

**WAVE #50**  
**Culinary Arts & Hospitality**  
**Central Campus**  
**Handbook 2019-2020**



**1540 S. Palo Verde Blvd., Lake Havasu City, AZ 86403**  
**Telephone: 928-453-7017**  
**Website: [www.wavejted.org](http://www.wavejted.org)**

# WELCOME

Welcome to Western Arizona Vocational Education #50 (WAVE) Career and Technical Education District (CTED). The role of WAVE is to provide each student with a quality career preparation program that will enable you to become a productive citizen in your community and globally. We hope you will discover the vital connection between what you do in school and what you will do later in life in your chosen career path. Preparing for a career and putting yourself on a pathway to success is just one of the many advantages of being a part of the WAVE CTED. Whether your plan is to enter the workforce or continue your education, let the Career and Technical Education (CTE) programs offered by WAVE guide your way! We look forward to working with you and have a great year!

Sincerely,  
Superintendent Amy West

## Mission Statement

The Western Arizona Vocational Education District, collaborating with business and community, provides students' academic, career, and technical preparation for a global, competitive marketplace.

## Philosophy and Educational Commitment

- We will develop community workforce partnerships.
- We will meet future community employment needs with appropriate coursework.
- We will offer a variety of educational experiences to include lab instruction, classroom construction, and world of work experience.
- We will have seamless interaction with partner high schools.
- We will expand and enhance current courses.
- We will enable WAVE students to exit with employment training certificates, marketable job skills and community college credits.
- We will prepare WAVE students for entrance into the work force or higher education.

## History

In 1990, the Arizona Legislature approved the formation of Joint Technical Education Districts (JTED). Later that year, the East Valley Institute of Technology (EVIT) was formed following a general election. In 2009, Western Arizona Vocational Education #50 JTED was formed to serve Mohave and La Paz Counties. Legislation in 2018, changed the name to Career and Technical Education Districts (CTED). Today, there are 14 CTED's in Arizona.

WAVE CTED serves high school students who reside within the boundaries of the following school districts: Colorado River Union, Kingman Unified, Lake Havasu Unified, and Parker Unified, as well as, all charter schools, homeschool and other non-public school students in those boundaries. WAVE "Central" Campus (located in Lake Havasu City) is occupationally specific and taught by qualified professionals, using state-of-the-art equipment. Our instructors are caring individuals, who have the vision and skills to train students appropriately to compete in an ever-changing economy.

CTED Programs are comprehensive in nature, requiring two or three years of study, and are open to students beginning at the 10th grade level. Central Campus CTED programs may require pre-requisites or special approval prior to admission. Students enrolled in CTED programs earn high school credit and graduate from their home high school along with having the opportunity to earn industry certifications and community college credit.

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## **Administration and Staff**

Amy West, Superintendent  
Beverly Goolsby Business Director/Board Secretary  
Kim Santangelo, Program Coordinator  
Karla Desper, Culinary Instructor/Program Director  
Shawna Schneikart, Hospitality Instructor/Program Director

## **Governing Board**

The WAVE Governing Board consists of members representing students within these school district boundaries:

### **Colorado River Union High School District**

Jon Moss  
Rosemarie LeFebvre

### **Kingman Unified School District**

Jim Cave  
Tom Duranceau

### **Lake Havasu Unified School District**

Sarah Hall  
Tonya Krueger

### **Parker Unified School District**

Armando Heredia

# Application Procedures

WAVE CTED is open to students beginning in the 10<sup>th</sup> grade, who reside within the boundaries of the four public school districts, including home school, online and charter school students. Students will need to follow the steps below to apply for the program:

1. Register at your home high school and/or complete the enrollment form for WAVE Central Campus. Forms can be returned to your school counselor or WAVE CTED Central Campus Office. Students will be contacted about acceptance into the program.
2. To complete the process, students and parents should attend the Open House to finalize enrollment, pay course fee, meet instructors, order uniforms and tour facilities
3. Potential dual enrollment students should take the community college Accuplacer assessment. Scores will determine eligibility and course placements (dual enrollment/non dual enrollment are both offered).

## Course Schedule

Students are registered for the entire school year. Courses will meet on Monday, Tuesday, Wednesday and Friday. There is no class on Thursday; however, student will be expected to participate in work based learning activities outside of the normally scheduled course times. These activities may be at various locations, days and times. The class times are as listed below. To get the most out of the program, students are expected to attend the entire class period. A school calendar is attached for your convenience. *\*Schedule subject to change.*

Morning session: 7:45 a.m. – 9:45 a.m.

Afternoon session: 12:45 p.m. – 3:00 p.m.

## Arrival and Departure

Students who drive should park in the common area in front of the school. WAVE students are expected to be mindful of members of the community and avoid loitering and/or impeding pedestrian traffic on the sidewalks in the immediate neighborhood as this poses a possible danger to themselves or others. High School students are required to go directly to/from WAVE to their home school and will not be allowed in the parking lot during class. Students are required to adhere to instructions from WAVE staff at all times regarding arrival and dismissal.

## Attendance

WAVE courses are designed to provide students with interactive, laboratory experiences that are difficult to recreate in a written or online environment. It is CRUCIAL that students attend classes in order to meet many of the course standards. Attendance is essential to a student's academic success.

School attendance is also required by law. If a student is unable to attend class (including labs or internships), a parent/guardian is expected to call the WAVE Central Campus main office at 928-453-7017 to speak with an instructor and report the absence or leave a voicemail. Verification of absences may be required when students return. Students should never leave school for any reason without notifying the classroom instructor.

Students receiving dual enrollment credit will be held accountable to both MCC and WAVE requirements. Students are also receiving elective credit at LHUSD. Unexplained and excessive absences may result in failure to earn credit in your selected course(s) at any of the institutions. Frequent or unexcused lateness or early departures will have the same follow-up and intervention procedures as absences. Students who are absent from their partner school (ie: WAVE) for ten (10) consecutive days during a semester without appropriate documentation will be withdrawn from school (ARS 15:901 A2). And, students that are deemed truant as defined by Board Policy and state law (ARS 15-803) may be cited by the police department.

Taking a student out of school during the school day is disruptive, and parents/guardians are encouraged to make appointments for after-school hours or during weekends/days off. Please note there are no WAVE high school classes on Thursdays. Please use scheduled school breaks for vacations. Keeping children out of school for vacations can have a negative impact on their educational progress. If a parent/guardian comes directly to the CTED classrooms, the instructor/administrator will verify the person's identity, via the student's record on file. Students will not be released to anyone not listed on their student enrollment file as having permission.

**School Activity Absences:** If a student misses a WAVE class due to a school activity, the absence will be noted as "school excused" by WAVE. **However, the student will still be responsible to make up any assignments and/or hours that are required for the class. Internship hours must be met regardless of reason for absence. Prior to the activity,** the student will be expected to inform all of their WAVE teachers of this absence.

**Consequences:** A student who has accumulated (8) or more absences in a class, excused and/or unexcused, may be dropped from that class & lose credit as recommended by the teacher to administration.

**Late Work/Makeup Work Due to Absences:** A student shall be required to initiate contact with each of his/her teachers to obtain appropriate make-up work for any excused absences. For pre-planned absences, including field trips, a student must inform each of his/her teachers prior to the date of the event. Makeup work policy will be noted on individual course syllabus.

**Tardies:** Tardiness/leaving early of more than 10 minutes is considered an absence. Students are allowed four (4) tardy/leave early per year with an accompanying note. Students with additional tardy/leave early will be assigned detention at WAVE or partner district site. Any additional tardy/leave early may result in removal from WAVE Central Campus.

## Communications

Families should make every effort to confirm plans before the school day starts. If this is not possible, parents/guardians should contact the school to reach their children. In cases of emergency, please call the school office at 928-453-7017 to leave a message for your child. We will make every effort to give the message to your child. It is important that all contact information is updated when changes occur by calling the office. **Please do not call your child on his/her cell phone during class time. Students will not be excused from class to make or accept calls.**

Email is the best way to communicate with faculty and staff. They can be emailed by using their WAVE email address, located in the syllabus. If you call the school, please leave the best phone number at which to call you back, and the best time of day. You may also text the instructor or call the main building phone: 928-453-7017.

## Student Conduct/Policies

WAVE's programs are designed to replicate a professional work environment. Students are expected to conduct themselves in mature, professional manner. To demonstrate professional expectations and employability skills, students should:

- Attend school regularly and be punctual.
- Engage in active learning by participating in class activities, being prepared, and completing assignments on time.
- Respect and be courteous to instructors, classmates, guests, staff and substitutes as well as respect for school property and equipment and neighboring businesses.
- Maintain integrity by completing your own work at a professional level and being truthful.

- Take pride by using appropriate language and adhering to industry levels of dress code and personal grooming.
- Practice leadership by supporting others, getting involved and being cooperative

### **Classroom Discipline Plans/Course Expectancy**

At the beginning of each new term and with each new student, teachers will take time to explain classroom rules and the progressive consequences for violating rules. A copy of this plan will be available to and signed by each student, and he/she will be expected to adhere to all classroom rules and regulations. Students who refuse to accept the teacher's consequences for violations will be subject to immediate referral to the Superintendent or designee.

### **Discipline**

Central programs are offered at the WAVE Central Campus and post-secondary institutions. Students are subject to discipline policies and administrative actions set forth by WAVE, member districts and participating post-secondary institutions. The District may notify law enforcement if violations of the law occur.

Discipline for participating WAVE JTED students shall be in accordance with the CTED policies when the student is present in a CTED central campus course/activity. Discipline issues will be reported to the WAVE CTED Superintendent or Superintendent designee, who will also notify the student's home school of said disciplinary action/infraction. Concurrently, when a student is present at his/her home school campus, student discipline is then in accordance with the home school's established policies. All disciplinary actions taken at either WAVE CTED or the home schools may be reciprocal.

### **Due Process Procedures**

The purpose of this policy is to: (1) define conduct that may result in discipline of a student and (2) set forth due process procedures for various types of discipline.

A student who engages in conduct prohibited by this policy may be disciplined. Discipline may include, but is not limited to, any one or any combination of the following: oral reprimand, parent conferences, temporary exclusion from the classroom, loss of privileges, loss of credit, withdrawal from class, suspension or expulsion.

This policy is intended to regulate conduct of a student when the student is: (1) on school grounds or at a school sponsored event; (2) traveling to or from school or a school sponsored event; or (3) is under a suspension or expulsion from another school district/member school district or has engaged in misconduct while attending another school district/member school district; or has (4) engaged in misconduct that is in any other manner school related or affects the operation of any school. For the purpose of this paragraph, the term "school grounds" includes all property owned or controlled by the school district and all property reasonably adjacent thereto where students congregate during or immediately before or after school.

### **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. A student shall not violate any federal, state or local law. A student shall not violate any Governing Board policy, administrative regulation or school rule.

### **Care of District Property**

Students are expected to take pride in the WAVE campus and programs. A student shall not damage, destroy or deface any school property or property belonging to any other person and shall not litter on school property or at a school event. Under Arizona law, upon complaint of the Governing Board, the parents of minors who cut, deface or otherwise damage school property shall be liable for all damages caused by their children. A.R.S. § 15-842.

### **Dress Code**

The CTED is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students are required to wear school approved sleeved t-shirts/polo shirts/club/athletic club shirts and bottoms shall be fingertip length, appropriately hemmed, covering all undergarments, and be free from rips, frays, holes, and tears. No article of clothing shall be worn that distracts from the educational process. Specific courses/activities (ie: front out

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house/back of house) may have assigned dress and students are expected to wear said dress as per the teacher's instructions. Caps, hats or beanies are only allowed when appropriate as part of the culinary kitchen expectations as directed by classroom instructors. Dress code "standards" shall be maintained during spirit week as well.

The dress code at WAVE is just one example of the high standards we expect from our students. Students in this workplace setting are expected to be clean and neat in their personal appearance, observing standards of modesty, cleanliness and good taste. The goals of this code are:

- Help students distinguish that different types of dress are appropriate for different settings.
- Increase pride in appearance and in WAVE.
- Prevent the distraction over competition of fads and expensive clothes.
- Provide a neat and comfortable uniform.
- Ensure the safety and security of our school.

"Modesty in dress" at WAVE requires that students refrain from wearing such items as tight fitting and revealing clothing, and from displaying visible cleavage, visible underwear, and bare midriffs. Items of attire with obscene/vulgar language, racial slurs, violence or sexually suggestive slogans or graphics shall not be worn or displayed. Appropriate footwear is required. Closed toe shoes must be worn for culinary sanitation and safety. No slippers are allowed.

### **Gang Activity**

A student shall not wear, carry, or display gang paraphernalia and/or exhibit behavior or gestures that symbolize gang membership or cause and participate in activities that intimidate or adversely affect the educational activities of another student or the orderly operation of the school. A student shall not engage in any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others. Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation, in such a group, is prohibited because of the disruption to the educational activities that result from such activities addressed. It is the District's position that such activities and dress also present a clear and present danger to other district students, to district staff members and to the community.

For the purpose of this policy, a "gang" is defined as a group of individuals (1) who refer to themselves as a group by a group name or moniker and (2) whose primary group activities, whether conducted individually or in a group setting, involve activities that are unlawful or contrary to Governing Board Policy, including, but not limited to, the following: intimidation of others, acts of assault and similar acts of unjustified physical violence against others, and/or activities that damage real property such as graffiti. Gangs also often claim a territory or area and have similar groups that are deemed rivals or enemies.

### **Student Violence, Harassment, Intimidation & Bullying**

The Governing Board of the WAVE CTED believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

**Bullying** may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property; is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of

physical or emotional harm; occurs when there is a real or perceived imbalance of power or strength: or may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to, the following:

verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying; exposure to social exclusion or ostracism; physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting; damage to or theft of personal property.

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

**Harassment** is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, and social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, or marital status or any other reason not related to the student's individual capabilities. Harassing behaviors can be direct or indirect and by use of social media.

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

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

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim physically, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

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

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

Law enforcement authorities shall be notified anytime District officials have a reasonable belief that an incidence of bullying is a violation of the law.



## **Hazing**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution. It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy. All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students.

A person who reports or complains regarding hazing may report or complain directly to the Superintendent or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the Superintendent or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the Superintendent or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the District office is open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported/complained at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

Where disciplinary action is necessary, District policies shall be followed.

## **Tobacco Use**

Students may not possess or use tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalations devices or vapor products on districts grounds, buildings, parking lots, playing fields, buses/vehicles or at off-campus district sponsored events. Disciplinary penalties may include but are not limited to suspension or expulsion where there is repeated and continuous violation. Persons who violate the prohibition is guilty of a petty offense.

### **Drug, Alcohol and Medical Marijuana**

A student shall not possess, sell, offer to sell, use, transfer or be under the influence of alcohol, drugs or medication (except that use of medication is allowed if it is prescribed by a physician and used in accordance with the prescription Governing Board policies). For the purpose of this policy, drugs include any narcotic or dangerous drug, vapor releasing toxic substance enumerated in A.R.S. § 13-3401, as well as any imitation controlled substance listed in A.R.S. § 13-3451. The term medication means patent or proprietary medicines as defined in A.R.S. § 32-1901(39). Medication also means substances that are available legally by prescription only. A student shall not possess, sell, offer to sell, transfer or use drug paraphernalia as defined by A.R.S. § 13-3451.

A student who is a medical marijuana cardholder shall not possess or engage in the use of marijuana on District property, in a district vehicle, or at a district sponsored event. A student medical marijuana cardholder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all District students.

If District officials have a reasonable belief a student may be under the influence, in possession of or distributing medical marijuana in a manner not authorized by the medical marijuana statutes law enforcement authorities will be informed.

### **Weapons/Dangerous Items**

A student shall not possess or use firearms, weapons, explosives, fireworks, or any other instrument capable of harming any person or property or reasonably susceptible of creating the impression of such harm.

### **Searches**

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

### **Concerns, Complaints and Grievances**

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability
- Concern for the student's personal safety

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance. The complaint/grievance shall be made to a school administrator or a school staff member. The person receiving the complaint will gather information for the complaint form. The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an

investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

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

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

### **Board Policies**

The information listed above is to help create a positive, rewarding and safe educational experience for our students. All student policies, approved by the Governing Board, are available for viewing <http://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals>. All students and parents are encouraged to familiarize themselves with the content therein.

## **Leadership Opportunities**

Students will have the opportunity to participate in leadership activities, competitions, and scholarship programs.

FCCLA [www.azfccla.org](http://www.azfccla.org) – Family, Career & Community Leaders of America

C-CAP [www.ccapinc.org](http://www.ccapinc.org) – Careers through Culinary Arts Program

ProStart [www.chooserestaurants.org/ProStart](http://www.chooserestaurants.org/ProStart)

## **Digital Citizenship**

At WAVE, students are expected to practice the characteristics of positive Digital Citizenship. According to the International Society for Technology in Education (ISTE), Digital Citizenship means students understand human, cultural and societal issues related to technology and practice legal and ethical behavior.

Students:

- advocate and practice safe, legal and responsible use of information and technology
- exhibit a positive attitude toward using technology that supports collaboration, learning and productivity
- demonstrate personal responsibility for learning
- exhibit leadership for digital citizenship by setting a positive example for others

### **Electronic Device Policy**

Cell phones, headphones and music devices may not be used during the instructional time unless approved by the classroom instructor. Instructor may ask for devices to be silenced, invisible, or placed in a central location. Failure to comply will result in a disciplinary action for insubordination. WAVE is not responsible for lost or stolen items.

### **Internet Acceptable Usage Policy**

#### **A. Personal Safety Violations for Students**

- i) Student users will not post or transmit photographs or personal contact information about themselves or other people without prior written parental consent from the parent of the student whose information is being posted. Such consent must be delivered to the child's teacher or principal. Personal contact information includes, but is not limited to: home address, telephone number, birth date, school name, school address and classroom.
- ii) Student users will not agree to meet with someone they have met online without their parent's approval and participation.

iii) Student users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

#### B. Illegal Activities

i) Users shall not attempt to gain unauthorized access to the Department of Education or WAVE system or to any other computer system through the Department of Education or WAVE system, or go beyond their authorized access. This prohibition includes intentionally seeking information about passwords belonging to other users, modifying passwords belonging to other users, or attempting to log in through another person's account.

ii) Users shall not attempt to subvert network security, impair the functionality of the network or bypass restrictions set by network administrators. Users are also prohibited from destroying data by spreading computer viruses or vandalizing data, software or equipment. Users are prohibited from accessing any non-school wireless networks.

iii) Users shall not use the Department of Education or WAVE system to engage in any other illegal activity, threatening the safety of a person, etc.

#### C. System Security Violations

i) Users are responsible for the use of their individual account if applicable and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person, except to supervisors and/or teachers who may require users to provide their passwords.

ii) Student users will immediately notify a teacher if they identify a possible security problem (such as disclosure of their password to another person) and other users will immediately notify the system administrator.

#### D. Inappropriate Language

i) Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

ii) Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, and abusive or disrespectful language.

iii) Users will not post information that could interfere with the educational process or cause a danger or disruption in the educational environment.

iv) Users will not engage in personal attacks, including prejudicial or discriminatory attacks

v) Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.

vi) Users will not knowingly or recklessly post false or defamatory information about a person or organization. vii) Users should not post private information about another person.

#### E. Respecting Resource Limits

i) Users will use the system only for educational and professional activities.

ii) Users will not download large files without permission. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or USB drive.

#### F. Plagiarism and Copyright Infringement

i) Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

ii) Users will respect the rights of copyright owners and not infringe on those rights. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should

follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

#### G. Access to Inappropriate Material

- i) Users will not use the Department of Education or WAVE system to access material that is profane or obscene (e.g. pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards others (e.g. hate literature). For students, a special exception may be made if the purpose is to conduct research and is approved in writing by both the teacher and the parent. Department employees may access the above material only in the context of legitimate research expressly approved in writing by the employee's supervisor.
- ii) If users inadvertently access such information, they should immediately disclose the inadvertent access to the Principal so that the website URL may be blocked in the future. This will protect users against an allegation they have intentionally violated the Internet Acceptable Use Policy.

The use of the computer and Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges or disciplinary action by school officials. Any use of the computer or Internet for illegal, inappropriate or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, or federal laws. Inappropriate use shall be defined as a violation of the "intended use" of the computer or Internet as determined by the teacher or Superintendent designee. Reminder: All disciplinary actions taken at either WAVE CTED or the home schools may be reciprocal.

#### **Media Release**

The "Media Release" information is included on the WAVE Enrollment Form and should be checked appropriately.

#### **Email Use Policy**

Electronic mail is a tool used by WAVE to complement traditional methods of communication and to improve education and administrative efficiency. Teachers and administrators use email to communicate with students and for official notices. Students are expected to use their email accounts according to professional standards, good manners and common sense. Please make sure the Digital Citizenship Form is on file at Central Campus.

**User Responsibility:** Each student is assigned a "...@wavejted.org" email address. The format will be firstname.lastname@wavejted.org (the name used is that shown on the official Department of Education records). Nicknames are not permitted. Students are required to check this account daily, and they are accountable for all communications from teachers and administrators that are sent to their WAVE email accounts. Students may not opt out of school emails.

Sharing of passwords is strictly prohibited. Each student is responsible for his/her account, including the safeguarding of access to the account. All email originating from an account is deemed to be authored by the account holder, and it is the responsibility of that holder to ensure compliance with these guidelines.

**Privacy:** WAVE owns all @wavejted.org email accounts and all data transmitted or stored using them. While WAVE attempts to keep email messages secure, privacy is not guaranteed and users should have no general expectation of privacy in email messages sent through wavejted.org. Under certain circumstances, it may be necessary for appropriate school officials to access email files to investigate security or abuse incidents or violations of WAVE school policies. Such access will be on an "as needed" basis and any email accessed will be disclosed only to those individuals with a need-to-know, or as required by law.

**Expiration of Accounts:** If a student withdraws from WAVE, the account will be deleted.

**Gmail:** WAVE email accounts are provided through Google, and are Gmail accounts. Gmail is a web-based service that is accessible 24/7 from any computer with an internet connection. The account has more than 2 gigabytes of

storage space. Gmail allows student access to calendars, classroom websites and shared documents that allow several people to work on the same document at the same time, from different locations.

## **Grading**

Individual teachers may assign different grade values in order to emphasize the importance they attach to each area of the course. Students are awarded credits for participation in WAVE JTED programs by their home school. WAVE CTED credits are applied towards the student's home school graduation requirements. WAVE CTED awards certificates of completion to students who successfully complete WAVE CTED programs.

WAVE may also offer additional certifications to students in the program. These certifications may require alternative grading procedures. Procedures will be communicated to students in the course syllabus.

### **Academic Integrity**

Learning to conduct one's self with integrity is a valuable learning lesson and important in today's employment world. Engaging in scholastic dishonesty which includes but is not limited to cheating and plagiarism, may result in receiving a zero for assignments/tests, suspension or in serious situations removal from the program.

## **Fees/Class Supplies**

Students are required to have necessary materials as prescribed by the teacher. Students should be prepared for class. Additional items may be required for specific program areas and will be outlined in course syllabus/application.

WAVE will furnish instructional materials (ie: books, laptops, etc.) for students to use. The care and return for these materials is the responsibility of the students. Students can be held accountable for damages or lost/stolen materials. Grade reports and transcripts may be withheld until items are returned or fees paid.

## **Handbooks**

Handbooks will be reviewed with students during the first week of class and will be available electronically at [www.wavejted.org](http://www.wavejted.org). A "Handbook Sign-Off" form should be on file at the WAVE Central Campus. For those attending a WAVE Central Campus who are under the age of 18, or currently attending a high school, a parent and student signature is required.

## **Insurance**

The WAVE CTED does not carry or offer medical insurance for students in case of accidents.

## **Medications**

When it is necessary for a student to take medication during school hours, certain guidelines must be met. For both over-the-counter and prescription medications, written permission from the parent must be on file at the specific Central Program authorizing self-administration. Parent/guardian consent must be renewed annually. Each bottle of medication must be in the original container and each prescription must be prescribed by a physician specifically for the student. Medication may not be shared with others. Failure to follow these rules could lead to consequences including suspension or expulsion.

- All medication must be approved by the U.S. Food and Drug Administration (FDA). Information on dosage, side effects and contraindications of any medication or medicinal like substance, e.g., homeopathic

and herbal remedies, must be readily available from a professionally acknowledged resource (Physician's Desk Reference or other U.S. published drug reference book, FDA or USP website, etc.)

- In cases of life-saving medication when time is of the essence, particularly asthma inhalers and self-injectable epinephrine, students may be allowed to carry and self-administer such medication on school grounds and/or at school functions with proper authorization.
- Such situations require a release form signed by the healthcare provider, the parent/guardian and the student.
- The above policy shall not be interpreted to allow a student to carry any medication a physician and parent should decide upon. This policy gives authorization for life saving/emergency medication only.
- Students who have obtained permission for self-administration as set forth above must take extraordinary precautions to keep the medication secure, and must not, under any circumstances, make available, provide, or give the medication to another person. The student must immediately report the theft or loss of any medication brought on campus.

## **Mandatory Reporting**

Per state law, and Governing Board policy, school employees or any other person who has responsibility for the care and treatment of a minor and who reasonably believe that a child has been the victim of neglect, abuse, and/or non-accidental injury, or sexual offenses must report suspected activity to Department of Child Safety (DCS) and/or local law enforcement agencies.

Where a parent or guardian is the alleged abuser, school personnel are not to notify parent or guardian. DCS and law enforcement agencies are responsible for notification. Should the alleged perpetrator be other than a member of the child's family, school personnel shall follow reasonable notification procedures.

Individuals required to report reasonable suspected abuse are protected by state law from civil or criminal liability.

Schools shall comply with request by DCS or the Police Department to question any child who is a suspected abuse victim. The investigating agency will determine whether school personnel should be with the child during questioning. The DCS worker and/or the police may interview the child and all other children residing in the home, on school grounds outside of the presence of school personnel. They may conduct interviews of the child without permission or notice to the parents where the suspected perpetrator is a family member. DCS also has the authority, upon written request, to obtain school records. (A.R.S. §13-3620).

## **FERPA Rights and Policy Notice**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law which was enacted in order to protect students' education records at all schools that receive funds under a program of the U. S. Department of Education. This document provides a summary of this law and the appropriate forms should be on file.

### **Rights of the Student or Parent**

FERPA gives a student's parents certain rights over the student's education records until the student reaches the age of 18 or attends a school beyond the high school level. At that time, the rights are transferred from the parents to the eligible student. These rights enable the eligible student or parents to do the following:

- Inspect and review the student's education records maintained by the school. If the student and parents are unable to review the records at the school, they can request copies from the school (and may be charged a fee for them).
- Request that a school correct the student's records if they believe they are incorrect or misleading. If the school chooses not to update the student's records, the student or parent has a right to a formal hearing. If, after the hearing, the school still decides not to modify the student's records, the parent or student can include a statement in the records which contests the information.

- When a student turns 18 years of age, a student has the right to fill out a “Student Acceptance of Responsibility” form through the WAVE office. This form allows 18-year-old students to legally take responsibility for all of their educational decisions. Once this form is completed, the school cannot release any information to parents regarding the student including absences and academic progress. If a “Student Acceptance of Responsibility” form is completed by the student, the WAVE administration will contact the family by telephone to notify the family of the student’s decision and the resulting responsibilities of the student for monitoring their own attendance and grade requirements. A copy of the completed form will be maintained in the student file as well as mailed home to the family.

### **When a School Does Not Need Written Consent**

Generally, a school must have written permission from the parent or student before releasing any information from the student's records. Schools can, however, disclose the student's records without the student's or parent's consent to any of the following parties or under any of the following conditions:

- School officials with legitimate educational interest
- Other schools to which the student is transferring
- Specified officials for audit or evaluation
- Appropriate parties in connection with the student's financial aid
- Organizations which are conducting studies for, or on behalf of, the school
- Accrediting organizations
- In order to comply with a judicial order or a lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law

### **Disclosure of Directory Information**

Schools do not need consent to disclose "directory" information, such as the student's name, address, telephone number, date of birth, place of birth, honors and awards, and dates of attendance. Schools must, however, tell parents and the student about the directory information and give them a reasonable amount of time to request that the directory information not be disclosed. Parents may request to opt out of the directory information by calling the WAVE office.

### **Annual Notification of Rights**

Each year, schools are required to notify the student and parents of their rights under FERPA. Notification is provided in the Student Handbook and on the WAVE Enrollment Form.

## **Safety Drills**

The safety and security of our students is of the highest importance. WAVE Central Campus will practice safety drills throughout the school year. Students will be given direction for when an emergency incident occurs. The use of common language and practice drills will identify the measures to be taken prior to the arrival of emergency personnel. The three types of drills we practice are:

- **Evacuation/Fire:** A fire alarm is the initial alert for students and staff to start an evacuation. Students will leave their items behind, form a line, remain quiet and listen to directions from the teacher. Teachers will lead students to the evacuation location, take attendance and notify emergency response team if there are missing, extra or injured students. Once emergency personnel arrive, they will take control of situation.
- **Lockdown (Soft/Hard):** A hard or soft lockdown is announced. A soft-lockdown implies there is no imminent danger, while a hard-lockdown implies that imminent danger is known. Students should remain silent and quickly move out of sight and away from the door. Teachers will retrieve any students from the hallway, lock the classroom door and wait for emergency personnel to “clear the lockdown.”



- **Shelter-In:** When protocols determine that students and staff remain in the building, an announcement will be made, announcing a shelter-in. Students should remain inside the building and follow directions of the staff. Teachers will increase situational awareness, conduct business as usual, and follow all emergency personnel directions. Remember, no one will be permitted to enter or leave the building during a shelter-in until the all-clear message is announced.

## **Transportation/Closed Campus**

Transportation is provided from WAVE Culinary & Hospitality campus after the morning class and before the afternoon class for Lake Havasu Unified students. Students requesting transport must have the appropriate paperwork on file and are expected to comply with Lake Havasu Unified School District transportation policies and procedures. Transportation will be provided for field trips to conferences and/or competitions (parent permission required).

WAVE is a closed campus. Students are expected to remain on campus for the duration of the class session and are not permitted to go to the parking lot during class. Students with valid reasons for leaving campus, must follow the building procedure for sign-in and sign-out and have parent permission verbal/written. Students may leave campus when they are scheduled to participate in school sponsored activities provided proper documentation has been submitted.

## **Visitors**

Bringing visitors to school is not recommended. However, if there is a valid reason why a visitor must come to school with a student, this will be considered by the Superintendent or Superintendent designee. The student must complete a request form three (3) days prior to the visit and must be responsible for the behavior of the visitor. Due to the nature of our program, visitors will not be able to participate in class activities.

## **Student Withdrawal/Drop**

Students have signed up for the Central Campus elective program for the entire year. Should it be necessary to drop/withdraw from school, WAVE will work with the partner school district to complete the necessary paperwork. Upon withdrawal, the student shall check in all books and other school property through the campus administrator/instructor.

## **Collaboration**

WAVE partners with local public/charter high schools and online and homeschool organizations. Circumstances may arise that require collaboration between multiple entities to determine the best plan of action for the student and/or organization. Actions taken at our partner organization may effect enrollment at WAVE Central Campus. Along with this, actions at WAVE may have an impact at the student's home school campus.



## **Annual Public Notification of Nondiscrimination Western Arizona Vocational Education #50 District (WAVE #50)**

It is the policy of the Western Arizona Vocational Education #50 District (WAVE #50) not to discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The WAVE #50 Career and Technical Education (CTE) Department does not discriminate in enrollment or access to any of the CTE programs. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. WAVE #50 also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to:

Notificación Pública Anual de No Discriminación (Spanish Version) Western Arizona Vocational Education #50 District (WAVE #50) no discrimina raza, color, nacionalidad, género, edad, o incapacidad de admisión a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones. El departamento de Educación Técnica y de Carreras de Western Arizona Vocational Education #50 District (WAVE #50) no discrimina en su matriculación o en el acceso a cualquier de sus programas disponibles. La falta de habilidades inglesas para idiomas de hablar no será una barrera a la admisión ni la participación en las actividades del distrito y programas. El Western Arizona Vocational Education #50 District (WAVE #50) tampoco discrimina en sus contratos o practicas de empleados. Esta noticia es provista y requerida por el Título VI del Acto de Derechos Civiles de 1964, Sección 504 del Acto de Rehabilitación de 1973, Título IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminación de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para más información con respecto a estas leyes pueden remitir por al coordinador de compliance.

Title II/IX and Section 504 Coordinator  
Amy West, Superintendent  
700 W. Beale St.  
Kingman, AZ 86402  
928-753-0747

Or to the Director of the Office of Civil Rights Department of Health, Education & Welfare  
Washington, D.C.

**\*\*Note\*\*** All materials can be translated upon request. Please contact the site administration office to obtain this service.