

Lake Havasu Unified School District #1

Elementary Handbook

2025-2026



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

Lake Havasu Unified School District #1

DISTRICT OFFICE
2200 HAVASUPAI BLVD.
Phone: 928-505-6900
Fax: 928-505-6999
Superintendent: Dr. Rebecca Stone

Elementary School Hours and Visits:

The first bell rings at 7:55 a.m. and school begins at 8:00 a.m. Dismissal is at 2:30 p.m. Every Thursday is Early Release with dismissal at 1:00 p.m. We welcome parents to their child's school. However, parents as well as any other visitors **must** check in at the front office before going anywhere in the building. When parents want to come in to observe a class, advance notice is required.

HAVASUPAI ELEMENTARY

880 Cashmere Blvd.
Phone: 928-505-6040
Fax: 928-505-6059
Principal: Jamie Hammer, NBCT

ORO GRANDE CLASSICAL ACADEMY

1250 Pawnee Drive
Phone: 928-505-6080
Fax: 928-505-6099
Principal: Chris Barton

JAMAICA ELEMENTARY

3437 Jamaica Blvd. So.
Phone: 928-854-7280
Fax: 928-854-7299
Principal: Rodney Weeden

SMOKETREE ELEMENTARY

2395 Smoketree Ave. N.
Phone: 928-505-6020
Fax: 928-505-6039
Principal: Nina Mersing, NBCT

NAUTILUS ELEMENTARY

1425 Patrician Drive
Phone: 928-505-6060
Fax: 928-505-6079
Principal: Shannon Williams

STARLINE ELEMENTARY

3150 Starline Drive
Phone: 928-505-1490
Fax: 928-505-1499
Principal: Ginny Sautner, NBCT

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DISTRICT MISSION STATEMENT

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

GUIDING PRINCIPLES

Basic Skills

The core components of academic success include reading, writing, math, and speaking and listening.

Foundational Curriculum

The foundational curriculum includes English Language Arts, Mathematics, Social Studies, Science, Technical Education, Physical Education, and exposure to Fine Arts.

Study Skills

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

Character Skills

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

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

Physical Environment

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

STAKEHOLDER RESPONSIBILITIES

Student Responsibilities

The Lake Havasu Unified School District provides the opportunity for all students to learn. Students are expected to:

- Be active participants and take responsibility in the learning process.
- Maintain a good attendance record.
- Be on time and prepared with materials and assignments.
- Be respectful of others and the learning environment.
- Accept responsibility for personal actions.
- Respect school property.
- Communicate concerns and solutions.

Parent/Guardian Responsibilities

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

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

School Staff Responsibilities

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

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

Administration Responsibilities

- Hiring and supporting staff that will conduct the implementation of the guiding principles.
- Modeling the concept of lifelong learning and supporting personal and professional growth in all staff
- Holding staff accountable to high standards in the implementation of their job duties
- Developing systems that promote and enhance student achievement.
- Monitoring the learning environment to ensure safety and discipline
- Building trust and positive relations with personnel, parents, and community
- Modeling the open and honest communication expected from all constituencies.
- Monitoring curriculum and adapting as necessary to meet local, state, and national needs
- Addressing educational issues at the state and federal levels
- Communicating concerns and solutions

District Office Responsibilities

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

ACADEMIC/BEHAVIORAL ACHIEVEMENT

Synergy

Synergy is the district's student information system. Parents may access the parent portal after receiving paperwork from the office with a password for their child. The parent portal provides real-time access to a student's current grades and attendance through the Internet. Parents will be able to set up their own account and email notifications if so desired. If you have questions or need help, please contact the office.

Grading Scale

A = 100% - 90%, given for work of such character as to merit special recognition. It is the highest grade.
B = 80% - 89%, given for work which is above average.
C = 70% - 79%, given for work which is average (the lowest recommended grade).
D = 60% - 69%, given for work which is below average (fulfilling only the minimum essentials).
F = 0% - 59%, given to students who fall short of fulfilling the minimum essentials required.

S = Satisfactory

N = Not Satisfactory

U = Unsatisfactory

I = (Incomplete) = a conditional grade given to students who fail to fulfill all the requirements, but whose deficiencies are such that they can be made up. At the end of 10 school days from the issuance of the incomplete, this grade automatically becomes a failure, if the student has failed to complete the work assigned. An incomplete cannot be carried into the next school year.

Out of District Transfer Students

Students who transfer into our elementary schools from outside LHUSD, during the school year, will not be given a grade on their report card for the particular quarter in which they transferred, unless they have been enrolled for a minimum of 4 weeks.

Principal's Honor Roll

A student is placed on Principal's Honor Roll with all A's on his/her report card. He/She may not be recognized at awards assemblies or in the newspaper if they have any N's or U's.

Honor Roll

A student is placed on Honor Roll with all A's and B's on his/her report card. He/She may not be recognized at awards assemblies or in the newspaper if they have any N's or U's.

Citizenship

It is one of the district's responsibilities to assist parents in helping students develop acceptable attitudes and behaviors. This translates into preparing students for adult citizenship as well as preparing them for jobs and higher education. For this reason, we believe that it is important for the school to teach and evaluate citizenship.

Students in grades K-6 will receive letter grades in achievement and S, N, or U in citizenship. Teachers are expected to keep a log of individual student behavior which justifies the awarding of either a satisfactory or unsatisfactory grade. Attendance and homework completion may have an impact on the citizenship grade. In general, a student with good citizenship:

- Attends school regularly and is seldom tardy (no more than 4 days absent without medical documentation or 4 tardies per quarter)
- Respects school property and observes classroom rules consistently.
- Works diligently and uses time effectively (turns assignments in on time)
- Completes homework assignments.
- Displays courtesy and shows respect (complies with handbook guidelines)

Retention

In the state of Arizona, the decision as to whether a child is promoted or retained in his/her current grade is the decision of the teacher. Parents will be involved in meetings with the teacher and administration as soon as it becomes evident that this is a possibility. This may be determined due to academic, age, attendance or social reasons and is always considered only in the best interest of the particular child. Arizona state law, known as "Move On When Reading", states: third graders who "fall far below" on the state assessment in reading in third grade will be retained in grade three.

ATTENDANCE

Tardies and Late Arrivals

Students are to arrive at 7:55 a.m. Students arriving after the second bell at 8:00 a.m. need to report to the office to get a late pass.

Parents need to make every effort to have students at school on time. Tardy students are not only missing important instructions; they also may be a disruption to the instructional process in the classroom. Excessive tardies (4 or more per quarter) will affect a student's citizenship grade and honor roll eligibility.

Student Attendance

[Arizona's Compulsory Education Law \(A.R.S. 15-802\)](#) requires that children be in school unless they are ill or there is a family emergency. The Arizona State Department of Education requires a written note to be kept on file for all absences and tardies. Therefore, after being absent, your child must bring a written note signed by you explaining the absence or tardy.

When a child has been absent, he/she has one school day for each day absent in which to make up work. If your child is ill for an extended period of time (more than two days) you may request work.

If a child is absent 10% or more of the school year, unexcused or excused, this may be a consideration for retention.

Excused Absences

- Personal illness, verified by a parent or guardian.
- Serious illness of a family member
- Chronic illness, with written verification by a physician
- Prolonged illness (more than 8 days) with written verification by a physician
- Bereavement
- Appointments with medical doctors or dentists that cannot be scheduled after school.
- Court appointments and other legal obligations that cannot be scheduled after school.
- Participation in a school-sanctioned event
- Prearranged absences verified by parent or guardian.

Unexcused Absences

These would include failure to bring a parental excuse note, truancy, leaving school without authorization, and being absent when not approved by a parent/guardian or authorized by an administrator.

Truancy

A child between the ages of six and sixteen failing to attend school during the hour's school is in session is truant unless excused pursuant to A.R.S. 15-802, 15-803, or 15-901. Truant means an unexcused absence for at least one class period during the day. Unexcused absence for at least five school days within a school year constitutes habitual truancy. Such violation may lead to discipline of the child and/or referral of the parent to the police department. The school district will issue letters regarding habitual tardiness and habitual absences. Letters may be sent out after five, ten, and fifteen days of absences during the year. When the number of excused and unexcused absent days exceeds 10% of the number of required attendance days prescribed in section A.R.S. 15-802, the school resource officer will be contacted and parents can be cited for truancy.

Release and Return of Students During School Day

If you need to take your child out during the school day, you must come in and sign him/her out at the office. If a student returns during the school day, you must come in with your child and sign him/her back in at the office. For any out-of-town, school sponsored field trips, your child must ride the bus in order to be in attendance for the school day.

DRESS FOR SUCCESS

Dress Code

Standardized Shirts and dress code specifics.

The LHUSD standardized shirt with the district logo is the only shirt worn to school unless the school has a designated spirit or reward day. One day per week students are permitted to wear their school spirit shirt which depicts their mascot and/or school name in the school colors. On days when Student Council or other clubs meet, students may wear their club shirts. School Board policy 5-302.A states:

Kindergarten through 6th Grade

It is the philosophy of the Lake Havasu Unified School District No. 1 Governing Board that student appearance, dress and conduct reflect the individual school and the School District.

Standardized shirts with the school/District logo are required (see below).

- Short-sleeved T-shirts
- Long-sleeved T-shirts
- Short-sleeved Polo shirts
- Approved school spirit shirt.
- Bottoms must be of an appropriate length. Bottoms that are excessively short, revealing, or have inappropriate messaging or graphics are not permitted.
- Pants or shorts may not be worn so low that underwear can be seen
- Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, etc.

In order to promote safety and professionalism, the following are not permitted unless worn for a spirit day or special event:

- High heels, platforms, wedges, flip flops, shoes without backs, or wheel shoes,
- Wallet or pocket chains or other kinds of chains,
- Bandanas,
- Excessive make-up,
- Distracting accessories, jewelry or facial piercings,
- Pajamas, sleepwear, or slippers,
- Tattoos, stamps, or any writing or drawings on skin,

- Artificial nails,
- Tinted or cosmetic contact lenses,
- Hats inside the building (If a cap is worn outside, brims must be facing forward.),
- Distracting hair styles,
- Excessive use of perfumes, colognes or body sprays.

Exceptions for special activities or health considerations may be preapproved by the administrator.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities.

Student clothing needs to be clean, neat and appropriate for school. Children are active and should dress accordingly. Students must have appropriate hygiene.

Standardized shirts may be purchased at each elementary school or by visiting the Web Store located on each school's webpage.

In the event that a child is dressed inappropriately for school, parents or guardians will be contacted to bring appropriate clothing or to address the situation.

EMERGENCY EXPECTATIONS

Drills

Fire drills and lockdowns are held frequently throughout the school year. The school is not required to provide parents with notice of these drills before, during, or after the drill.

Emergency Preparedness

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. Our school district has a detailed disaster plan which has been formulated to respond to a major catastrophe. Your cooperation is necessary.

In any emergency:

- Do not telephone the school. Telephone lines may be needed for emergency communication.
- Do not attempt to reach your child by cell phone as this may put your child at further risk depending on the emergency, and cell phone lines may be needed for emergency communication.
- In the event of a serious emergency, students will be kept at their schools until they are picked up by a responsible adult who is listed on the school district emergency card. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - He/She is 18 years of age or older.
 - He/She is able to walk to school, if necessary.
 - He/She is known to your child.
 - He/She is both aware and able to assume this responsibility.
- Turn your radio to KBBC 96.7 FM, KZUL 104.5 FM, KNLB 91.1 FM, or KVEZ FM for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service and Internet services are not affected, information will be posted on the school website which can be accessed through the district website at <http://www.havasuk12.az.us>.

- In addition, information regarding day-to-day school operation will be available by calling the district office at 928-505-6900.
- Communicate to your children the need for them to follow the directions of any school personnel in times of an emergency.

MEDICAL ISSUES

HIPAA

All medical and personal information is kept confidential under the guidelines of HIPAA: Health Insurance Portability and Accountability Act.

Sick Day Guidelines

District policy requests a child stay home if he or she:

- Has a fever of 100.4 degrees or higher
 - A fever should be gone for 24 hours without medication before returning to school
- Has been vomiting or has diarrhea
 - Keep child home 12-24 hours after the last vomiting or diarrhea episode
- Has symptoms that keep him or her from participating in school such as:
 - Very tired or lack of appetite
 - Cough that he or she cannot control
 - Moderate to severe headache, body aches or earache
 - Severe sore throat (could be strep even without a fever)
- Communicable disease

Emergency at School

It is very important that we have current phone numbers (home and work) where you can be reached in the event of an emergency. If your child becomes ill at school or has an accident which we determine is serious enough to go home, you will be contacted to come and pick up your child. If your child is in an emergency situation at school, we will take immediate action to get your child emergency help by professionals.

Prescription and Over-the-Counter Medications

If it is necessary for your child to take medication during school hours, please observe the following:

- Prescription medication must be given to the health office in the prescription container where it will be stored.
- Over-the-counter medication must be given to the health office in the original, properly labeled container (it must be FDA approved).
- Students may not carry medication other than inhalers or Epi-Pens.
- Official school medication form (from the health office) must be completed and signed by a parent.

Immunizations

Upon registration you must provide proof of current immunizations for your child or a valid exemption form. In the event the state or county health department declares an outbreak of a vaccine preventable disease, which you cannot provide proof of immunity for your child, your child may not be allowed to attend school for up to 3 weeks or until the risk period ends.

Lice

When a child is found to have a lice infestation:

- The parent/guardian will be notified that the child has lice and treatment is needed.
- The child will be checked when he/she returns to school.
- If further treatment is needed, the school will notify the parent/guardian.

Parents **WILL NOT** be notified when other children have lice for the following reasons:

- Privacy
- The risk of getting lice from a classmate is very low.
- To prevent over treatment of non-affected children

The school may, at their discretion, exclude a child when there is an apparent lack of treatment leading to continued lice infestation and/or viable nits.

Injured Children

Children with splints, casts, crutches, or other injuries need a physician's note describing physical activity limitations. The child will not be able to participate in activities such as PE and recess until we have a doctor's written release.

PERSONAL ITEMS

The following items are to be left at home unless permission has been granted by school personnel:

- Games and collections
- Toys, electronic included
- Electronic gadgets not approved by the District Technology Bring Your Own Device (BYOD) Policy
 - **If a child brings an e-reader, tablet, cell phone etc. to school, the school is not responsible for loss, theft, or damage to the device.**

The following items are never permitted at school:

- Guns (real or toy), ammunition, knives, or any other type of weapon
- Pictures that depict violence
- Lighters, matches, fireworks or other combustible materials
- Gum

Lost and Found

Please mark student's belongings with the student's name. When things are left, they are placed in the Lost and Found. At the end of each quarter, unclaimed items will be given to a charity. The school will not be responsible for lost items or money.

POSITIVE BEHAVIOR INTERVENTIONS SUPPORT

The **Positive Behavior Interventions and Supports** (PBIS) is the system the Lake Havasu Unified School District uses to recognize and support positive student behavior. Its purpose is to help create and maintain a positive and safe school

climate. Lake Havasu Unified School District is committed to resolving behavioral incidents by teaching students social and emotional skills, shaping positive behavior, and restoring relationships when harm is done.

We **PREVENT** behavior incidents by setting clear expectations, fostering positive relationships with all students, and developing students' social-emotional skills. We try to **CALM** the situation when behavior incidents arise and ensure all individuals are safe. We seek the student's perspective and together **REFLECT** on the reason for the student's behavior. We work together with staff, student(s), and families to **RESTORE** the situation to a positive climate by addressing the underlying reason for the behavior. The following interventions are used to provide support to students whose behaviors are preventing them from being successful in school.

Student Conduct

Lake Havasu Unified School District students are expected to support their school by helping to maintain a safe, positive, and participatory learning environment. This ensures each student has the opportunity to develop the academic and social skills necessary to become responsible citizens and contributing members of society. Expectations for student support of our schools **include** acting with respect, integrity and humanity; attending and engaging in class; and demonstrating behavior at all times that is considerate of other students, teachers, staff, parents, and community members.

When student conduct does not meet these expectations, LHUSD schools will resolve behavioral incidents through appropriate interventions and additional opportunities to learn the skills necessary to shape positive behavior.

LHUSD will identify the core standards that define our expectations, providing clear parameters and structure. This provides the foundation of a school environment that creates positivity, accountability, and opportunities for success for all students - engaging each student with a focus on scholarship, character, and humanity.

Absence from the list of additional misbehaviors that may occur does not preclude disciplinary action from being taken on those misbehaviors, nor does it imply limitations to the disciplinary action.

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

Student Conduct	Definition
Alcohol*	A student shall not possess, sell, offer to sell, purchase, offer to purchase, use, transfer or be under the influence of alcohol. The term "alcohol" means beer, wine, or any distilled spirits as defined in A.R.S. § 4-101 . May be referred to law enforcement
Any Violation of Federal, State or Local Law	A student shall not violate any federal, state, or local law. May be referred to law enforcement
Arson	A student shall not start, attempt to start, or promote the continuation or any fire or explosion. This does not preclude teacher-approved and supervised class activities such as an approved and supervised experiment in chemistry class. May be referred to law enforcement
Assault	A student shall not verbally or physically assault any student, school employee or any other person. May be referred to law enforcement
Bomb Threat; Chemical or Biological Threat	A student shall not threaten to cause harm to property or persons using a bomb, explosive or arson-causing device or dangerous chemical or biological agent. May be referred to law enforcement
Drugs; Drug Paraphernalia*	A student shall not possess, distribute, dispense, be under the influence of, purchase, obtain, use, sell, or transfer, or attempt to purchase obtain, sell, or transfer any controlled substance, dangerous drug, narcotic drug, or precursor chemical. The terms "controlled substance," "dangerous drug," "narcotic drug," and "precursor chemical," have the meaning as defined in Policy 4-205 . May be referred to law enforcement
Extortion	A student shall not take, use or borrow any property by deception or by an express or implied threat. May be referred to law enforcement
Initiation and Hazing	A student shall not engage in any activity involving any initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause, or does cause bodily injury, mental harm, or personal degradation or humiliation. All initiations, including those related to any school club, athletic team, or other group are subject to these prohibitions whether or not the conduct occurs on school grounds. Policy 5-408 May be referred to law enforcement
Threatening an Educational Institution	A student shall not threaten a school or the District by interfering with or disrupting a school, the District, or any school or District activity in violation of A.R.S. §§ 13-2911 and 15-841.H . May be referred to law enforcement
Weapons or Dangerous Items	A student shall not possess or use a firearm, weapon, explosive, fireworks, or any other instrument capable of harming any person or property or that reasonably would create the impression of such harm. May be referred to law enforcement

Student Conduct	Definition
Bullying and Cyberbullying	A student shall not bully or cyberbully another student or any District employee. Bullying and cyberbullying include acting toward someone in an unwelcome manner, repeated over time, that exerts or attempts to exert power over that person. It also includes actions that contribute to a substantial risk of, or cause, injury, mental harm, degradation, or social exclusion. Policy 5-409 May be referred to law enforcement
Emergency Alarms and Fire Control Devices	A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists justifying the use of the device. May be referred to law enforcement
Endangering the Health & Safety of Others	A student shall not engage in conduct that endangers or reasonably appears to endanger the health or safety of other students, school employees, or other person. May be referred to law enforcement
Excessive Discipline	Students with 10 or more disciplinary referrals.
Gang Activity or Association	A student shall not wear, carry, or display gang paraphernalia and/or exhibit behavior or gestures that symbolize gang membership or affiliation. May be referred to law enforcement
Harassment	A student shall not harass another person. Harassment includes, but is not limited to, verbal abuse that insults or humiliates others. It also includes sexual innuendos, unsolicited and unwelcome conduct that has sexual overtones, or continuing to express sexual or social interest after being informed that the interest is unwelcome. Harassment also includes non-sexually oriented conduct that includes words, actions, jokes, or comments based upon an individual's sex, gender identity, disability, race, national origin, religion, political beliefs/affiliation, marital status, home language, family, social or cultural background, or other legally protected characteristic.
Inappropriate use of Technology	A student shall not use District computers, network, or other technology to post, send or share personal information about the student or others without prior permission of both a teacher and parent/legal guardian. A student shall not make or attempt unauthorized access to any District information system. A student shall not use District technology to bypass or attempt to bypass any firewall, or to perform any illegal act, or to access a District-prohibited website. May be referred to law enforcement
Misrepresentation, Theft	A student shall not take, use, or borrow property belonging to another person by misrepresentation or without that person's permission to use or take the property.
Threats; Fighting	A student shall not verbally or physically threaten, abuse, assault or engage in a fight with any student, school employee or any other person. May be referred to law enforcement
Tobacco, Cigarettes, Vaping *	A student shall not possess or use tobacco or cigarettes or a vaping device or inhalant product, or matches, or lighters. May be referred to law enforcement
Toy Guns and Weapons	A student shall not possess a toy gun or other toy weapon that appears to be capable of causing bodily harm.
Unauthorized Entry	A student shall not gain, or attempt to gain, forceful or unauthorized entry to, or occupation of, school buildings or grounds or designated off-limits areas on school property.
Vandalism; Destruction of Property	A student shall not damage, destroy, or deface any school property or property belonging to any other person. May be referred to law enforcement

Student Conduct	Definition
Cell Phones and Other Electronic Communications	A student shall not use a cell phone or other electronic communication device during class time without the express permission of the teacher. During class time, a cell phone or other electronic communication device shall be turned off and placed in the student's purse or backpack, unless directed by the classroom teacher to place in a cell phone hotel. A student shall not record or transmit speech or other communications of other persons without those persons' express consent.
Disruptive Conduct	A student shall not engage, or attempt to engage, in any conduct that is reasonably likely to disrupt, or that does disrupt, any school function, process or activity. <i>May be referred to law enforcement</i>
Defamation	A student shall not use defamatory words or phrases or distribute defamatory materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust or an equivalent reaction or are false and have a tendency to impugn a person's occupation, business or office.
Defiance of Authority; Untruthfulness	A student shall obey the reasonable orders of teachers, administrators, and other District employees and shall respond to requests for information from those persons in a truthful manner.
Dress and Appearance	A student's dress or appearance shall not present health or safety problems or cause disruption of educational activities. Items of attire with obscene words, slogans or graphics or slogans or graphics related to drugs or alcohol shall not be worn or displayed. Footwear must be worn.
Forgery; Plagiarism; Cheating	A student shall not use or attempt to use the identity, signature, academic work or research of another person and represent that it is the student's own. A student shall not share his or her knowledge or work with another student during an examination or test unless specifically approved in advance by the teacher. A student shall not use during any examination or test any materials or notes unless approved by the teacher. A student shall not forge a parent's/legal guardians, or any other person's signature on any communication to the school, or on any school document or form.
Gambling	A student shall not engage in any game or activity that involves the element of risk or chance with the intention that property or money will be exchanged based on the outcome of the game or activity unless the activity is otherwise lawful and properly supervised and has received the express approval of the school principal. <i>May be referred to law enforcement</i>
Leaving Class or School Grounds	A student shall not leave class without the teacher's permission. A student shall not leave school grounds during regular school hours without authorization by the principal or principal's designee.
Misrepresentation	A student shall not provide false information to school personnel or impersonate another person verbally or in writing to provide false or misleading information to a school.
Obscenity; Vulgarity	A student shall not use obscene or vulgar language or gestures or distribute obscene or vulgar materials. Obscene materials, language or gestures are those that an average person, applying contemporary community standards of the school community, would find that taken as a whole, appeal to the prurient interests and lack serious literary, artistic, political or scientific value. Vulgar language, materials or gestures include language, materials or gestures that depict sexual and/or excretory activities in a patently offensive manner.
Tardiness	A student shall not be tardy to class or to any required school activity.
Traffic and School Bus Rules	When operating a motor vehicle on school grounds or at a school event, a student shall follow all school and other traffic rules and shall operate the motor vehicle in a safe and prudent manner. A student shall abide by all school rules regarding the student's conduct while in a school bus or other vehicle and shall obey the directives of school bus drivers and monitors.
Unauthorized Area Violation	A student may not be in a prohibited locations on campus prior to, during or after school, including the parking lot.

Conduct to and from School

Any inappropriate behavior to and from school can result in disciplinary action by the school and/or police involvement.

Liability

Individuals who damage school and/or personal property can be held liable for those damages, according to state law. In the case of minor children, their parents are liable. We ask you to help us by teaching your children respect for public property. If an individual is caught vandalizing district property, he/she will be held responsible and may be prosecuted.

Due Process Procedure

All students are entitled to Due Process. This means there are certain procedures which school officials must follow prior to taking appropriate disciplinary action. There are also procedures which students must follow if they do not comply with the school's actions. The school principal has the right to suspend a student for a period of up to ten days. The Due Process Procedure is located on the District website under Families, District Policy Manual, [Policy JKD](#). School officials are not required to initiate or complete Due Process prior to notifying police authorities. If police authorities are notified, parents will be contacted. Any action taken by police will be in addition to action taken by the school.

Searches and Seizure

Students possess the right of privacy of their person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students. Any administrator (of the same gender as the student) conducting a search or seizure in the presence of a witness will follow the following guidelines:

- General searches of school property (including personal items found on school property) may be conducted at any time, even when the student is not present, if there is a reasonable cause to believe that something which violates a law or school rule is on school property.
- Illegal items (firearms, explosive devices, weapons, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes, may be seized by school employees.
- Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's person.
- The school maintains ownership of students' desks or other areas where students store belongings. The school may and will search these areas on a periodic basis to protect the health, safety, and welfare of all students.
- Motor vehicles parked on school property may be searched by a school administrator when there is reasonable cause to believe the health, safety, or welfare of students might be in jeopardy.

"Our character is what we do when we think no one is looking." - H. Jackson Brown Jr.

PROCEDURES

Birthdays and Outside Food

ONLY STORE-BOUGHT ITEMS in the original container will be distributed at school. Any food given out at school must come from a licensed kitchen.

No food sales other than the Federal Lunch Program may occur during the school day to one half hour after school is dismissed.

If a child is planning a birthday party outside of school, invitations must be passed out after school unless the entire class is invited.

If flowers, balloons, or other gift items are brought into school, they will be held in the front office until the end of the school day.

No Soda, coffee drinks, energy drinks, or large bags of candy are permitted during school hours.

Movie Policy

Schools follow [Board Policy IJND-R](#) (Use of Films, Videos, Digital Media Content, and television for Student Viewing). Additionally, LHUSD #1 Board policy 5-209.A states:

Movies, videos and electronic materials with ratings other than for general audiences of all ages are not to be shown in classrooms or at any District facility (this includes buses and motels where students are present) except when:

- A. The movie, video or electronic material has been previewed by the teacher or other certificated staff member.
- B. The movie, video or electronic material has been determined to not contain material that is objectionable or inappropriate for the age group to which it is intended to be shown.
- C. The responsible school administrator has approved the use of the movie, video or electronic material prior to its showing.
- D. The teacher or other certificated staff member has provided advance notification to each student's parent(s), or other responsible adult, of the title of the movie, video or electronic material and the date on which it will be shown.
- E. When a movie, video or electronic material has a rating the above advance notification will include the rating and the source providing the rating.
- F. A student whose parent(s) or other responsible adult has provided notice of their disapproval will not be permitted to view the movie, video or electronic material.

Parents or guardians have the right to have advance access to instructional materials, learning materials and activities currently in use, or being considered for use, in the District.

Parents have the right to request that their child not view any movie or video, regardless of its rating or the purpose for which it is to be shown.

A parent or guardian who objects to any learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion or, because of sexual

content, violent content, or profane or vulgar language, may request to withdraw that student from the activity or from the class or program in which the material is used and request an alternative assignment.

All videos must have been previewed by the teacher or other certified staff member and determined not to contain material that is objectionable or inappropriate for the age group to which it is intended to be shown.

Child Custody

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. **Unless your court order is on file with the school, we must provide equal rights to both parents.** The school cannot be used as a venue for visitation rights of a non-custodial parent.

Child Abuse and Neglect

All school personnel are **required by law** to report any suspected cases of child abuse or neglect to the appropriate authority. Parents need **not** be informed by the school of any action taken in this area. As mandatory reporters, our concern is always for the safety of your children.

FERPA: Notice for Directory Information

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that Lake Havasu Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, LHUSD may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow LHUSD to include this type of information from your child's educational records in certain school publications. Examples include:

- Playbill, Yearbook Honor Roll or other Recognition Lists
- Public Media (newspaper, audio/video, live broadcast, Internet, webpages, social media)

Directory information can also be disclosed to outside organizations with a parent's prior written consent. If you do not wish to have your child's directory information released, please indicate so on the LHUSD [Student Directory Opt-Out Form](#) located on the district website at <http://www.lhusd.org>. If you do not have access to the Internet, please contact the your school front office and forms can be provided to you. Please understand that signing this form will exclude your child's directory information from any documents that are typically made public or relating to school-related organizations or activities. LHUSD has designated the following information as directory information:

- Student's Name
- Address
- Telephone Listing
- E-mail Address
- Photograph
- Date and Place of Birth
- Dates of Attendance

Request for Records

Educational records requested by other schools in writing will be forwarded to those schools in which the student seeks or intends to enroll. [Federal Law 99.31](#): No parent signature is required for educational records to be sent to another education agency.

Challenging the Content of Records

Parents of students under 18 may challenge the content of a student's records to ensure that the records are not inaccurate, misleading, or otherwise a violation of the privacy or other rights of the student. The hearing procedure provided by the district provides an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data and/or the opportunity for the parents to enter an explanatory statement concerning the records. Although improperly recorded grades may be challenged, parents and students are not allowed to contest the grade given based upon a student's performance.

REGISTRATION OF STUDENTS

Admission of Students

When you register your child in the LHUSD, you will need a certificated birth certificate and a current immunization record or a valid exemption. According to policy, a child must be five years of age prior to September 1 of the current school year to be admitted to kindergarten. Children may be admitted to first grade who are six years of age prior to September 1 of the current school year. Any exceptions to this policy, must be approved by the principal. Proof of Arizona residency is required by submitting one form of identification that states the current address of your child and completing the required State of Arizona Residency Form.

Placement of Kindergarten Students

Some students, due to maturity, behavior, or stamina issues are not developmentally ready for a full day of kindergarten. If, within the first three weeks of school we find your child is not ready for a full day of kindergarten, we will either ask you to consider waiting another year or in some cases provide your child with a shortened day with the goal of full day kindergarten either later in the year or the following year. Some students with 504 plans or Special Education students with an IEP may also have this recommendation written into their plans. For a list of resources that may help you in the transition to full day kindergarten, please see the Appendix of this Handbook.

Parent Requests

The teachers who are hired to teach in our elementary schools are qualified professionals. Though we value parent input, parent requests will not be honored to move a child from one classroom into another or requests to place a child with a particular teacher. We strive for the best education for all of our students including balanced classes. At each grade level, teachers work together to plan for an equitable learning experience for the children.

SPECIAL SERVICES

Child Find Policies

The District will ensure that all children with disabilities, between the age of birth (0) through twenty-one (21) years, within the boundaries of the District, including children with disabilities who are homeless, wards of the state, and children with disabilities attending private schools or home schools, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated at no cost to parents.

Parents may request screening and evaluation at any time, whether or not their child is enrolled at the District's public school program. Requests for evaluation and screening for school-aged children (kdg-21 years) must be made in writing to the principal of the school the child attends. If a school-aged child is home or private schooled, the request must be made in writing to the Director of Special Services, at the District Office at 928-505-6900. Requests

for screening and evaluations for children ages 3-5 years may be referred to the Smoketree Preschool Developmental Preschool at 505-6033. Screening and evaluation procedures for infants and toddlers (birth to age 3) are provided by the Arizona Early Intervention Program (AzEIP). The local AzEIP Service Coordinator is Brittany Morales of A-Z Therapies at 928-727-3045.

SAFETY EXPECTATIONS

Safety is of the upmost importance to us.

- Always use assigned crosswalks to cross streets.
- Please use care when driving up to the school or into the parking lot. **Always drive slowly and watch for children.**
- Handicap license plates or a mirror tab are required to park in handicap spaces.
- There is no supervision before 7:45 a.m. or after 2:45 p.m.
- Warn your child to never talk to a stranger, go up to a car, or accept gifts from strangers. Instruct children to get the license number of any suspicious car and description of any suspicious character. Your child should know to run for help if he/she feels threatened or scared in any way.

School-Wide

- Keep hands, feet, body, and unkind words to self
- Run only on playground or field
- Climb only on designated climbing equipment
- Keep landscaping and rocks in place
- Show respect for school property including walls, doors, and buildings
- Stay safely away from air conditioning units, pipes, sprinkler heads, etc.
- Use only positive language and gestures
- Boys and girls need to refrain from touching or showing affection

Pets/Animals on School Property

Prior approval from the classroom teacher and the principal is needed before bringing a pet to school for show and tell or instruction. On those rare occasions, the pet must be accompanied at all times by a parent or guardian. Certain educational pet partner programs bring dogs or cats to read with selected students one day per week. Otherwise, **no animals are permitted on campus**. If you bring a pet when dropping off or picking up a child, the pet must remain in and be secured in your vehicle.

SCHOOL AND HOME COMMUNICATION



*If you would like to meet with your child's teacher, please contact your child's teacher to set up a conference.

TECHNOLOGY

Policies

LHUSD uses technology in all aspects of instruction which includes Internet use, email, computer, IT devices, educational software, etc. While the district will take all responsible precautions to protect your child, realize the district cannot prevent access to all controversial materials. The district may log and monitor all system utilization. We expect your child to follow the district technology policy which is based upon Federal, State, and local laws regarding acceptable use of computers and IT regardless of whether they belong to the district or to an individual. Anyone who misuses, abuses, or chooses not to follow these guidelines and procedures will be denied access to the district's technology services and may be subject to disciplinary action. The following are **not** permitted:

- Submitting, accessing, downloading, publishing, or displaying offensive messages, pictures, illegal material, or material harmful to minors
- Cyber Bullying/Bullying of any type including but not limited to harassing, insulting, or attacking others, including the use of profanity or obscene language
- Unlawfully accessing, damaging, modifying, or hacking computer systems, networks, and software
- Plagiarizing and/or violating copyright laws and regulations
- Using school computers or networks for personal gain or unlawful activities
- Using and sharing of passwords of others or interfering with other security systems
- Accessing any non-school sanctioned electronic communication such as email, chatrooms, etc.
- Using school computers, networks, or IT devices without authorization or in an inappropriate manner
- Uploading, downloading, installing any program not approved by the administration
- Revealing personal information of a minor, such as name, address, etc. to unauthorized parties

Internet Safety

From Arizona Attorney General's Office:

As the Internet continues to grow and offer a wealth of information to people around the world, so does the importance of protecting children and teens from potential Internet predators. In addition to identity theft and credit card fraud, new issues affecting teens, such as Cyber-Predators, Sexting, and Cyber-Bullying, Substance Abuse and managing online profiles are at the forefront of the Internet safety concerns. The Arizona Attorney General's Office is committed to protecting children and teens from online predators and to providing resources to help individuals best

protect their information online. To that end, the Attorney General's Office is a member of the Arizona Internet Crimes Against Children Task Forces (AZ ICAC). ICAC is a national network of 61 coordinated task forces representing over 3,000 federal, state, and local law enforcement and prosecutorial agencies which of this 53 are Arizona law enforcement agencies.

Together, the Arizona Attorney General's Office and the AZ ICAC have produced materials for adults, parents, children and teens with tips to help spot potential Internet predators and how to best protect yourself on the web. Check them out here: www.azag.gov/internet-safety

Also available are additional pages on school presentation, Cyber-Bullying, Sexting as well as parent resources for more information on how you can best protect yourself and your children from online predators.

Children's Online Privacy Protection Act

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

Videotaping

Videotaping by teachers is done in classrooms for educational purposes and is for internal use only or may be posted on social media pages with parent permission (i.e.: Facebook, Instagram etc.)

Electronic Communication Devices

All electronic communication devices must be turned OFF and NOT visible during the school day. If a student is wearing a telecommunication device (smart watch phone), it must be turned OFF and not visible during the school day. When a student needs to use his/her device, he/she must be in the presence, and gain the express permission of a staff member. Exceptions will be granted if the student has an educational/medical need that is addressed in a 504 or IEP. Any violations will be addressed by the administration. No student is allowed to access social media in any form during the educational times of the day.

Commented [GS1]: Update here

APPENDIX: RESOURCES

- **Elementary School/Family Compact**
- **Tax Credit Information**
- **Community Resource Link**
- **School District Guide to Solving Problems and Getting Answers Fast**
- **Governing Board Information**

ELEMENTARY SCHOOL FAMILY/SCHOOL COMPACT

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

PARENT RESPONSIBILITIES:

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

STAFF RESPONSIBILITIES:

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

ADMINISTRATION RESPONSIBILITIES:

- Hiring and supporting staff that will carry out the implementation of the guiding principles
- Modeling the concept of lifelong learning and supporting personal and professional growth in all staff
- Holding staff accountable to high standards in the implementation of their job duties
- Developing systems that promote and enhance student achievement
- Monitoring the learning environment to ensure safety and discipline
- Building trust and positive relations with personnel, parents, and community
- Modeling the open and honest communication expected from all constituencies
- Monitoring curriculum and adapting as necessary to meet local, state, and national needs
- Addressing educational issues at the state and federal levels
- Communicating concerns and solutions

STUDENT RESPONSIBILITIES:

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

STUDENT HANDBOOK:

I understand that it is my responsibility to review the Elementary Student Handbook ON-LINE at my school's website. If computer access is not available, printed copies are available on request. I also understand that I am a partner with school district personnel and will join with them in assuring that my child complies with the established student discipline guidelines. I understand that compliance with the rules helps ensure that children and staff have a safe, orderly environment in which to work and play. In addition, I expect my child to accept the consequences if she/he breaks a rule.

By signing below I acknowledge that I will strive to meet my responsibilities as set forth above in the Elementary School Family/School Compact and in the Student Handbook. For any questions I will contact the school office.

Student's Printed Name:	Grade:
Student's Signature:	Date:
Parent's Signature:	Date:
Teacher's Signature:	Date:
Principal's Signature	Date:



LHUSD #1 School Tax Credit for Extra-Curricular Activities

OFFICIAL USE ONLY	
Receipt#	_____
\$ Amount	_____
PAID BY:	CASH
Check/Cards	_____
Initiated:	_____

Designate Your Tax Dollars to Help Students of LHUSD #1

Did you know that if you must file and pay State of Arizona income taxes, you can make a contribution to any of the LHUSD #1 schools and receive a **Dollar-for-Dollar tax credit of equal value** when you file your tax return? Your tax dollars support extra/co-curricular school programs in Lake Havasu City, and **your tax dollars stay in Lake Havasu City instead of going to Phoenix!**

By giving now, you reduce your state income tax liability later!

It's a win-win for all of us!

YOU hold the power to choose how YOUR state income tax dollars are invested!!

Step 1: Your Information:	<i>If your contribution is mailed or phoned in, a receipt will be mailed or emailed for your tax purposes.</i>
Your Name (Please Print) _____ Date _____	
Address _____ City _____ State _____ Zip _____	
Home or Cell Phone _____ Alternate Phone _____ Email (Optional) _____	
Amount of Contribution: \$ _____	

MAXIMUM eligible tax credit: \$200 if AZ income tax filing status is Single OR \$400 if AZ income tax filing status is Married, filing a joint return

Your designation does not have to be for the maximum allowable amount...**every dollar collected makes a difference!** We offer options to help you benefit from the maximum allowable credit, like AutoPay and Employer Payroll Deductions. Call the Tax Credit office at (928) 505-6917 for more information.

Step 2: Select Your School AND Preference:	<i>Maximum allowable contribution may be split between up to <u>three</u> schools.</i>	
<input type="checkbox"/> Lake Havasu High School	<input type="checkbox"/> Havasupai Elementary	<input type="checkbox"/> Oro Grande Elementary
<input type="checkbox"/> Thunderbolt Middle School	<input type="checkbox"/> Jamaica Elementary	<input type="checkbox"/> Smoketree Elementary
	<input type="checkbox"/> Nautilus Elementary	<input type="checkbox"/> Starline Elementary
Your Designated Preference:		
<input type="checkbox"/> No Preference <input type="checkbox"/> Board Approved Club/Program: _____		
<input type="checkbox"/> Athletic Scholarship for: LHHS <u>or</u> T-Bolt <input type="checkbox"/> Kindergarten Enrichment (for full day program)		

OPTIONAL: To designate funds for a specific middle school or high school student, complete the following:

Student _____	Athletic Fee _____	OR	Club/Sport _____	\$ _____	School Yr _____
Student _____	Athletic Fee _____	OR	Club/Sport _____	\$ _____	School Yr _____

Step 3: Payment: Cash & Checks accepted (Call or visit the District Office to pay by credit card)

Make checks payable to LHUSD #1

Return this form with your contribution to:

LHUSD#1- Tax Credit
ATTN: Judy McClintock
2200 Havasupai Blvd., Building C
Lake Havasu City AZ 86403

Phone: 928-505-6917 Fax: 928-505-6999

Forms available at: www.havasupai.k12.az.us

*Thank You
for Your Support!*


Revised 2-5-18

COMMUNITY RESOURCES

Arizona’s Children Association	928-680-4458
Beacon of Hope Hospice	928-453-4200
Community Health Foundation	928-453-8190
Department of Child Services	928-854-0315
Haven Family Resource Center	928-505-3153
Hospice of Havasu	928-453-2111
LHC Parks and Recreation	928-453-8686
LHC Police	928-855-4111
Mohave County Probation	928-453-0707
Mohave Mental Health	928-855-3432
River Cities United Way	928-855-6333
Southwest Behavioral Services	928-453-2661

Lake Havasu Unified School District #1
Guide to Solving Problems and Getting Answers Fast

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

<p><u>K-8 School and High Schools</u> (General, Staff, etc.) Step 1 - Classroom Teacher; if not resolved... Step 2 - School Principal; if not resolved... Step 3 - Complaint form from District Office Step 4 - Director will investigate; if not resolved... Step 5 - Superintendent</p> <p><u>Curriculum Questions</u> (State standards, material being taught, textbooks, etc.) Step 1 - Classroom Teacher; if not resolved... Step 2 - School Principal; if not resolved... Step 3 - Complaint form from District Office Step 4 - Director of Student Achievement, if not resolved... Step 5 - Superintendent</p> <p><u>Medical Question and Concerns</u> Step 1 - School Nurse; if not resolved... Step 2 - School Principal; if not resolved... Step 3 - Complaint form from District Office Step 4 - Director of Student Services if not resolved... Step 5 - Superintendent</p> <p><u>Transportation</u> (Bus Stops, Route Problems, Behavior, etc.) Step 1 - Transportation office, if not resolved... Step 2 - Transportation Supervisor; if not resolved... Step 3 - Complaint form from District Office Step 4 - Director of Student Services if not resolved... Step 5 - Superintendent</p> <p><u>Student Behavior</u> Step 1 - Classroom teacher; if not resolved... Step 2 - School Principal; if not resolved... Step 3 - Complaint form from District Office Step 4 - Director of Student Services if not resolved... Step 5 - Superintendent</p> <p><u>Special Education and Section 504</u> Step 1 - Special Educ/General Educ Teacher; if not resolved... Step 2 - School Principal; if not resolved... Step 3 - Complaint form from District Office Step 4 - Director of Special Education if not resolved... Step 5 - Superintendent</p> <p><u>Gifted Education</u> Step 1 - Gifted Classroom Teacher, if not resolved... Step 2 - School Principal; if not resolved... Step 3 - Complaint form from District Office Step 4 - Director of Student Achievement if not resolved... Step 5 - Superintendent</p>	<p><u>Maintenance</u> (Buildings, fields, etc.) Step 1 - Maintenance office, if not resolved... Step 2 - Maintenance Supervisor; if not resolved... Step 3 - Complaint form from District Office Step 4 - Chief Financial Officer; if not resolved... Step 5 - Superintendent</p> <p><u>Athletics</u> Step 1 - Coach; if not resolved.. Step 2 - Athletic Director, if not resolved... Step 3 - School Principal, if not resolved... Step 4 - Complaint form from District Office Step 5 - Director will investigate, if not resolved... Step 6 - Superintendent</p> <p><u>After School Activities</u> (Clubs, etc.) Step 1 - Activity Sponsor; if not resolved... Step 2 - School Principal; if not resolved... Step 3 - Complaint form from District Office Step 4 - Director will investigate; if not resolved... Step 5 - Superintendent</p> <p><u>Budget and Finance Questions</u> Step 1 - Chief Financial Officer, if not resolved... Step 2 - Superintendent</p> <p><u>Facility Usage</u> Step 1 - Maintenance office, if not resolved... Step 2 - Maintenance Supervisor; if not resolved... Step 3 - Complaint form from District Office Step 4 - Chief Financial Officer; if not resolved... Step 5 - Superintendent</p> <hr/> <p><u>Phone Numbers</u></p> <p>Business Services 928-505-6937 Human Resources 928-505-6903 Maintenance Department 928-505-6918 Special Education 928-505-6934 Student Achievement 928-505-6902 Student Services 928-505-6948 Superintendent 928-505-6925 Transportation Department 928-505-6960</p> <div data-bbox="667 1409 764 1518">  </div> <p>Scholarship Character Humanity</p> <p>7/2025</p>
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Governing Board Information

Lake Havasu Unified School District #1
2200 Havasupai Boulevard, Lake Havasu City, AZ 86403-3798
Phone: 928-505-6900 Fax: 928-505-6999
Website: <http://www.havasu.k12.az.us>

Board Member	Position	Email	Phone #	Term Completion
David Rose	President	drose@lhusd.org	928-889-6078	2028
Matt Houston	Vice-President	mhouston@lhusd.org	619-241-3291	2028
Lisa Roman	Member	Lisa.Roman@lhusd.org	804-787-3920	2026
Evelyn Tinsley	Member	etinsley@lhusd.org	928-486-6065	2028
Michael Kurn	Member	mkurn@lhusd.org	928-680-9340	2026

Revised July 25,2025