9, preferably with notice.

Valedictorian/Salutatorian selection

The Valedictorian/Salutatorian for each graduating class will be selected based on highest/second highest GPA, respectively. The Valedictorian shall have a high school cumulative GPA of 3.75 or higher. The Salutatorian shall have a high school cumulative GPA of 3.5 or higher. The student has had to attend all four years of high school at Beaver Dam.

In the event there is more than one Valedictorian candidate, a tie breaking system will be implemented in an effort to select one Valedictorian. If after the tie-breaker system has been implemented, there is still a tie, the students who are tied will be listed as Valedictorians.

1. The first tie-breaker:
 - a. The student with the highest ACT score will be determined to be the Valedictorian.
2. The second tie-breaker is as follows:
 - a. If after the first tie-breaker the students are still tied, the student with the fewer amount of online courses will be considered the Valedictorian (unless the online courses are completion of dual enrollment-high school and college credit).

*No students who have been fast-tracked to graduation will be eligible due to the fact that they are no longer high school students.

Visitors

Parents are encouraged to visit the schools. All visitors to any school must report to the school office upon arrival. **Visitors remaining on campus for any period of time must present their driver's license, and sign in on the visitor app to receive a visitors' pass.** For those who wish to visit a classroom during the school day, it is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule.

Withdrawals

Only a parent/guardian may withdraw a student from school. The office will issue a withdrawal form and clear the student with any outstanding fees, book, equipment, etc. Parents are encouraged to give the school advance notice of withdrawal so arrangements can be made for required return of school and personal property. Students who have consecutive unexcused absences are withdrawn at the conclusion of the tenth day.

Work Release

A student wishing to be released from school prior to dismissal for work-related reasons must meet the following requirements:

- Must be a Jr. or Sr. in good standing and on-track for graduation
- Must not be in any credit recovery program or class
- Must meet all attendance provisions according to district policy
- Must be employed and provide a note from employer
- Have and maintain a minimum 2.5 GPA
- Students must attend the school day full time prior to any work release. Work release begins after lunch
- May submit a form to earn Work Release Credit from the counselor
- The school counselor is responsible for tracking
- Must have parent/guardian consent

Progressive Disciplinary Action

Guidelines For Student Behavior

The purpose of this discipline guide is to inform the students and their parents of rules of conduct for Beaver Dam Jr./Sr. High School and of the consequences of violation of these rules.

Most students are very serious about wanting to take full advantage of the time they spend in school. Students who come to school to learn and participate in our activities seldom have problems with school rules. They have a good attitude toward school.

The school's primary goal is to educate, not to discipline; however, when the behavior of individual students comes in conflict with the rights of others, corrective actions are necessary for the benefit of the school as a whole.

Students shall be governed by these school guidelines. This guide describes the major problem areas that Littlefield Schools cannot tolerate, as well as possible consequences for violating each regulation. Students who involve themselves in problem areas will receive corresponding disciplinary action as listed in the guidelines. Each incident will be treated individually based on the facts and circumstances.

Students will be governed by these rules on the school grounds, in school, at any school activity, on the way to or from school, and on the school bus.

Write-Ups: Disciplinary Referrals

These steps are generally used by teachers and staff.

1. Conference with Teacher
2. Teacher will contact parent/guardian.
3. Referral to Counselor (if appropriate) and/or
4. Referral to Principal/Office

****If at any time student behavior is a danger to self or others skip immediately to #4.**

Progressive Disciplinary Action Steps

The administration reserves the right to have a student write a paper (essay) or perform community service as part of the consequence.

The administration reserves the right to override the existing range of consequences in any situation deemed excessive, blatant, or extremely dangerous.

Prior Misconduct: Occasions of prior misconduct where a student has previously received discipline can be considered in subsequent disciplinary proceedings to justify additional disciplinary interventions consequences where it is established:

1. The student has not benefited from prior and usually less severe disciplinary interventions, as demonstrated by a lack of change in the negative behavior, or
2. The student is engaging in continued disruptive or disorderly behavior.

A student who continually displays a blatant disregard for the school process by continually behaving in such a manner that results in multiple disciplinary referrals may be considered for long-term suspension.

Progressive Disciplinary Action Steps-Levels

- 1. Informal Conference**
- 2. Detention Assigned/Privileges Restricted**
- 3. Time-out Assigned/In-house Suspension**
- 4. 1-3 Days In-house Suspension, Time-out Assignment, Alternative Room Assignment, or Off-Campus Suspension**
- 5. 3-5 Days In-house Suspension, Time-out Assignment, Alternative Room Assignment, or Off-Campus Suspension**
- 6. 5-9 Days In-house Suspension, Time-out Assignment, Alternative Room Assignment, or Off-Campus Suspension**
- 7. 9-10 Days Off-Campus Suspension**
- 8. Recommendation for Long Term Suspension**
- 9. Recommendation for Expulsion.**

Alternative discipline such as school probation contracts may be imposed.
Parents and legal authorities may be notified at any time.

Behaviors that May Result in Student Discipline		
Absenteeism/Attendance Violations/Truancy/Tardiness		
Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Level 1	Level 3
Subsequent	Level 4	Level 9
Alcohol, use or under the influence of./Possession of		
Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Level 1	Level 3
Subsequent	Level 4	Level 9
Arson		
Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Level 7	Level 9
Subsequent	Level 7	Level 9
Cheating/Copying/Plagiarism		
Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Level 1	Level 4
Subsequent	Level 4	Level 9
Dangerous Items/Combustibles		
Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Level 5	Level 9
Subsequent	Level 8	Level 9
Defiance towards authority/Disrespect/Insubordination/Non-compliance		
Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Level 1	Level 3
Subsequent	Level 4	Level 9
Dishonesty		
Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Level 1	Level 4
Subsequent	Level 3	Level 9
Disruptive conduct/Minor aggressive acts		
Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Level 1	Level 5
Subsequent	Level 4	Level 9
Disturbing school meeting or activity/Disruption of a school environment		
Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Level 1	Level 7
Subsequent	Level 2	Level 9

Definition of Terms

BOARD POLICY, AZ SAFE (ADE), ARIZONA STATE STATUTES

ABUSE OF TEACHER/SCHOOL EMPLOYEE IN SCHOOL: A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor. (A.R.S. 15-507)

ALCOHOL AND DRUGS: The use, possession, or sale of alcoholic substances, drugs, narcotics, or other controlled substances is prohibited. (JICH, JICH-RJIC) Possession of any noxious substances, i.e. mercury or acid, or any vapor releasing substance or simulation is prohibited.

ARSON: Malicious or reckless burning of property is prohibited.

BRIBERY: The offering of money or other valuables in return for protection or other favors is prohibited.

BULLYING: It is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. 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. (JICK)

CONFLICT RESOLUTION: Conflict is a natural part of life. If parents have a complaint, the following procedure is to be followed. A problem should be resolved at the lowest level possible.

1. Speak with your child's teacher.
2. Speak with the principal.
3. Speak with the superintendent.

Every reasonable effort will be made to resolve a problem using the guidelines set forth in this student handbook. Parents and school need to work together in the best interests of children.

DISRESPECT/DEFIANCE/REFUSAL: Disrespect/defiance of school personnel's authority and refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules is prohibited. This includes refusal to do assigned school work. Students are required to pursue the required course of study.

DESTRUCTION OR DEFAACEMENT OF PROPERTY: Destroying or defacing objects or materials belonging to the school, school personnel, or other persons is prohibited. (JICB, JIC)

EXTORTION: The solicitation of money or something of value from another person in return for protection, or in connection with a threat to inflict harm is prohibited. (JICFIA)

FIGHTING: Engaging in physical contact for the purpose of inflicting harm on another person is prohibited. (JIC)

FORGERY: Writing and using the signature or initials of another person is prohibited.

GANG INVOLVEMENT: It is the District's position that gangs who initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. This includes the wearing, carrying, or displaying of gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership. (JICF-R)

HAZING: An attempt by a single student or group of students to extort something of value, threaten injury, harass, intimidate or to cause or attempt to cause physical or emotional injury or behave in such a way as could be reasonably expected to cause physical or emotional injury to any person. Aiding and abetting another person who is engaged in hazing is prohibited. The consent or acquiescence of a victim does not negate the offense. **ALL FORMS OF HAZING ARE STRICTLY PROHIBITED:** All teachers, students and staff shall take reasonable measures within the scope of their individual authority to report violations of this policy. Violations of the hazing policy must be reported to school authorities immediately. Violations will be investigated in a timely fashion. If deemed necessary, violations will be reported to the appropriate law enforcement agency. (JICFA)

ON CAMPUS WHILE SUSPENDED OR EXPELLED: Students who are suspended or expelled are prohibited from being on campus unless the terms of the suspension/expulsion state otherwise. There can be no loitering within one block of the school. Students who do not comply will be issued a trespass violation.

PHYSICAL ASSAULT: Physical attack of one person or a group of persons, upon another person who does not wish to engage in the conflict and who has not provoked the attack is prohibited. (JIC)

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 other students. (ACA)

STUDENT SEARCHES: The administration has the right to search and seize all property brought to school or school events, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety and welfare of the student(s) exists. Items owned and provided by the District for storage (e.g., lockers, desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy and lockers, desks, storage areas, etc., and they may be inspected at any time with or without reason, or with or without notice and without permission of the student or his parent or guardian by school personnel. (JIH)

THEFT: Taking property or items from a person or premises that do not belong to you is prohibited. (JIC)

THREATS: Statement of action which intimidates or indicates future injury to another person is prohibited. (JIC) This includes stalking and racial slurs.

TOBACCO: The use, sale or possession of tobacco of any kind, including vape pens and products, on school property is prohibited. (JICG)

USE OF PROFANITY, GRAPHICS/GESTURES: Use of unacceptable and/or vulgar language verbally or by sign, symbol, gesture or graphics is prohibited. (JIC)

VERBAL OR PHYSICAL ABUSE/HARASSMENT: Statements or actions which intimidate and threaten injury to school personnel, students or other person are prohibited. (JIC-JK-R)

WEAPONS: The possession of a dangerous weapon or the use of an object to inflict bodily injury to another person is prohibited. Minors are prohibited from carrying or possessing firearms or simulations. (JICI, JIC)

All policies of the LUSD9 can be found on our webpage.

2025-2026 Bell Schedule*
Beaver Dam Jr./Sr. High School

Period	Start Time	End Time	Time
1st Period	7:10 AM	8:05 AM	0:55
Passing	8:05 AM	8:09 AM	0:04
2nd Period	8:09 AM	9:04 AM	0:55
Passing	9:04 AM	9:08 AM	0:04
3rd Period	9:08 AM	10:03 AM	0:55
Passing	10:03 AM	10:07 AM	0:04
4th Period	10:07 AM	11:02 AM	0:55
Passing	11:02 AM	11:06 AM	0:04
5th Period	11:06 AM	12:01 PM	0:55
Lunch	12:01 PM	12:25 PM	0:24
Passing	12:25 PM	12:26 PM	0:01
6th Period	12:26 PM	1:16 PM	0:50
Passing	1:16 PM	1:20 PM	0:04
7th Period	1:20 PM	2:10 PM	0:50

***Daily schedule**