

**Student / Parent
Handbook 2017-2018**



**Beaver Dam
Junior / Senior High School**

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ACTIVITIES-EXTRACURRICULAR

There will be a variety of activities and assemblies presented during the school year. Students will earn the right to participate in these activities. Those students who misbehave during assemblies and activities will be sent 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 sports, Student Council, Academic Olympics, Interact, Strategy Club, etc., must meet LUSD9 eligibility requirements as follows:

1. Follow the NIAA eligibility guidelines;

2. 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, but may continue to practice/participate. If the student continues to receive a F in the same course after the second A week, the student will be dropped from the roster and be ineligible to participate further.

ADDING/DROPPING CLASSES:

Students may add / drop classes with permission from the Counselor/Principal within the first 2 weeks of each school semester. If a student drops a class after this two week period, it may result in a student receiving an F in the dropped class.

ATTENDANCE POLICY

The primary purpose of the Beaver Dam Jr. / Sr. High School is to provide a quality teaching and learning environment for all students. Regular and punctual attendance is critically important if this is to occur. We encourage parents and guardians to help their child be present at school every day. However, the District understands that there are occasions when their child will be not able to attend. Therefore, whenever a student is absent from school, the absence should be immediately reported to the school by the parent/guardian (928.347.5252). If the school is not contacted by 9:00 a.m., the school will contact parents via school messenger to notify parents of their child's absence. After 24 hours after the absence, if parent does not notify school, the absence will be marked as "Unexcused," which constitutes truancy. If a student has an Unexcused Absence, they will be assigned lunch detention until the parent/guardian contacts the school providing a reason for the absence. Arizona state laws mandate compulsory attendance for all children who are from 6 to 16 years of age.

In the event of an absence, the parent / guardian is expected to contact the school by phone; or, when the child returns to school, the student must bring in a note with an explanation for the absence. The school determines an absence as either excused or unexcused. Parents are asked to schedule medical and dental appointments after school

hours except in cases of emergency. Also, any family vacations should be scheduled by parents during predetermined school vacation days—not during scheduled, in-session school days.

It is important to note that if a student has medical necessity to be out of school for an extended period of time, the parents/guardians will need to bring a note from the student's medical provider in order for those days to be excused. If the parent/guardian requests for their child to be allowed an extended absence for any other reason, they must receive prior approval by the administration.

Excused absences include: Illness, Medical Appointments, Death of Immediate Family, Mandated Court Appearances, Approved Religious Holidays. Emergencies outside of the control of the student or student's family may be excused by the principal; however the parent must first notify the school concerning the absence.

Unexcused absences include: Absences that do not qualify under Excused Absences listed above. Unexcused absences are considered to be truanancies. **Truant** means an unexcused absence for at least one (1) class period during the day. A truancy citation will be issued to the student for any unexcused absence. This citation will mandate that the student and parent appear in front of the North Canyon Consolidated Court in Colorado City, AZ.

When a student accumulates five (5) unexcused absences within a school year, it constitutes habitual truancy. 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. The penalty for excessive absences includes possible retention in grades 7th – 8th. Students in 9th – 12th grades may lose credit toward their high school graduation.

First Notification: The Attendance Clerk will run a weekly attendance report. Any students with 8 absences will be notified that they are in danger of exceeding their 10 day limit per semester. The parent / guardians will be informed by letter regarding this first notification. Parents / guardians are encouraged to check on Family Link frequently to see up to date information on absences and tardies their child has incurred.

Second Notification: When the student receives his/her 10th absence, a second notification letter will be sent to parents informing them that these 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 students, and the parents/guardians.

Third 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.

Regular attendance in school, for a school age child, is required by state law. Regular attendance is essential for a student to experience success in school. Students are required to be in class for a minimum amount of hours to receive credit for that class. Students who are absent more than 10 times in a semester, for any reason, may lose credit for that class.

When students are absent from school they should bring a note from home explaining the date/s the student was absent and the reason for the absence. The student should bring the note to the office and get it date-stamped. After getting the note date-stamped the student will keep the note and take it home and save it. When a student has been absent 10 times, a conference will be held with the parents, student and school representative to determine if the student will lose credit for the course. At the time of the conference, the student will bring in any notes their parents gave them so they can be reviewed as part of the decision making process.

BEAVER DAM SAFE SCHOOL POLICY

Each student is expected to follow accepted rules of conduct and is expected to show respect for other people and obey persons in authority.

BULLYING

Bullying is unacceptable behavior and is not tolerated. Students who demonstrate bullying behavior will be disciplined according to the school's Progressive Discipline Plan.

BUS PASSES

Students who stay after school will need a bus pass to get on either an elementary school bus or a late activity bus. Students who do not have a bus 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 will issue the bus 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. Student 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 compliant will be filed by bus the 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, Parent and Student to resolve the existing problem (s). Students will have written parental permission 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, the student will ONLY be released to the parent/guardian if the parent/guardian requests so and is physically present to pick up the student.

- 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 material 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 written parental permission signed by the Office Manager to leave the bus other than for home or school;
- Students who stay after school will need a bus pass to get on either an elementary bus or a late activity bus. Bus passes are issued by the 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 drink 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.

CELL PHONES / ELECTRONIC DEVICES

Cell phones are allowed at school and can be used only before school, during lunch, and after school. Please note if any student is caught using a cell phone during the non-allocated time, the cell phone will be confiscated and the Progressive School Discipline Plan will be enforced. The same thing holds true for use of electronic devices. If parents have an emergency, call the office and we will notify your child immediately; please do not call your child on their cell phone. If they answer you during non-allocated time, your child may have their cell phone confiscated.

The use of VPN's are NOT compliant with the District's Electronic Device policy.

21st Century public education calls for learning experiences to be inquiry-based, student driven, meaningful, and personalized. Digital competence is a 21st century skill that needs to become the norm. In an effort to support teachers and students in their pursuit of personalizing learning experiences, the District will allow students to bring their own device on campus and, with the teacher's permission, into the classroom. With this comes a greater responsibility for students and all adults in the District. Students and adults are still expected to comply with all school rules and policies regarding technology use including using the school's Internet access to enable proper filtering to take place on campus. As adults, we are charged with not only complying with these rules and policies, but also enforcing them. If a teacher allows students to bring their own device in to a classroom, the employees of the District are taking on the responsibility of enforcing the District rules and policies regarding technology use. Infractions to the rules and/or policies should be controlled the same as other classroom behavioral issues with the knowledge that if a student or staff member is having multiple issues, the privilege of bringing your own device could be removed.

CLEAN CAMPUS

Students, faculty and staff should take pride in Beaver Dam Junior / Senior 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.

DANCES

Students who would like to bring a guest to a school dance, who is not a student at Beaver Dam Junior / Senior High School, should obtain a "Guest Contract for Dances/Events" from the front office. This contract must be filled out completely and returned to the Beaver Dam Jr. /Sr. High School Site Administrator by 8:00 am *three (3) days* prior to the dance or event, for the Administrators approval or denial. Anyone showing up to a dance without permission will be denied entrance. Students that leave a dance WILL NOT be granted reentry.

DRESS CODE VIOLATIONS

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 parent conference.

LITTLEFIELD UNIFIED SCHOOL DISTRICT #9

DRESS CODE

Responsibility for personal dress and grooming rests primarily with students and their parents. However, the school sets standards for dress, grooming, and appearance in the following ways:

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 have safe footwear.
4. Students should have the responsibility to cooperate fully with clothing standards required for special classes (such as shop, home economics, PE, and special school activities).
5. Hair including beards, mustaches, and sideburns, should be groomed so that it is neat and clean.
6. Printed apparel is acceptable only if it is done in good taste. Any apparel displaying profanity, suggestive slogans or promoting substances illegal for consumption by a minor will not be allowed. Clothing exhibiting slogans from tobacco, alcohol, playboy, player 69 are not permitted.
7. **Hats, bandanas and sunglasses** are not to be worn in the school building.
8. Clothes that are mutilated or immodest are not appropriate school wear.
9. Any apparel revealing a bare midriff or bare shoulders, or cut low under the arms, is not permissible, including when raising the arms. All T-Shirts, blouses, and shirts must cover the shoulders by at least an inch and cover the underarm area.
10. Tank tops without a covering garment or t-shirt underneath are not permissible.
11. Sleeveless shirts are permitted; however, tank tops / spaghetti straps / ribbed tank tops are not permitted.
12. **Ladies: Shirts or blouses revealing cleavage are prohibited and are not allowed.**
13. Dresses, and skirt lengths must be longer than fingertip length and no less than two inches above the knees. Shorts need to be longer than fingertip length.
14. **Sagging pants are not allowed.**
15. **Chains attached to pants must be removed.** Wallet chains or any chains used to decorate an outfit are not permissible.
16. **Jewelry should not be worn if it presents a safety hazard to self and or others.**

DRUG TESTING

Students who participate in extracurricular activities may be drug tested according to LUSD policy.

FAILED CLASSES

Students who have failed a class at Beaver Dam Junior/Senior High School will be expected to make up the failed class through an online program.

FINAL EXAMS/INCOMPLETE GRADES

Any student missing first semester final exams will receive an “INC. - Incomplete” for that class 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 exam grade will be marked as a 0 (zero) which will impact their final overall first semester grade for that class. Any student missing a second semester final exam must make it up by the last day of school or the student will receive a 0 (zero) which will impact their final overall second semester grade for that class—the only change to this would be with Principal approval **PRIOR** to the last day of school.

FUNDRAISING

Students who raise money for any activity or program that is school-related needs to follow LUSD fundraising policies. Those policies require that any faculty or staff member at Beaver Dam Junior/Senior High School, **must refer student who have money to turn in, to the front office for a receipt.** Students, faculty, or staff members are not to deposit money that is to be used for a school related event or activity, into their own personal bank account.

GANG APPAREL AND PARTICIPATION

A “Gang” is defined in this policy as a group of three or more which have a unique name, sign, symbol, or mark, and whose members engage in criminal or violent behavior to persons or property. Who also create 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.

GRADUATION REQUIREMENTS: (Policy IKF)

Subject	Required Credits for Diploma
English	4 Units of Credit
Math	4 Units of Credit
Science	3 Units of Credit
Social Studies American Government & Arizona Govern- ment 0.5 Units of Credit American History-Including Arizona History 1.0 Units of Credit World History & Geography 1.0 Units of Credit Economics 0.5 Units of Credit	3 Units of Credit
Fine Arts/Vocation	1 Unit of Credit
Physical Education / Health	2 Units of Credit
Senior Project	1 Unit of Credit
Electives	7 Units of Credit
Total Credits Required	25 Units of Credit

EARLY GRADUATION REQUIREMENTS:

Beginning the 2017-2018 school year, entering Juniors may request early graduation to be fast tracked to graduate at the end of their Jr. year providing all of the following conditions are met:

1. Student must enter their Jr. Year with a cumulative GPA of 3.50 or greater;
2. The student's AZ Merit Test Scores from their end of Sophomore year are at "Proficient" or "Highly Proficient;"
3. The student will not be allow late arrival nor early release in their schedule;
4. Student notifies his/her intention of early graduations with the counselor and 7-12 principal before their Junior year of school begins (this allows the counselor to make certain that all requirements of early graduation are satisfied and allows time to create a Jr. / Sr. Schedule that will allow the student to meet all graduation requirements by the end of their Junior Year);
5. The student, parents/guardians, Counselor, and Principal must meet prior to the start of the school year to review these requirements and to sign off on approving early graduation for their child.
6. Once approved, the student must maintain a 3.5 GPA throughout their fast track to graduation or they may forfeit their eligibility at the discretion of the administration.
7. If the student wishes to attend the Senior Class Trip at the end of the year, they will be allowed to do so but they will have to attend the class trip of the year they actually graduate. The student will not be able to wait until their cohort takes their senior trip the following year and expect attend at that later time.

If a Senior wants to fast track graduation and complete all of their High School Graduation Requirements by the end of their first semester, they must meet the following requirements:

1. Student must enter their Sr. Year with a cumulative GPA of 3.50 or greater;
2. The student's AZ Merit Test Scores from their end of Junior year are at "Proficient" or "Highly Proficient;"
3. The student will not be allowed late arrival nor early release in their schedule;
4. Student notifies his/her intention of early graduations with the counselor and 7-12 principal before their Senior year of school begins (this allows the counselor to make certain that all requirements of early graduation are satisfied and allows time to create a Sr. Schedule that will allow the student to meet all graduation requirements by the end of the first semester);
5. The student, parents/guardians, Counselor, and Principal must meet **prior to the start of the school year** to review these requirements and to sign off on approving early graduation for their child.
6. Once approved, the student must maintain a 3.5 GPA throughout their fast track to graduation or they may forfeit their eligibility at the discretion of the administration.
7. If the student wishes to attend the Senior Class Trip at the end of the year, they will be allowed to do so. However, this is at the administration's discretion.

VALEDICTORIAN / SALUTATORIAN STATUS:

The Valedictorian / Salutarian for each graduating class will be selected based on highest / second highest GPA, respectively. In order to be considered as a class Valedictorian, a student must achieve a minimum high school cumulative GPA of 3.75 or higher. In order to be considered as a class Salutarian, a student must achieve a minimum high school cumulative GPA of 3.5 or higher.

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, then those students who are tied will all be listed as Valedictorian's.

1. The first tie-breaker is as follows:

The student with the highest ACT score will be determined to be the Valedictorian.

2. The second tie-breaker is as follows:

If there is still a tie after the first tie-breaker has been implemented, the student who has taken less online courses, will be considered the Valedictorian. The reason for this tie-breaker is there is greater supervision over the work that a student completes in a classroom setting, where there is regular face time with an assigned teacher and regular interaction and dialogue with fellow students. We believe regular, face-to-face interaction and dialogue with a teacher and fellow students is often missing in an online course.

3. Seniors who graduate early will be considered for Valedictorian status. Items 1, 2 and 3 above apply.
4. Juniors who will graduate early will not be considered for Valedictorian or Salutatorian status with the senior class. And, because they are graduating early and will no longer be a student after they graduate, will not be considered for Valedictorian or Salutatorian status with their Junior Cohort when their Junior Cohort graduates a year later as seniors.

GROUNDS FOR SUSPENSION AND EXPULSION

The following are grounds for suspension and or expulsion from the school as stated in the Safe School Policy of the Littlefield Unified School District #9. Suspension is for no more than 10 school days per incident. Expulsion is defined as the removal from school for any period longer than 10 days but not more than 1 school year.

- Vulgar or indecent conduct
- Repeated tardies to school or classes
- Theft or dishonesty, including cheating
- Persistent littering
- Gambling/card playing
- Chronic and repetitive offenses
- Truancies
- Vandalism
- Lying to school personnel
- Plagiarism
- Forgery (parent, teacher, student or any other person)
- Inappropriate clothing attire
- Inappropriate public display of affection such as: hugging, kissing, sitting on the lap, or any other inappropriate touching. Holding hands is allowed.
- Ungovernable behavior
- Burglary and or other acts deemed inappropriate under federal, state and district policies.
- Possession of a weapon
- Possession of knife or firearm

HONOR ROLL

The Honor Roll will be divided into 2 groups based on grade point average. The Beaver Dam Jr. /Sr. High School requirements for students to be placed on the honor roll are as follows:

Honors (Cumulative Grade Point Average of 3.5 — 3.74)

High Honors (Cumulative Grade Point Average of 3.75 – 3.99)

High Honors with Distinction (Cumulative Grade Point Average of 4.0)

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Any student not in compliance with Arizona statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion.

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. Beginning the 2017-2018 school year, students will be required to keep backpacks and personal effects in a locker assigned to them. For safety and security purposes, backpacks will no longer be allowed into classrooms. 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 that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present, maintenance of proper sanitation, mechanical condition and safety and to reclaim district property including instructional materials.

LUNCH POLICY

Beaver Dam Schools are closed campuses. Therefore, students are to remain on campus during school hours including lunch, except on rare occasions when permitted by the principal for a student to leave campus. It is also forbidden for students to sit in their cars during lunch to listen to music and loiter around vehicles in the parking lot.

MAKE UP WORK

A student who has an excused absence is encouraged to make up specific assignments missed and /or to complete additional in-depth studies assigned by the teacher to meet subject or course requirements. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Students have one day to make up work for every day of excused absence and it is the responsibility of the student to contact each teacher for make up work.

NON-TOLERATED BEHAVIORS

The following will not be tolerated and will result in parent involvement and negative consequences, including possible suspension, expulsion, and police involvement:

1. Harassment, defiant and ungovernable behavior.
2. Fighting and promoting fights. If you are in a fight you may be suspended regardless of who starts the fight. Those who also help promote fighting will be dealt with as seriously as those fighting.
3. Disrespect to school personnel and visitors. This includes administrators, counselors, teachers, substitute teachers, librarians, aids, secretaries, custodians, lunch room staff and bus drivers.
4. The sale, possession, representation or use of tobacco alcohol, drugs or weapons.
5. Damage to the schools, other students and school personnel's property.
6. Cheating, plagiarizing, or forging signatures on any school document.
7. Lewd conduct.
8. Behavior which causes harm or possible harm to others.
9. Hazing (to persecute or torture somebody in a subordinate position).
10. Unsafe driving practices.

The following may involve the police

Drugs, tobacco, weapons, vandalism, assault, harassment, sexual misconduct, unsafe driving practices and /or any violation that is considered a violation of the law.

NUISANCE ITEMS

Items not directly associated with education (i.e. electronic games, I-Pods, cameras, water guns, water balloons, rubber bands, stuffed animals, blankets, etc.) disrupt school and are not to be brought to school and will be confiscated.

PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

- Encourage their student to put a high priority on their education and to commit themselves to making the most of the education opportunities the district provides;
- Keep informed on district activities and issues. On the district website: www.lusd9.com
- Become a district volunteer. For further information contact the principal.
- Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvements.

PRE-ARRANGED ABSENCES

In the event parents know their child will miss school in advance of the days to be missed, it is important for parents to understand it is the child's responsibility to find out what assignments will be missed, what assignments will be due, and what work will need to be made-up when the child returns to school.

RELEASE OF STUDENTS FROM SCHOOL

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 permissions has been given before allowing the student to leave. A student will not be released to any person without the prior written approval of his/her parent or as otherwise provided by law, and as indicated in the registration packet.

RELEASE OF STUDENTS: WORK RELEASE

A student wishing to be released from school for Work Related reasons must meet the following requirements:

- Must be a Jr. or Sr. in good standing for Graduation;
- 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
- Allowed after lunch for 4th & 5th periods only
- May submit form from Counselor to earn Work Release Credit.
- Must have parent/guardian consent.

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.

- In case of Student Injury at School
- We will only give emergency first aid
- We will call parents of student
- We will call emergency personnel if necessary (911)
- Any medication given to students shall be done through compliance with district policy:
- Written permission form signed by parents/guardian.
- Medication must be supplied by a parent/guardian in original prescription container.

STUDENT ACTIVITY CARD

All students attending Beaver Dam Jr. / Sr. High School will be charged a Student Activity Card fee. The cost of this Student Activity Card will be \$15.00 for the 2017-2018 school year if paid during the open enrollment dates of July 31, 2017 through August 3, 2017. Otherwise, reenrolling students will pay a \$25.00 Activity Card Fee. This Student Activity Card secures the student the right to participate in after school activities, including but not limited to Athletic Events, Dances, Clubs, Organizations, Senior Trips, & Field Trips. This card will allow free entrance into all home athletic events for the students; however it **does not** cover the cost of dance tickets or other events that require additional fees. Students will not be issued a Student Activity Card with their picture ID until this fee is paid.

STUDENT COUNCIL

Any 7th – 12th grade students wishing to be part of Student Council must meet member Qualifications as follows:

- Minimum GPA of 2.5
- 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 school year
- Must be a full time (Monday – Friday) Student

STUDENT FINES / MONIES OWED

If a student receives a fine for not paying for a missing book or other school related equipment including a student activity fee card the student will have the fine posted on their account and may be denied access to school related activities or graduation ceremony until the fine is paid. All fines are to be paid to the Office Manager on a regular basis. Any returning student with a fine will either pay their fine to the Office Manager on the first day of school, prior to getting their schedule, or sign their name on the fine list established by the Office Manager, agreeing to pay their fine at a later date. Students will not be issued a Student Activity Card with their picture ID until they have paid all fines due / **monies owed** to the school. Students without a Student Activity Card with picture ID will not be allowed to attend any after school activities including but not limited to: Athletic Events, Dances, Clubs, Organizations, Tutoring, Senior Trip, Field Trips, of any nature or any activity that takes place after school. Students, who owe a fine, will not be able to attend any Field Trips during the school day until the fine is paid. In addition students who owe fines **or money** will not be allowed to participate in the graduation ceremony at the end of the year.

STUDENT INSURANCE

Accident insurance is made available to students. Applications are available in the office. An athlete participating in any sport **must** 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 SIDE OF THE SCHOOL CLOSEST TO THE COMMONS AREA.

- Students ~~are permitted to~~ may park on school premises if they have obtained a student parking pass from the front office. Driving to school is as a matter of privilege, not of right.
- The District retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of a student's automobiles on school property.
- The District may inspect the interiors of students automobiles whenever a school authority has reasonable suspicion to believe 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 who fails to provide access to the interior of the car upon request by a school official will be subject to school disciplinary action.
- If the student fails to follow school policy and procedure related to use of vehicles the vehicle may be towed away and stored at the owner's expense.
- Students who do not abide by safe, driving practices and follow the above expectations will not be allowed to drive a vehicle on district property.

- Students will provide a copy of their driver's license and automobile insurance to the front office at registration to be placed in the student's cumulative file.

TARDIES

Students should be on time to each class. Tardies not only harm the student that is late, but also unfairly interrupts the work of other students who made the effort to be on time. Tardies are cumulative for the semester meaning that tardies are all added together when issuing discipline. If a student is tardy one time in one class, the first

time they are tardy in another class it counts as two tardies. Please refer to the tardy portion of the discipline policy for additional information. If a student misses more than half of a period, it will be counted as an absence.

Tardies are no longer excused or unexcused. The Tardy policy is as follows:

- 1st, 2nd, 3rd Tardies are allowed per semester;
- 3rd Tardy – Student issued a warning;
- 4th Tardy – Assigned 5 day of lunch detention;
- 5th Tardy – Assigned 1 day of ISS (In School Suspension);
- 6th Tardy – Assigned 3 days of ISS
- 7th Tardy – Assigned 5 days of ISS

TELEPHONE

A phone is located in the main office. Students will be allowed to use the phone for emergencies only.

TEXTBOOKS AND LIBRARY MATERIALS

Textbooks are the property of the school. Students are held accountable for the books issued to them. Fines are imposed for undue wear or damage. If books are lost, students are responsible for their cost. Library materials are also the property of the school. Any damage or loss of these materials will also be charged to the student.

VALUABLES

Parents, please note that expensive items are not to be brought to school. The school is not responsible for any theft of valuable items including but not limited to cell phones, MP3 players, iPods, or money. Four wheelers, skateboards, scooters, bicycles and roller blades are not to be ridden on campus.

VISITORS

Parents are always welcome and encouraged to visit the school and their child's teacher. For the safety of our students all visitors must report to the main office immediately upon entering the building. Due to the disruption of classroom activities and campus routine, visitors other than parents will not be allowed to spend time at school. Trespassers will be referred to the police.

BELL SCHEDULE

RED OR BLACK DAY MONDAY THROUGH THURSDAY		
TIME	PERIOD	MINUTES
7:15-8:45	R1	90
8:50-10:20	R2	90
10:25-12:00	R3	90
12:00-12:35	LUNCH	35
12:35-1:18	RB4	43
1:22-2:05	RB5	43

RED & BLACK DAY FRIDAY		
TIME	PERIOD	MINUTES
7:15-7:58	R1	43
8:02-8:47	R2	43
8:51-9:34	R3	43
9:38-10:26	RB4	48*
10:30-11:13	RB5	43
11:17-12:00	B1	43
12:00-12:35	LUNCH	35
12:35-1:18	B2	43
1:22-2:05	B3	43

**BEAVER DAM JR/SR HIGH SCHOOL
PROGRESSIVE DISCIPLINE PLAN**

The consequences listed below are guidelines for the administration to follow. Actual consequences meted out may differ from the guidelines depending upon each situation. Both in-school suspension (ISS) and out-of school suspension (OSS) will be utilized as consequences, as determined by the administration.

BEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
ALCOHOL Use, Possession, Distribution	5 Day Suspension & RPC	10 Day Suspension	Expulsion	NA
ARSON	Expulsion / Police	NA	NA	NA
ASSAULT on LUSD9 Employee	Expulsion / Police	NA	NA	NA
ASSAULT on Student	3 Day Suspension / RPC	5 Day Suspension / RPC	10 Day Suspension	Expulsion
BATTERY on LUSD9 Employee	Expulsion	NA	NA	NA
BATTERY on a student	3 Day Suspension RPC	5 Day Suspension/RPC	10 Day Suspension/RPC	Expulsion
BULLYING	Parent Conference	5 Day Suspension	10 Day Suspension	Expulsion
BUS MISBEHAVIOR	Warning / Possible Action	1 Day Bus Suspension or TBD	3 Day Bus Suspension / or TBD	5 Day Bus Suspension or TBD
CAMPUS DISRUPTION	3 Day Suspension / RPC	5 Day Suspension / RPC	10 Day Suspension/ RPC	Expulsion
CELL PHONES	Student can pick up after school	Parent must pick up	3 Day Suspension	Confiscated for semester
CHEATING	F Grade on assignment and RPC	F Grade on assignment and RPC	F Grade for the course	NA

PROGRESSIVE DISCIPLINE PLAN (continued)

BEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
CLASSROOM DISRUPTION	2 Days of Lunch Detention & Parent Contact	5 Days Lunch Detention	2 Days ISS 5 Days After School Detention	Progressive Suspension
COMPUTER MISCONDUCT	Follow User Agreement Guidelines	Follow User Agreement Guidelines	Loss Use of Computers	NA
DETENTION VIOLATION	1 Day Suspension	3 Day Suspension	5 Day Suspension	Progressive Suspension
DRESS CODE	Warning / Change Clothes	2 Days Lunch Detention & Parent Contact	5 Days Lunch and After School Detention	Progressive Suspension
DRUGS Use, Possession, Distribution	10 Day Suspension RPC / Police	20 Day Suspension/ Police	Expulsion	NA
DRIVING / PARKING VIOLATIONS	Warning / Action / TBD	Suspension of Parking Privileges		
EXTORTION	10 Day Suspension & RPC	20 Day Suspension RPC	Expulsion	NA
EXPLOSIVE DEVICES	Expulsion	NA	NA	NA
FAILURE TO REPORT TO OFFICE WITH REFERRAL	5 Days lunch detention	1 Day Suspension	3 Days Suspension	TBD
FIGHTING	3 Days Suspension / RPC	5 Day Suspension / RPC	10 Day Suspension / Expulsion	Expulsion
FIREARMS	Expulsion / Police	NA	NA	NA
FORGERY	1 Day Suspension / RPC	5 Day Suspension	10 Day Suspension	Expulsion
GAMBLING	RPC	5 Day Suspension	10 Day Suspension	Expulsion
INAPPROPRIATE BEHAVIOR	2 Days Lunch Detention & Parent Contact	5 Days Lunch Detention	2 days of ISS 5 Days Lunch and After School Detention	Progressive Suspension

PROGRESSIVE DISCIPLINE PLAN (continued)

BEHAVIOR	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE
INAPPROPRIATE LANGUAGE	2 Days Lunch Detention & Parent Contact	5 Days Lunch Detention	5 Days Lunch and After School Detention	Progressive Suspension
INSUBORDINATION	2 Days Lunch Detention & Parent Contact	5 Days Lunch Detention	5 Days Lunch and After School Detention	Progressive Suspension
LEAVING CLASS WITHOUT PERMISSION	2 Days Lunch Detention / Parent Contact	5 Days Lunch Detention	5 Days Lunch/ After School Detention	Progressive Suspension
LEAVING CAMPUS WITHOUT PERMISSION	5 Days Lunch Detention / Parent Contact	1 Day Suspension	3 Day Suspension	5 Day Suspension
LYING	5 Days Lunch Detention	1 Day Suspension	3 Days Suspension	Progressive Suspension
MESSENGER	1 Day In-House Suspension	1 Day Suspension	5 Day Suspension	10 Day Suspension
PHYSICAL-ALTERCATION / student	Principal's Option	Principal's Option	10 Day Suspension	Expulsion
PHYSICAL ALTERCATION / staff	Principal's Option	5 Day Suspension	Expulsion	NA
PROFANITY towards LUSD9 employee	5 Day Suspension / RPC	10 Day Suspension / RPC	Expulsion	NA
PROFANITY in general	2 Days Lunch Detention & Parent Contact	5 Days Lunch Detention	5 Days Lunch and After School Detention	Progressive Suspension
ISS - ROOMMIS-BEHAVIOR	1 Day Suspension	3 Day Suspension	5 Day Suspension	Progressive Suspension

PROGRESSIVE DISCIPLINE PLAN (continued)

BEHAVIOR	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE
ROBBERY	5 Day Suspension / Police	10 Day Suspension / Police	Expulsion	NA
SKIPPING CLASS	1 day ISS or Truancy Citation 5 Day Lunch Detention / Parent Contact	3 day ISS or Truancy Citation 1 Day Suspension	5 day ISS or Truancy Citation 3 Days Suspension	Progressive Suspension
SKIPPING DETENTION	Double the days assigned	1 Day Suspension	3 Days Suspension	TBD
SKIP REFERRAL TO OFFICE	5 Days Lunch Detention	1 Day Suspension	3 Days Suspension	TBD
TARDINESS	4 th Tardy: 5 days Lunch Detention Warning	5 th Tardy: 1 day ISS 2 Days Lunch Detention	6 th Tardy: 3 days ISS 5 Days Lunch Detention	7 th Tardy: 5 days of ISS 5 Days Lunch and After School Detention
THEFT	2 Day Suspension/ Parent Contact	5 Day Suspension/ Parent Contact	10 Day Suspension / Parent Contact	Expulsion
TRUANCY	1 day ISS or Truancy Citation- Parent Notification	3 day ISS or Truancy Citation- Parent Notification	5 day ISS or Truancy Citation- Truancy Letter	Progressive Suspension
VANDALISM	3 Day Suspension / RPC / Restitution	5 Day Suspension / Restitution	10 Day Suspension / Expulsion	Expulsion
VERBAL ALTERCATION	Removal from school for the remainder of the day.	Removal from school for the day, 5 Days Lunch Detention	5 Day Suspension	Expulsion
VIDEO TAPING	1 Day Suspension	3 Days Suspension	10 Days Suspension	Expulsion
WEAPONS	Expulsion/Police	NA	NA	NA

Littlefield Unified School District # 9

Master School Calendar

2017-2018



Revision Date 03/09/2017 9:37 am

Governing Board Approved (Input date when approved)

*For a more detailed, color view of the Master District Calendar,
please go to the Littlefield Unified School District website at
www.lusd9.com and view it online.*

2017-2018 Important Dates

August 14-15	Teacher In-Service (No School)
August 16	First Day of School (Wednesday)
September 1	Extracurricular Day (No School)
September 4	Labor Day (No School)
September 9	Back To School Night
September 22	Extracurricular Day (No School)
October 6	Extracurricular Day (No School)
October 9	Columbus Day (No School)
October 13	9 Week Progress Report
October 13	Home Coming
October 20	Extracurricular Day (No School)
November 10	Veteran's Day Recognized (No School)
November 22	Minimum Day Thanksgiving
November 23	Thanksgiving Day (No School)
November 24	Thanksgiving Break (No School)
December 1	Extracurricular Day (No School)
December 8	Extracurricular Day (No School)
December 22	End of 1 st Semester
December 22	Minimum Day
Dec. 25 – Jan 5	Winter Break (No School)

2017-2018 Important Dates (Continued)

January 8	First Day Back from Winter Break
January 8	Start of 2 nd Semester
January 12	Extracurricular Day (No School)
January 15	Human Rights Day (No School)
February 2	Teacher In-Service (No School)
February 16	Extracurricular Day (No School)
February 19	President's Day (No School)
March 9	Extracurricular Day (No School)
March 16	9 Week Progress Reports
March 23	Extracurricular Day (No School)
March 26-March 30	Spring Break
April 13	Extracurricular Day (No School)
May 4	Extracurricular Day (No School)
May 25	Last Day of School / Early Release
May 25	End of 2 nd Semester
May 25	Graduation



LITTLEFIELD UNIFIED SCHOOL DISTRICT #9

www.LUSD9.com

Beaver Dam Junior/Senior High

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The Staff list is current at the time of printing, and may change prior to the school starting.

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school information.***

Search for Beaver Dam Schools



Beaver Dam Elementary 928-347-5796 fax 928-347-5795

Littlefield Unified School District #9 928-347-5486 fax 928-347-5967