AMPHITHEATER PUBLIC SCHOOLS

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Policy Notification Statement

The Board is committed to a policy of nondiscrimination in relation to race, color, religion/religious beliefs, gender, age, national origin, sexual orientation, creed, citizenship status, marital status, political beliefs/affiliation, disability, home language, family, social, or cultural background. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.
Our Vision
Amphitheater schools and facilities are places where students thrive academically; places parents want their children to go; places where highly skilled people work; and places community members respect because of the high student achievement, caring environment, and focus on individual needs.

Our Mission
To empower all students to become contributing members of society equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world.

We Value
Achievement, caring, creativity, curiosity, diligence, diversity, fairness, honesty, kindness, respectfulness, responsibility and service to the community.

We Believe
- All students can learn and achieve;
- Everyone has unique strengths, talents, and needs;
- All students and staff should be responsible for and dedicated to educational excellence;
- Education requires cooperation, honesty, and respect among the students, parents, school staff, and community;
- The school community deserves a safe and caring environment;
- Our actions reflect our values and dedication to meet student needs fairly and equitably;
- Ample resources are essential to accomplish the Mission.
Ironwood Ridge High School:

Creating opportunities through excellence in education.
Go Nighthawks!

IRHS Vision Statement

Ironwood Ridge High School is a learning community where students accept responsibility for their unique growth, where consistently rigorous and relevant instruction fosters each student’s unique potential, and where positive relationships promote individual growth and achievement.

IRHS Mission Statement

The faculty and staff of Ironwood Ridge High School pledge to promote an educational experience that inspires and prepares learners to realize their unique potential. Young adults will be prepared to contribute to society as humane and responsible learners, workers and citizens who respect diversity and are able to compete successfully in a global society.
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While all information in this book should be reviewed by both parents and students, the following information is particularly relevant to IRHS parents.
Ironwood Ridge High School  
Parent Involvement Policy

Your child’s success involves collaboration, cooperation and diligent effort from the IRHS faculty and staff, your child and yourself as parent or guardian. In fact, there are some areas critical to your child’s success that only you can fulfill!

This section provides important information particularly relevant to parents and guardians. We hope this section will better help you to participate in your child’s success at Ironwood Ridge High School.

**Purpose**

The purpose of this policy is to provide a working framework for parent participation in the success of their child at Ironwood Ridge High School.

**Philosophy**

The parent and Ironwood Ridge staff will work together towards a common goal of providing the best education for their child. The student will be the person responsible for doing the work, while the adults will guide and help with the goal of student independence in the learning process.

**Open House**

There will be an Open House once a year, near the end of August or beginning of September. During this Open House, parents will have an opportunity to meet the principal and parent leaders, as well as hear a short presentation by each of their student’s teachers.

**Volunteerism**

Parents are encouraged to volunteer for specific yearly and on-going projects such as Registration and the Parent Newsletter.

**Attendance and Tardiness**

Attendance at school is one of the most important factors in the success of a student. Teachers design their curriculum with a student’s daily presence in mind. Student absences due to illness, doctor appointment, bereavement or family emergency may be excused. Parents or guardians are responsible for excusing the absence through a phone call or note to the IRHS Attendance Office. The call or note should be specific to the student’s name, date and class periods missed, and the reason for the absence.

*The IRHS Attendance Office can be reached at 696-3908.*

*See also the Attendance Policies section of this handbook.*
Course Catalog

Ironwood Ridge will publish a list of course offerings for the following school year in the early spring. Parents are encouraged to be involved in the student’s selection of courses. Courses should be selected based on the student’s individual four-year plan.

College and Career Preparation Guide

Ironwood Ridge will publish a guide for student success in life after high school. This publication will provide guiding information for connecting the student to work or to college after graduation from high school.

IRHS Web Site

Ironwood Ridge will maintain a web site that will post the daily announcements, the Course Catalog, Student/Parent Handbook, and many other informational items. Parents are encouraged to make IRHS their computer’s home page and check school information on a daily basis.

http://www.amphi.com/IRHS

Parent Booster Clubs

Many of our extra-curricular and co-curricular programs have parent booster groups. If you are interested in joining, contact the Assistant Principal for Student Activities for more information. Your enthusiasm and interest are welcome.

Athletic Team Concerns

Parents with concerns regarding athletics should consult directly the Assistant Principal for Athletics. The administrator is responsible for interpreting the specific and complex rules related to the Arizona Interscholastic Association, and the Amphitheater District participation policies and regulations.

Parent/Teacher Communication

IRHS faculty can be contacted in a variety of ways.

- Each IRHS teacher has a phone, a voice mailbox and e-mail. Contact information can be found at the IRHS website.
- The Amphitheater School District’s Parent Portal provides current grade, attendance and other academic information.
- If you wish to meet with a teacher, you should call or email the teacher to schedule an appointment. A conference with all of your student’s teachers can be arranged by contacting your student’s counselor.
- If you wish to observe a class, you must notify the teacher at least a day in advance for an appointment to observe. Prior to going to the classroom, you must check in at the office and receive a Visitor’s Badge.
**Problem Solving**

Parents are encouraged to be involved in their child’s education. Occasionally, problems arise in the classroom. Parents are asked to first allow their child to try and solve the problem. If there are no satisfactory results, parents should contact the teacher directly. If problems continue, parents should contact the counselor to provide meaningful mediation. If the problem persists, the parent should contact an administrator.

**Grade Problem**

The steps to be followed if the parent notices a problem with the grading of an assignment, or the grade in a course: 1) parent confers with their child; 2) parent looks at the grades on-line; 3) parent calls or e-mails the teacher for a one-time report of the grade, if necessary; 4) parent asks counselor for a parent-teacher conference, if necessary.

**Academic Interventions**

Inevitably, every student taking on the challenge of a rigorous curriculum will need additional support to achieve academic success. In these situations, the student has a responsibility to seek and utilize the assistance their family, Ironwood Ridge High School, and the Amphitheater school district provide.

Intervention begins when IRHS faculty, student or parent identifies a student need. Certainly, failing grades indicate a need for intervention. However, students who would like to perform at a higher level of success can also utilize intervention services.

Once a need is identified, the student should engage in a reflective conversation to identify the causes of the need and the best intervention to address that need. In many cases, IRHS faculty will initiate this conversation; however, students and parents can also take the initiative to begin the intervention process.

The IRHS Pyramid of Interventions serves as a guide to intervention services and possibilities available through Ironwood Ridge High School and the Amphitheater School District.

*See also the Pyramid of Interventions in Appendix B.*

**Additional Key Information**

While all of the information in this handbook is important and should be reviewed with your student, the following highlights some particularly important information relevant to parents and guardians.

**Student Code of Conduct**

The student and the student’s parent and/or guardian must read the Amphitheater Public Schools *Code of Conduct* and *IRHS Student Handbook*. The books can be found on-line on the IRHS website. At the top of the page click on Parents/Students. Under “S” section, select “Student Information” and “Student Code of Conduct or Parent/Student Handbook.” Additional copies are available at IRHS office upon request. All Amphitheater District students are expected to abide by the “Student Code of Conduct” contained in each *Handbook*. 
Medications

All medication brought onto campus—including over-the-counter medication such as Tylenol, Midol, et cetera—must be prescribed by the student’s physician and stored in the School Health Office.

Please note that the Amphitheater District’s Student Code of Conduct states that even vitamins, dietary supplements, and over-the-counter medications are considered drugs. Students possessing these drugs on campus will be subject to disciplinary action, which mandates a short-term suspension and can include long-term suspension and possibly expulsion. Students are not allowed to have in their possession any medications with the exception of asthma inhalers, epipens and insulin. These can be carried by the student only if the district’s Permission to Administer Medication form, signed by the parent/guardian AND family doctor, is on file in the School Health Office.

Remember, if you bring it in, check it in!

See also the section Health Services.

Emergencies

To help maintain a positive educational environment free from disruptions, IRHS does not always allow students to use cell phones in classrooms during class time. In the event you need to contact your student during the school day, please call IRHS Reception at 696-3902.

Thefts

It’s an unfortunate fact that electronic devices and other valuable items are reported stolen from IRHS. Prevention is the best defense against theft. As such, we encourage your child to leave these items at home. Should your child choose to bring these items to school, he/she is responsible for keeping the item secured at all times. IRHS and the Amphitheater District assume no liability for lost or stolen items. IRHS administrators will not be responsible for searching for these items if they are lost or stolen, so please don’t bring them to school.

See also Theft Reports.

Student Transportation

The Amphitheater District provides about twenty busses to transport IRHS students to and from school. Bus schedules can be found on-line at www.amphi.com. Click on Programs & Services and then Transportation Services. Next, click Bus Stop Finder and locate Click here for E-Link Website on the Bus Stop Finder page.

Senior and Junior students may park in the Student Lot of IRHS provided they register their vehicle with Operations and obtain a parking permit in the IRHS Bookstore. They must display a valid IRHS parking permit in their vehicle at all times while on campus. Registration requires each vehicle’s current registration, current proof of insurance, student’s current driver’s license, and an $11 fee.
**Early-Out Days and Holidays**

For staff professional learning and collaboration, IRHS has some early-out days during the school year. Check the school calendar for exact dates and schedules.

School Holidays and Vacations can be found on the District Calendar at District website [www.amphi.com](http://www.amphi.com)

Class schedules can be found in Appendix A.

**Testing Dates**

Through the year, students may take various exams including AzMERIT, MAP, CIVICS, AP, and PSAT. Consult the IRHS Website or contact IRHS Administration for important testing dates.
STUDENT SECTION

While all information in this book should be reviewed by both parents and students, the following information is particularly relevant to IRHS students.
R.E.S.P.E.C.T.

An Integral Part of the Ironwood Ridge Community

Students, staff, and parents of Ironwood Ridge High School are expected to act in a RESPECTful manner toward all persons and the environment in the Ironwood Ridge community.

The IRHS community includes:

✓ Fellow Students
✓ Staff Members
✓ Parents and Guardians
✓ Guests to the School
✓ The School Campus

All members of the Ironwood Ridge High School community have the responsibility to promote a RESPECTful learning environment. To that end, each individual will demonstrate:

 Responsibility
 Empathy
 Self-Control
 Promptness
 Efficacy
 Courtesy
 Trustworthiness

Additionally, IRHS behavior expectations and responsibilities apply to students whenever they are:

✓ At any school-sponsored activity, regardless of its location;
✓ Present in any school or on property of the Amphitheater Public Schools;
✓ Traveling to and from school as defined by the Amphitheater Unified School District’s Student Code of Conduct.
**IRHS Behavior and Consequence Summary**

Ironwood Ridge seeks to maintain a safe and productive campus environment while working to teach students respect and good citizenship. When a student violates a school rule or the Amphitheater District’s *Student Code of Conduct*, consequences will be assigned. Ironwood Ridge strives to apply discipline consequences consistently and fairly. As such, Ironwood follows the guidelines set forth in the *Student Code of Conduct*.

Students should also be aware that school rules apply at times including: during the regular school hours, anytime the student is on campus, on the way to and from school, and at any school related activity or function.

Ironwood Ridge High School is pleased to have a positive relationship with the Oro Valley Police Department. A School Resource Officer is on campus during the school day. The SRO is involved in cases where a law may have been violated including: truancy, fighting, theft, vandalism, assault, weapons, drugs, alcohol and arson.

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**THE HONOR CODE**

of

Ironwood Ridge High School

**Philosophy:**

The Ironwood Ridge tradition of excellence requires an academic environment in which students demonstrate respect for themselves and their work through integrity and ethical conduct. An essential part of education is developing a sense of honor, responsibility, and ethical principles that extend to all facets of life. Self-esteem and self-respect grow from meeting challenges with honesty and individual effort. *Therefore, as a citizen of the Ironwood Ridge High School community:*

1. I will respect myself
2. I will take pride in my work
3. I will support honesty and responsibility
4. I will maintain high academic standards

All members of the Ironwood Ridge community have responsibility for promoting academic integrity.

**Student** responsibilities to uphold academic integrity include:

- Asking teachers if work is to be done cooperatively or individually.
- Removing all materials from the desktop except for test materials.
- Putting away all papers, books and electronic devices during tests and quizzes.
- Asking to use a cover sheet during tests or quizzes.
- Properly documenting or citing any ideas that are not the student’s own on essays and assignments.
- Contributing fully to group assessments.
- Encouraging and assisting other students to be honest.

**Teacher and Administrative** responsibilities to uphold academic integrity include:

- Fostering a culture in which honor is prized.
- Designing assignments that require creative thinking and/or in-class completion.
- Defining and discussing plagiarism and other forms of cheating with students.
- Discussing strategies to avoid plagiarism.
- Instructing students how to cite sources, quote and paraphrase.
- Defining consequences for cheating.
Parent and Guardian responsibilities to uphold academic integrity include:

- Discussing the importance of honesty and integrity.
- Reviewing the Honor Code.
- Discussing time and stress management strategies (your child’s counselor can assist).
- Fostering the student’s individual responsibility.

Definition of Cheating

The Amphitheater District’s Student Code of Conduct rule on cheating states, “A student shall not engage in cheating in school work, assignments or tests of any form. Use of camera cellular phones to record or transfer information about classroom assignments or tests, or course, does constitute cheating.”

The Code of Conduct further defines cheating as, “fraudulently obtaining information or property and claiming it as one’s own in an attempt to enhance the assessment of achievement; conveying information about tests or classroom assignments to others in order to give others an advantage.”

Ironwood Ridge faculty has further defined cheating to include:

In the area of Homework

1. Copying or paraphrasing all or part of another’s homework,
2. Allowing another to copy or paraphrase your work,
3. Receiving help on assignments that have been identified by the teacher as work to be done solely by your, including reading,
4. Using Internet or purchased summaries of reading assignments instead of reading the assigned homework.

In the area of Tests

1. Passing information regarding test questions or answers to another student,
2. Receiving test questions or answers from another student,
3. Coping someone else’s answers,
4. Possessing or using “crib” or cheat sheets on the body or on objects,
5. Obtaining a copy of the test or quiz before it is administered,
6. Attempting to gain an unfair advantage before or during a test, such as looking at another student’s work, leaving books or notes open, and signaling,
7. Deliberately or repeatedly choosing to miss classes through unexcused absences, lateness to school, or early dismissal to avoid taking a test or handing in an assignment,
8. Modifying electronic test materials so they will not score properly.

In the area of Essays

1. Copying phrases, sentences, or paragraphs without using quotation marks and/or without giving proper documentation of the source,
2. Selling or giving an assignment to students who submit it as their own,
3. Downloading from the internet a research paper or article in its entirety or in part to submit as your own,
4. Submitting another’s paper as your own work,
5. Submitting a previous year’s research paper as this year’s without teacher approval,
6. Creating a bibliography and claiming use of resources not consulted,
7. Attributing information to a source not included in research,
8. Citing a source that does not exist,
9. Inventing data, statistics or information to support conclusions.
In the area of Lab Reports

1. Attempting to corrupt another student’s data,
2. Presenting another student’s work (computations, graphs, diagrams, answers to conclusion questions) as your own,
3. Misrepresenting laboratory data,
4. Accepting credit for work to which you did not contribute.

In using Technology

1. Sharing a calculator during a test or quiz,
2. Using any calculator or other electronic device in class not approved by the teacher,
3. Storing test information in calculators or other electronic devices,
4. Using test information that has been stored in a calculator or other electronic device,
5. Using cell phones or other electronic devices to copy or communicate test information,
6. Submitting work through the use of technology that is not created by the student, including, but not limited to: file sharing (submitting same work with different header), copying files to and from discs, and websites, or purchasing solutions or work from others.

Consequences for Cheating

When cheating occurs, the teacher will:

- Conference with the student,
- Call the student’s parent or guardian,
- Assign an additional consequence such as: reducing credit on the affected assignment up to the total points possible on the assignment, assign mandatory conference period, write and administrative referral and/or assign detention.

Additionally, the teacher may write an administrative referral:

- When the cheating involves an assignment or assessment that composes a significant number of class points (such as tests, essays, lab reports, etc.)
- When cheating is repeated, regardless of the assignments point value.

Administrative consequences for repeated cheating and/or cheating involving an assignment worth a significant number of class points may include:

- Administrative reprimand,
- Telephone call home,
- An additional consequence such as: loss of campus privileges, detention, suspension and/or community service.

Some IRHS organizations require academic integrity for membership in good standing. Cheating may affect a student’s standing within a campus organization according to the organization’s constitution and/or by-laws.

ACADEMIC PROGRAM

Problem Solving

Resolving issues respectfully and quickly is very important to the IRHS faculty and administration.

- If a student or parent has a concern about a class or a teacher, one or both should first contact the teacher.
- If the issue is not resolved to their satisfaction, the student and/or parent should contact the counselor who will act as an arbitrator or mediator if necessary. The counselor will set up a parent-teacher-student conference where the issue will be discussed.
- If the issue remains unresolved, the counselor, parent, or student should contact an administrator.
Final Exams

All IRHS classes are expected to have a final exam or other semester culminating activity. Any finals missed due to an “excused” absence may be completed accordingly:

- For 1st semester final exam make-ups, the student should arrange with the teacher to make up the exam(s) during the first ten (10) days of the 2nd semester.
- For 2nd semester final exam make-ups, teachers will submit an exam during checkout to a designated office person who will make appointments for students to make up the exam(s) during the summer.

GPA/Weighted Grades

For the purpose of determining the grade point average of students attending Ironwood Ridge High School, the following scale will be issued: A = 4, B = 3, C = 2, D = 1, and F = 0.

Ironwood Ridge High School recognizes that some courses are designed to be more challenging. As a result, some courses receive weighted grades. The weighted grade scale is: A = 5, B = 4, C = 3, D = 2, and F = 0. Honors, Pre-AP, and Advanced Placement (AP) courses carry weighted grades.

Teachers will determine how grades are assigned. The teacher’s grading system will be given to students during the first week of class in writing as a part of their course syllabus.

Students who transfer from another school to Ironwood Ridge will have their IRHS GPA determined using IRHS rules. Courses will transfer individually and only be weighted at IRHS if IRHS has a corresponding weighted course. The sending school also must list on the transcript, in the course name, designations such as Advanced Placement or Honors to receive weighted consideration.

Because classes with weighted grades are more challenging, Ironwood Ridge High School uses weighted grades in computing class ranking and honors such as invitations to the 4.0 Award and valedictorian. Many universities and scholarship programs look at class rank as one criterion for eligibility. Some universities and scholarship programs, including the Arizona Board of Regents High Honors Tuition Waiver Scholarship, use the non-weighted grade point average as a factor in determining awards.

Homework Policy

Amphitheater District Regulation IKB-R indicates that two hours of homework per night is expected at the high school level.

Students should expect regularly assigned homework for each class. As student assigned course schedules advance, students should expect an increase in homework. For students enrolled in Pre-AP, or AP courses, the expectation for homework increases substantially.

In all classes (regular, Pre-AP, and AP), homework may be assigned during fall and spring breaks, on holidays, and on weekends.

Conference Period

On Wednesday and Thursday mornings, Ironwood Ridge students enjoy a Conference Period. Conference Period is designed as a time for students to study either alone or with a study group, conduct research in the library, meet with teachers to make-up work, meet with teachers for additional tutoring, and/or to attend student clubs.

Generally, students are given the freedom to responsibly decide how to best use Conference Period time to enhance their education. However, students are required to be in a supervised, designated area on school grounds during Conference Period. In some instances, teachers and/or administration may assign students to attend a mandatory Conference Period activity.

Students are expected to remain on campus once they arrive for Conference Period and their school day.
**Academic Interventions**

Inevitably, every student taking on the challenge of a rigorous curriculum will need additional support to achieve academic success. In these situations, the student has a responsibility to seek and utilize the assistance their family, Ironwood Ridge High School, and the Amphitheater school district provide.

Intervention begins when IRHS faculty, student or parent identifies a student need. Certainly, failing grades indicate a need for intervention. However, students who would like to perform at a higher level of success can also utilize intervention services.

Once a need is identified, the student should engage in a reflective conversation to identify the causes of the need and the best intervention to address that need. In many cases, IRHS faculty will initiate this conversation; however, students and parents can also take the initiative to begin the intervention process.

The IRHS Pyramid of Interventions serves as a guide to intervention services and possibilities available through Ironwood Ridge High School and the Amphitheater School District. See also the Pyramid of Interventions in Appendix B.

Information regarding schedule changes, schedules, early graduation, and summer school can be found in the Ironwood Ridge High School Course Description book.

**ATTENDANCE POLICIES AND PROCEDURES**

Attendance is the responsibility of the student and the student’s family. Attendance is key to academic success. The Ironwood Ridge curriculum and classroom instructional practices are designed upon the premise that students are in class. As a result, parents are encouraged to minimize the amount of class time missed due to scheduled appointments. On the other hand, students who are ill are encouraged to stay home, in order for them to recover from their illness and to prevent spreading communicable diseases. Support will be given for class time missed due to excused absences (see Make-up Work, Getting Assignments, and Chronic Health).

**Parent Notifications of Student Absences**

For notification purposes, attendance is viewable through the Parent Portal and automated daily phone calls are made to the primary contact numbers of students who have unexcused absences that day. After five and eight absences, IRHS staff will contact the parent/guardian.

**Absences - Excused**

Attendance at school is one of the most important factors in the success of a student. Teachers design their curriculum with a student’s daily presence in mind.

Student absences due to illness, doctor appointment, and bereavement or family emergency may be excused.

Parents or guardians are responsible for excusing the absence through a phone call or note to the IRHS Attendance Office on or before the day of the absence.

The call or note should be specific to the student’s name, date and class periods missed, and the reason for the absence.

Students arriving late to school because of a late bus will be excused by the school. The IRHS Attendance Office can be reached at 696-3908.
Absence - Unexcused

A student is considered to have an unexcused absence if any of the following occur:
1. An absence without parent or guardian permission;
2. The reason for the absence does not conform to district rules or standard practices;
3. The student is on or near campus, but not in class without legitimate permission;
4. The student leaves campus and is absent from any portion of the class without first receiving legitimate permission through a Pre-arranged Absence Form, the Attendance Office, the School Nurse, or an Administrator.

Checking In and Out

Students arriving more than seven minutes into the start of their first class of the day MUST check in at the Attendance Office.

In order for missed classes to be “excused,” the student must bring a note from the parent/guardian explaining the reason for the late arrival. Late arrivals are excused for necessary and important reasons. Such reasons include illness, doctor appointment, bereavement, or family emergency.

Students MUST be checked out in the Attendance Office by a parent/legal guardian EVERY time that they leave campus for any reason during the school day except if the student has permission to leave campus for lunch. Leaving campus without checking out will constitute an unexcused absence.

Parents/guardians may call the Attendance Office the day before or the morning of their student’s appointment so that the Attendance Office can have the student available for sign out. The student can show the teacher the checkout slip, and then leave at the proper time for a scheduled appointment. The parent/guardian must still follow the Checkout procedure in the Attendance Office.

Absences - Chronic Health Conditions
(based upon Amphitheater School District Policy JHD)

Students who suffer from chronic health conditions due to illness, disease, or accident and are in danger of losing academic credit because of their absences are asked to contact the IRHS Health Office at 696-3939.

Absence - Family Prearranged

The student and parent arrange family prearranged absences at least two school days prior to the beginning of the absence. The student will pick up a Pre-arranged Absence Form in the Attendance Office. Each teacher will sign or initial the form as a sign of notification (not permission). The form will be returned back to the Attendance Office. The Attendance Office will retain the right to have the absence reviewed by an administrator should the reason for the absence not conform to school or district policies for excusing an absence.

Teachers may or may not be able to give the student any or all work the student will miss because of the prearranged absence. Students and parents must understand that some or all of the work may not be available until the student returns.

Absence - Homework

It is not required that teachers provide assignments in advance when a student will be missing class due to a pre-planned excused absence. A student who misses class due to an excused absence will have as many days to turn in the make-up work as he/she was absent. The deadline shall be the end of the school day following the prescribed number of days. For example, if a student were absent for two days on a Monday and Tuesday, the student would have until the end of school on Friday to turn in the make-up work. Teachers may give more time at their discretion.

If a student’s absences are unexcused, he/she may not be given credit for work during the unexcused absence.
Absence – Suspension

Make-up work will be provided for students suspended less than ten days. Make-up work will generally be available in the office by the end of the school day following the first day of the suspension. Suspension is considered an excused absence and make-up work will follow the “excused absence” policy.

Absence – School Prearranged

Students will need to miss classes due to participation in field trips or school activities. It is the sponsoring IRHS staff (teacher, coach, club sponsor) that is responsible for excusing students from class in these instances. Depending upon the circumstances, the IRHS staff may require parent notification or permission for their activity. IRHS staff will choose one of two options for excusing the students’ absences. One method is for students to complete a Pre-arranged Absence Form. This form is used for field trips and requires parental and teacher permission. The second method is for the IRHS staff to circulate a list of students missing class to all teachers and the Attendance Office. AIA activities involving competition with another school does not involve getting parent or teacher permission for each event since participation by a student is for the season.

Students should contact their teachers in advance, so that class work/homework can possibly be provided. If this is not possible, missed assignments can be made up later (see “Absence – Homework”).

Getting Assignments

The most effective way for students to get assignments from a class they have missed is to contact a responsible student who is in the same class. Therefore, students are encouraged to exchange phone numbers or e-mail addresses in order to facilitate that contact when the need arises. Many teachers also maintain websites with class assignments and other useful information.

If the student has been, or is expected to be out of school for three consecutive days due to illness or other unforeseen circumstance, then an option for getting assignments is for the parent to call the Attendance Office by 9:00 a.m. and request that assignments be gathered from teachers. The teachers may turn in assignments to the Attendance Office by 3:30 p.m. the following day. Parents are expected to pick up these assignments in the Attendance Office between 3:00 p.m. and 3:30 p.m. the day following their phone call.

Punctuality

Being punctual in arriving to class is very important at IRHS. Tardies are viewed as a disruption to the classroom environment. A student is considered tardy for school attendance purposes if the student arrives to class after the bell rings. If the student has a legitimate pass and has spent the class time in an office on campus for legitimate school business, the student will not be marked tardy or absent. Teachers will handle tardies as a part of their classroom management plan.

If a student is tardy to his/her first class, the student will do the following:
1. During the first 7 minutes of the school day, the student will report directly to class where the teacher will mark him/her tardy.
2. If the student arrives later than the first 7 minutes, the student will report to the Attendance Office where he/she will receive an admit pass to class. The teacher will accept the student into class and mark the student tardy.

Punctuality Policy

Students are expected to arrive to class on time. If this does not happen, the Tardy-Discipline Policy will take effect. Tardies accumulate by classroom only per semester.
TARDY #1-3 - Teacher documents the dates of tardy 1, tardy 2, and tardy 3; informs the student; contacts parent and apply classroom consequences.

TARDY #4 - Teacher forwards the Administrative Referral Form with discipline history (warning, parent contact, et cetera) to the Behavior Intervention Monitor. The student remains in the classroom for the entire period. The student will be assigned an administrative consequence such as detention or loss of off-campus privileges.

Teachers may also address tardies under the auspices of their classroom management plan.

GENERAL RULES AND REGULATIONS

Student Code of Conduct

The student and the student’s parent and/or guardian must read the Amphitheater Unified School District Code of Conduct and Student Handbooks. The Handbook can be found on-line at www.amphi.com, click on Parent/Student Info. All Amphitheater District students are expected to abide by the “Student Code of Conduct” contained in the Handbook. A copy is also provided to each student at the beginning of the school. Additional copies are available at IRHS upon request.

Students at Ironwood Ridge High School are expected to follow reasonable requests by ALL staff and teachers. For teachers to teach and students to learn, it is very important that students respect and follow rules and direction. Failure to follow reasonable instructions is considered insubordination and disciplinary consequences will be based on the Student Code of Conduct.

If a student believes he/she is being asked to do something unreasonable, the student should see an administrator.

Electronic Devices

Amphitheater School District assumes no liability or responsibility for a student’s personal property. Students bring these devices at your own risk! IRHS administrators will not be responsible for searching for these items if they are lost or stolen. Students are encouraged to leave items like this at home.

In order to maintain quality instruction with freedom from distraction, electronic devices use is prohibited in IRHS classrooms, unless the teacher gives permission for PCD use.

In classrooms, electronic devices are to be put away in a purse or backpack. Since electronic devices can be used to send information, their presence during a quiz or test is a breach of the IRHS Honor Code.

If there is an emergency, parents can contact the school or students can come to the office to use an office phone.

Theft of these items becomes the responsibility of the student and parent. If students choose to bring such items to school, the student is directly responsible for its safe-keeping.

Students are subject to disciplinary action for using electronic devices in any manner that is academically dishonest, illegal or violates school or district policies.
First Offense:
1) Classroom Teacher warning and contact student parent or guardian.

Second Offense:
2) Device confiscated by classroom teacher and returned to the student at the end of the class period.

Third Offense:
3) Teacher, student and parent conference.

Fourth Offense:
4) Subsequence offenses will result in further disciplinary action by school administration.

Theft Report
Students are responsible for all loaned textbooks and their personal property when on the IRHS campus. Amphitheater School District assumes no liability or responsibility for a student’s personal property. Thefts can be prevented. The following suggestions are made to help reduce the chances of having something stolen.

1) Leave valuable items, such as electronic devices, at home.
2) Don’t leave valuable items on your desk, a table or other exposed area unattended for any amount of time.
3) Never give your P.E. locker combinations to anyone. Never share lockers.
4) Keep documentation of items of value, including model information and serial number, at home.

Most thefts are crimes of opportunity. You can best protect your valuables by keeping your belongings secure at all times.

Report all thefts to the SRO (School Resource Officer) and an administrator as soon as possible.

Computer Usage Agreement
During the registration process, each student signs an Amphitheater Public Schools Computer Usage Agreement Form delineating appropriate computer use while on campus. If this agreement is violated anytime during the school year, students may lose their computer use privileges either temporarily or permanently (access to the Network will be blocked and teachers will be notified). During the prohibited usage time, students are not permitted to use any computer on campus, or log in using another student’s name. Students may also be subject to other disciplinary consequences. All district computers are actively monitored per the Children’s Internet Protection Act.

Controlled Campus/Identification Cards
In order to provide a safe learning environment for all Ironwood Ridge students, entry onto the campus will be carefully controlled. Students are required to carry their school Identification (ID) Cards at ALL times during school hours and/or at school events. When you are asked to show your ID, please do so. Failure to provide ID may prevent your access to the IRHS campus or school events (including off-campus dances) and could result in disciplinary action.

Ironwood Ridge High School maintains a controlled-access campus. Ironwood Ridge High School ID Cards are required at all times while on campus or attending school activities. Student ID’s are needed to check out and return textbooks, purchase tickets to school activities, prom/winter formal, yearbooks, for reduced prices at Athletic Events, to check out library materials, and if permission is granted, to leave campus during lunch. If the ID is lost or stolen, a duplicate can be purchased for $5.00 in the IRHS Bookstore. Students withdrawing from IRHS must turn in their ID before they complete the withdrawal procedures.

Lunch
During lunch, students are to stay in the cafeteria, snack bar area, student store area or the library. Students may only be in the academic buildings during lunch with a pass for an appointment with a specific teacher. Students outside of the designated areas may be subject to disciplinary action.
Fund-Raising Activities

According to Policy Regulation KBE-R, individual students are not permitted to sell items door-to-door to raise money.

Hall Passes

Students are to remain in the classroom for the entire class period. Student business is not to be conducted on class time. No student is to be in the halls during class time unless he/she has the appropriate slip with the time and signature of the teacher. It is encouraged that no passes be given out during class time, except on an extreme emergency basis.

Lasers

Any type of laser pen poses a serious health and safety risk to students and staff. Laser pens are prohibited at IRHS and may be considered a weapon. Any student who brings a laser pen to school will have the item confiscated and may face other disciplinary action.

Lockers

Ironwood Ridge does not have hall lockers to rent to students to store their textbooks. As a result, classroom sets of textbooks are normally available so a student does not have to carry around a set of books all day. However, in some specialty classes where there is only one section of the class offered, students may be asked to carry those textbooks to and from school. Budgetary constraints may not allow Ironwood Ridge to purchase two textbooks for every student where the number of students enrolled in the course is less than thirty.

Student Searches

When, in the judgment of an administrator, there is reasonable suspicion to suspect that a student or his/her possessions will or may disrupt or interfere with order, discipline, or the normal operations of the school and the health, welfare, or safety of the students, school personnel, or others, a search of the student’s possessions may be necessary. Warrant-less search of a student and/or his/her possessions shall be considered the legal right of the school district under the guidelines established and outlined in Amphitheater District Policy.

P. E. Uniforms

IRHS-approved P.E. uniforms are required for physical education classes at Ironwood Ridge High School. Students may purchase shirts and shorts sold in the Bookstore, or they may wear IRHS logo shirts and shorts they have acquired through sports or IRHS fundraisers.

Bicycles

Students who ride bicycles to school are required to wear helmets. Bicycles should be secured in the bicycle storage areas. These are the only locations on campus where bicycles can be secured.

Bicycles may NOT be ridden on campus sidewalks at any time—they should be walked. Students riding on the campus in areas other than roadways are subject to disciplinary action, which may include the impoundment of the bicycle pending a parent conference. All bicycles must be operated or controlled in a reasonable manner while on or near school property. All bicycles brought to the school should be secured in the bicycle rack with a quality chain and lock. The school provides limited supervision of the bicycle storage area. Ironwood Ridge High School assumes no responsibility for bicycles brought to school.
Skateboards/Skates/Scooters

In an effort to ensure student safety, skateboard riding, roller-skating, or roller-blading will not be allowed on the IRHS campus and if brought to school must be stored in the IRHS Operations Office. Shoes with wheels are also not allowed.

Student Vehicles

Driving on campus is a privilege.

Students must follow all city-parking regulations and are not permitted to park in spaces designated as teachers, staff, visitors, handicapped (without appropriate permit), reserved, or access ways to buildings or driveways. Reckless driving, irresponsible driving, or repeated vehicle or parking infractions may result in revocation of this privilege and/or other disciplinary actions with includes denial of parking privileges, placement of a sticker on the offending car’s driver side window, detention, and/or suspension.

All vehicles driven to school must be registered in the Operations Office. Only cars with a valid IRHS permit are allowed to park during the school day. Students are to park in the Student Lot only.

Cost of the parking pass is $11.00. Only juniors and seniors are eligible for parking privileges. Eligible students must provide the following documentation (with this completed form) to the Operations Office:

1. Current student ID
2. Current Vehicle Registration for primary vehicle.
3. Current Driver’s License
4. Current proof of auto insurance

The issued parking permit must be visibly attached to the rear view mirror of a registered car’s windshield with the number facing outward. All vehicles that the student might drive to school must be listed on the IRHS Vehicle Permit Registration form. The registered parking pass must only be used for vehicles documented on this form. If changes are necessary (new car, change of car, etc.), students must do so in the Operations office.

Replacement passes will only be issued upon Administrator approval if the IRHS Parking Permit has been lost or stolen.

For reasons of student welfare and safety, loitering in any of the parking lots is prohibited. Immediately after parking the vehicle, the driver and any passengers are required to promptly leave the parking lot. When leaving school at the close of classes, students are not to go to their cars until they are ready to promptly leave the parking area. Students may NOT be at or in their cars at any time during the day, including between classes.

Per the Code of Conduct, the interior of a student vehicle may be inspected if school authorities have reasonable suspicion that there is a violation of law or school/district rules. The school is not liable for the loss or theft of personal belongings left in student vehicles. Vehicle protection and items left in vehicles are the responsibility of the driver.

Permits issued are subject to availability of parking spaces.

School Buses

Riding the school bus to and from school is a privilege. Students are to follow the same rules of behavior, and show the same respect for others, as is expected in an IRHS classroom. Bus drivers may write administrative referrals as a result of misbehavior. Following due process, students can lose the privilege of riding the school bus.

Students are to carry their school ID with them while riding the bus. ID must be shown upon request of the bus driver or other school official. For safety while waiting for the bus, students are to remain on the sidewalk until the bus has come to a complete stop.

Bus schedules are available on-line at: www.amphi.com. Click on “Parent/Student Info” and “Bus Stops and Find YOUR School!”
School Dances

Dances held on the Ironwood Ridge High School campus are open to Ironwood Ridge High School students only.

Dances held off-campus, such as the Winter Formal and Prom, are open to non-Ironwood Ridge students provided the individual is a guest of an IRHS student. Guests may not be enrolled in grades eight or below. Guests must be of high school age up to twenty years old. Guests must present an ID to administration at the time a ticket is purchased. Guests may be asked to surrender their ID at the dance.

DRESS CODE

GOVERNING BOARD POLICY ON STUDENT DRESS:
(Policy JICA)

The Board recognizes that students may desire to express their own sense of personal style through their attire and grooming. The Board finds, however, that personal choices of students and their parents can affect the educational program of the schools, or the health and safety of others. This can occur where a student’s attire or grooming distracts other students from their learning or interferes with staff duties. Student dress may also operate to threaten or intimidate others.

Because the Board is responsible for maintaining an environment that is safe and conducive to learning for all students, the Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school;
- Materially interfere with schoolwork, create disorder, or disrupt the educational program;
- Cause excessive wear or damage to school property;
- Prevent students from achieving their education objectives;
- Represent membership in a gang.

Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.

ADMINISTRATIVE REGULATION ON STUDENT DRESS:
(Regulation JICA-R)

Students and parents are responsible to provide appropriate student attire. District personnel have the responsibility of protecting the health and safety of pupils and maintaining proper and appropriate conditions conducive to learning. The choices of students and their parents regarding their appearance shall not affect the educational program of the schools, or the health and safety of others.

Students should “dress for success” and come to school properly prepared for participating in the educational process. Students are expected to observe standards of modesty in their dress appropriate for a school, to be clean in appearance, and to wear footwear for reasons of health and safety.
The type of attire or grooming displayed by students shall not:

- Present a physical safety hazard to self or others in the school. Examples of attire which are prohibited include, but are not limited to:
  - Wallet chains.
  - Hanging belts.
  - Jewelry, such as low-hanging earrings that may be caught by another object or pulled by others.

- Create an atmosphere in which the well-being of others is hindered by undue pressure, intimidation, or threat of violence. Examples of attire which are prohibited include, but are not limited to:
  - Bandannas, hairnets, scarves as headgear, except when worn for religious purposes;
  - Gang-related personalization on hats, items of clothing, belt buckles, or on one’s self;
  - Profane, defamatory writing or depictions on clothing or jewelry;
  - Obscene language or pictures.

- Display profanity or profane/obscene gestures, or promote alcohol, drugs or tobacco in their logo.

- Materially interfere with schoolwork, create disorder, or disrupt the educational program.

- Examples of prohibited attire include, but are not limited to:
  - Any clothing which exposes a student’s bare midriff;
  - Muscle shirts, spaghetti strap tops, tank tops with shoulder straps less than two (2) inches wide;
  - Mesh sports jerseys without undershirts;
  - Exposed undergarments;
  - Shorts and skirts must cover the buttocks and extend down to cover at least three (3) inches of the legs.

Safety standards established for vocational education, physical education, and other lab classes shall be followed. Specific standards for dress and grooming may be established for extracurricular activities by those responsible for supervising such activities.

If a student’s dress is in violation of this regulation, the principal or designee will ask the student to make an appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal or designee will take corrective action in order to ensure compliance with the student dress code.

**IRONWOOD RIDGE HIGH SCHOOL ON STUDENT DRESS**

Ironwood Ridge High School staff will enforce the district student dress policy and regulation. The enforcement guidelines will be interpreted at Ironwood Ridge High School to include:

1. Low necklines may not reveal cleavage.
2. Exposed undergarments will include bra straps and boxer shorts.
3. Boxer shorts (underwear) should not show.
4. Halter-tops, one-strap shirts, backless shirts, sports bras, or undershirts should not be worn on campus unless other garments are worn over the top at all times.
5. If the student removes a covering garment during the school day and the clothing currently being worn is in violation of the dress guidelines, the student will still be considered in violation even though he/she originally wore acceptable clothing.

If a student is found to be in violation of the district student dress policy and regulation and the Ironwood Ridge enforcement guidelines, the student will be held in the office area until the student is properly dressed for class. In addition, the student may be subject to disciplinary action, which may include, but is not limited to, a reprimand, parent contact, after-school detention, in-school suspension, and/or out-of-school suspension. Exceptions may be made for school uniforms, formal attire, school social events, athletic practice, class presentations, school pictures, games, and/or costumes.
GENERAL INFORMATION

Bookstore

Textbooks, parking permits, tax-credit donation forms, and P.E. uniforms may be obtained at the Bookstore during designated hours. Hours are 7:45 a.m. – 3:45 pm. Textbooks are on loan to students from the District – **textbooks do not belong to the student** to whom they are issued.

**STUDENTS WILL BE REQUIRED TO PAY FOR BOOKS WHICH ARE LOST OR RETURNED IN UNSATISFACTORY CONDITION.**

Owing Money

The Amphitheater District permits schools, for any money owed by a student to the school, to:

1. Deny the student the opportunity to participate in the commencement ceremony;
2. Deny the student the right to purchase a yearbook;
3. Deny him/her participation in extracurricular activities;
4. Deny her/him registration in elective courses.

The bookstore will accept cash, checks, Visa or MasterCard. Checks must be written for the exact amount. Students must pay all money owed to IRHS. Money owed may result from causes including: lost textbooks, library fines, failure to return athletic equipment or fine art uniforms, and property damage. It is the responsibility of the student and parent to resolve the issue immediately upon being notified of money owed. If the parent and student believe there has been an accounting error by IRHS, they should notify the bookstore immediately in writing, so that the issue can be resolved and not hang over the student for multiple years.

Any item issued by the school (for example, a textbook or uniform) that is not returned by June 15th, will be charged to the student. If the student returns item after June 15th, the amount owed may still be applied. The reason is the school must replace items for the following year based upon assessed inventory at the time of order. The inventory and order will be finalized June 15th. Graduating seniors must clear all financial obligations before the commencement ceremony.

The school also cannot allow a student to keep school-issued items (textbooks, novels, uniforms). The student and family cannot elect to “purchase” school-issued items.

Cafeteria/Snack Bar

Students may buy breakfast and lunch in the cafeteria/snack bar. The snack bar is located adjacent to the cafeteria. All food and drink must be consumed in the cafeteria or ramada area.

**FOOD AND DRINK ARE NOT PERMITTED IN HALLWAYS OR CLASSROOMS.**

High school students who are eligible for free or reduced-priced meals may obtain applications from the Receptionist in the Administrative Building or from the Cafeteria. Students are expected to exhibit appropriate respectful behavior when eating, and also by cleaning up after themselves.

School breakfast and lunch prices are determined on an annual basis by the Amphitheater District’s Food Service Department.

Closed Campus

**Ironwood Ridge High School is a closed campus.** Students may not leave campus during the school day without checking out through the Attendance Office. The Attendance Office will allow a student to leave only if the student’s parent/guardian provides permission to do so through written note or telephone call (696-3908).

**Juniors and Seniors may leave at lunch provided they have parent permission.** A parent signature on the “**Off Lunch Permission Form**” constitutes the parent's permission for their student to leave at lunch. Parents of Junior and Senior students who have signed the “**Off Lunch Permission Form**” do not need to contact the Attendance Office every time their student leaves campus at lunch.
Leaving campus at lunch is considered a privilege to be enjoyed by responsible Junior and Senior students. Therefore, to receive permission to leave campus at lunch a student must meet all of the following criteria:

- Have the “Off Lunch Permission Form” signed by both the student and parent/guardian on file in the IRHS office,
- Have 12 credits if a junior; 17 credits if a senior,
- Present the “off lunch” ID to security upon request when leaving at lunch. If the student does not present their “off lunch” ID when requested, the student may NOT leave campus.

Students may lose the privilege of leaving campus at lunch temporarily or permanently for violations of the Student Code of Conduct.

Once a student has lost the privilege of open campus, he/she must obtain a new ID at his/her own expense and return the previous one.

**Counseling Center**

Counselors will normally be available during both lunches. For all other times, please see the counseling secretary to schedule an appointment.

For information regarding scholarships, college representative campus visitations, ACT/PSAT/SAT registration information, and other special opportunities, consult the Counseling Center at 696-3933.

**Health Services**

The school Nurse’s Office is open each day during normal school hours and is staffed by a Registered Nurse certified in school nursing and a health assistant. The School Nurse serves as the health professional for the school community and provides the following services:

- Illness, injury assessments and interventions;
- Identification, assessment, planning, intervention and evaluation of student health concerns;
- Health assessments/participation in Individualized Education Plan development;
- Screening for health factors impacting student education;
- Activities and education to promote health and prevent teen pregnancy, sexually transmitted diseases, tobacco use, and alcohol and substance abuse;
- Chronic disease management and education;
- Medication administration and monitoring;
- Assessment and interventions for students with mental health needs;
- Crisis team participation;
- School/community/health care provider liaison.

If a student becomes ill or has an accident during the school day, health office staff will provide medical care. The student is to obtain a pass from the classroom teacher, except in the case of an emergency, and report to the health office. If the condition necessitates that the student be sent home, a parent/guardian will be contacted by health office staff for permission to do so. All students having to leave campus for any health reason are required to check out through the Health Office prior to leaving campus.

If a student is injured on the way to or from school, or at a district-designated event off campus, the student must notify the nurse. If, in time of emergency, a parent/guardian or others listed on the district’s Health Office Information Card cannot be located and the situation warrants it, paramedics will be called and the student will be transported to the nearest emergency facility for treatment.

Occasionally, the nurse’s duties may require being off campus. If an emergency arises with a student during such a time, the health office, administrative, and/or educational staff will handle the situation, call paramedics if necessary, and notify a parent/guardian.
Medications

All medication brought onto campus—including Tylenol, Midol, et cetera—must be prescribed by the student’s physician and stored in the School Health Office. Students are not allowed to have in their possession any medications with the exception of asthma inhalers, epi-pens and insulin. The student can carry these only if the district’s Permission to Administer Medication form, signed by the parent/guardian, is on file in the School Health Office. Please note that the Amphitheater District’s Student Code of Conduct states that even vitamins, dietary supplements, and over-the-counter medications are considered drugs. Students possessing these drugs on campus will be subject to disciplinary action, which mandates short-term suspension and can include long-term suspension and possibly expulsion.

Prescription Medication must be:
- Brought in by a parent;
- In the original pharmacy container with proper labeling;
- Accompanied by the district’s Permission to Administer Medication form signed by the parent/guardian;
- Administered by the School Nurse, health assistant or principal designee and,
- Stored in the School Health Office.
- Narcotics will not be dispensed and should not be brought to school.

Non-Prescription Medication must be:
- Brought in by a parent or the student;
- In a small, original, unopened container;
- Accompanied by the district’s Permission to Administer Medication form signed by the parent/guardian AND the family doctor;
- Administered by the school nurse, health assistant or principal designee and,
- Must be stored in the School Health Office.
- A doctor’s prescription is needed if the student is to take more than the recommended package dosage OR if the student needs to take the medication more than 3 consecutive days.

Immunizations

Arizona Administrative Code: Title 9, Chapter 6, Article 7 requires all students attending public schools to be immunized against preventable diseases. PRIOR to registration, all students must furnish documented proof of proper immunization or exemption to the School Nurse. Students not in compliance with State immunization requirements will be excluded from school until proof of immunity is presented.

Medical Insurance

Ironwood Ridge High School does not provide medical insurance coverage for students. Parent(s)/guardian(s) are responsible for all medical costs due to injuries. The Activities Office can provide the name of an insurance company that provides school day or 24-hour insurance coverage for students.

Library

The Library – Everyone at IRHS is encouraged to use the Library for class work as well as for relaxation and information needs. While the Library’s main purpose is to support the curricular needs of the students and staff of Ironwood Ridge High School, the huge collection includes materials for everyone to read for pleasure as well.

Visiting the Library – Students must have a pass to come to the Library during a class period unless the teacher has made other arrangements in advance. No pass is needed to come to the library before or after school, during lunch, during conference period or during tutoring. Hours – the Library is open daily from 7:00 a.m. to 4:00 p.m.

Early Out Days – The Library will be closed on these days as soon as school is dismissed. Students must be off campus unless prior arrangements have been made with a teacher.
Library during Lunch and Conference Period – If you need to use the library during lunch – welcome! The Library is a place of study. Please be respectful. **NO FOOD is allowed in the Library or labs at any time.** Students eating in the Library will be asked to leave. Drinks are permitted if they are covered with a fitted lid.

Library Behavior – While in the Library, students must be responsible and courteous to their fellow students, the school staff, the facility, its furnishing and the library materials. Students behaving in an unacceptable manner will be asked to leave and may have disciplinary consequences. The Library is an academic space. Please keep noise to a minimum and respect your fellow students’ need for a quiet study space.

Library Procedures – Students may check out 5 books at a time. Book checkout is for a 3-week period unless otherwise specified. Classroom textbooks are available in the Library for in-library use only. Students must have a current IRHS ID card to check out any materials from the Library.

Overdue Material – The due date received at time of checkout is your only notice of when materials are due. Overdue notices will be published as a courtesy only. An overdue fine may be attached to each book not returned on time. Students will not be allowed to borrow any further items until all overdue items are returned and fines are paid.

Lost or Damaged Material – Library users are responsible for the material they borrow and must pay for lost or damaged items. Replacement cost will be charged for lost material.

Library Computers – The Library has computers to search for books, for Internet access, for access to the magazines and newspaper databases, word processing and research. **Student use of library computers is a privilege, not a right.** Computers have district filters installed to meet District guidelines and are actively monitored in accordance with the Children’s Internet Protection Act. As per the Amphitheater School District Electronic User Agreement, students may utilize the computer for school related research only. Inappropriate computer usage may result in disciplinary action and/or removal of privilege.

Library Printing – Students are allowed to print materials in the Library and labs that are for school related assignments only. Student may print five pages at one time. **The Librarian must approve any printing that exceeds five pages.**

Lost and Found

Students who have found an item should turn it in to the IRHS main office. Students who have lost an item may check the IRHS main office for their item.

Vending Machines

IRHS does not provide refunds for money lost to the vending machines. Students may report faulty machines to the bookstore. The bookstore will then notify the vending machine company.

Student Announcements

School-wide communication is critical. Announcements enhance student opportunity and promote success. Announcements to publicize items of interest, scholarships, and extracurricular events will be prepared by the Reception Office and communicated to students in several ways, including daily announcements, postings in the cafeteria and classroom, and on the Internet.

Visitors

Because of potential disturbances to the educational environment and potential liability, guests of students are not permitted to attend classes or be on campus during school.

In order to help ensure a safe and effective learning environment, all visitors to the IRHS campus during school hours must check-in at the front security station or reception desk. Visitors must have a pre-arranged appointment to meet with faculty during the school day. Faculty must inform the IRHS reception desk of the appointment prior to the visitor’s arrival to help facilitate the check-in process. Unannounced visitors may be asked to leave campus.
AMPHITHEATER SCHOOL DISTRICT
ELIGIBILITY RULES FOR INTERSCHOLASTIC PARTICIPATION

The following are some of the more important eligibility rules that are set forth by the Amphitheater District and the Arizona Interscholastic Association (AIA) for its member schools. Failure to comply with these rules can cause an athlete to be declared ineligible and all contests in which the athlete participated in to be forfeited.

1. Domicile rule – The parent’s domicile is defined as the place where a person has his/her true, fixed and permanent home and to which, whenever absent, he or she has the intention of returning. A student shall have only one domicile for the purpose of athletic eligibility.

All students who wish to participate in athletics must have a parent or court appointed legal guardian domiciled in the IRHS attendance zone.

A student who has a court appointed legal guardian must have the guardianship approved by the Arizona Interscholastic Association (AIA) prior to participation (see the Athletic Director).

Any exception to the domicile requirement must be approved by the Athletic Office and the AIA prior to participation. (Please make an appointment to discuss your individual situation.)

2. A student is privileged with eligibility for 4 consecutive seasons in each sport or activity and for 8 consecutive semesters after he or she enrolls in the 9th grade (including 9th grade year).

3. A student who is a member of a high school team shall not compete in any other organization in the same sport during the interscholastic season of competition.

4. If a student becomes 19 years of age after September 1st, he or she is eligible to compete for the remainder of that school year if all other qualifications are met.

5. ACADEMIC ELIGIBILITY – A student must be enrolled in a minimum of five courses the first six semesters of high school and a minimum as determined by the district during the seventh and eighth semesters. The configuration and method of course delivery shall be as determined by the member school.

   • Nine-Week Grades – Students who receive a nine-week grade of “I”, “F”, “NC”, “NM”, “U” or a Grade Point Average of less than a 2.0, will be ineligible for at least four and one-half weeks. A student’s eligibility may not be reinstated prior to the Tuesday of the fifth week. (Please review the schedule of eligibility reinstatement dates with your administrator).
   • Students may use summer school to regain eligibility for Fall participation if they meet the established criteria. You MUST see your administrator in charge of interscholastic participation prior to enrolling in summer school for eligibility requirements.

6. “The Amphitheater District therefore maintains a zero tolerance “24/7” policy on the use of tobacco, drugs or alcohol by interscholastic participants. Any interscholastic participant who uses, possesses or transfers alcohol, drugs or tobacco at any time during their active season of competition will be immediately removed from the activity for the balance of the season. This rule applies 24 hours a day, seven days a week, regardless of a student’s location.”

7. All participants must have passed ALL previous semester’s classes. Students may tryout and practice in an activity but cannot compete until academic eligibility is restored. (Refer to Rule 5 above.)

8. Students MUST attend all classes on the day of practice or competition. Exceptions must be cleared through the Athletic/Activities Office prior to the absence. Violation of this rule will result in a period of ineligibility of no less than one competition.
9. All senior participants must have taken all required AZ Merit Tests, prior to being eligible to compete during their 7th and 8th semester of high school.

10. Each student participant must pay a $76.00 athletic participation fee for each sport/activity in which he/she competes. This fee is non-refundable after the first contest.

11. Before a participant can **TRYOUT OR PRACTICE** he/she must have the following on file:
   a) Signed Consent for **Interscholastic Participation Form and Emergency Information** (page 10)
   b) Signed **Acknowledgement of Rules and Terms** for Interscholastic Participation Form (page 11)
   c) **Mild Traumatic Brain Injury (MTBI) / Concussion Statement** Form (page 12)*
   d) Completed **Pre-participation Forms and Physical Examination Forms** (pages 13 - 16)
   e) Paid the **Athletic Participation Fee** (Receipt from Bookstore)
   f) Completion and verification (certificate) of Brainbook – **First time participants only** (page 9)
   g) Copy of **birth certificate** (1st time participants only)
   h) Copy of **last semester report card** (incoming 9th graders and transfers only)

12. Amphitheater District does not provide medical insurance coverage for students who are involved in interscholastic sports. The parent(s)/guardian(s) are responsible for all medical costs due to any injury that may occur during normal practice or actual competition.

13. If any student is injured they should see the Athletic Trainer as soon as possible. The Trainer will assess the injury and may make specific recommendations. Prior to returning to practice or competition an injured athlete must be cleared by the Athletic Trainer.

14. Students involved in athletics will be issued school equipment. All equipment is numbered and **STUDENTS MUST RETURN THE EXACT EQUIPMENT THEY WERE ISSUED TO AVOID HAVING TO PAY FOR ITS REPLACEMENT.** **EQUIPMENT/UNIFORM LAUNDRY DIRECTIONS SHOULD BE CAREFULLY FOLLOWED.** Damage from improper laundering of equipment is the responsibility of the student. If the equipment is not returned within 10 school days following the end of the sport season (whether lost or stolen) you will be automatically charged full replacement value for the equipment. **Amphitheater District is not responsible for any items or valuables in locker-rooms/lockers.**

15. Athletic equipment is not to be worn for personal use. If an athlete is wearing school issued equipment for non-game activities, the equipment will be confiscated.

16. Athletes who are ejected from any contest are ineligible for the remainder of the contest and the next scheduled contest. Students ejected for a second time are ineligible for the next two contests. A third ejection will result in the student becoming ineligible for the remainder of the sport season. Athletes who are involved in altercations or disruptions of any kind before or after the contest may be subject to a two-game contest suspension.

17. Athletes who quit an athletic team during the sport season may not tryout for another sport in the same season, and may not tryout for another sport until after the season of competition is over for the sport he/she quits. Exception is a written waiver from the Head Coach from the sport from which he/she quits.

18. All students will travel to events on district transportation and will abide by all district bus rules and regulations.

19. Participation in off-season fundraising does not guarantee a spot on the roster or playing time. Participation in off-season camps does not guarantee a spot on the roster or playing time. There will be no individual refunds on any funds raised. All funds go into the team account.

20. The coaching staff in each sport establishes letter awards criteria.
SPECTATOR CODE OF CONDUCT

All students coming as guests and spectators to extracurricular events and competitions are expected to act in a manner that is representative of the high standards maintained by Ironwood Ridge High School and its teams. They should hold themselves to the highest levels of sportsmanship and fair play and conduct themselves in a manner consistent with the principles of Pursuing Victory with Honor, and the highest levels of ethical conduct, by positively supporting your team and respecting the decisions of the officials.

Unsportsmanlike conduct toward officials, coaches, players, or other spectators or actions deemed disruptive or unruly may result in removal from school property and banishment from future school events (Amphitheater District Regulation 5155.2.1).

What a real IRHS Nighthawk fan does during a game:

1. I will applaud good plays made by both teams.
2. I will consider our athletic opponents and their fans as guests and treat them accordingly.
3. I will consider the officials as the proper authorities to make decisions and will accept their decisions without demonstration.
4. I will cheer the entry of both teams onto the floor.
5. I will do everything in my power to prevent heckling, booing or other acts of discourtesy.
6. I will support the team and coach regardless of winning record. I will consider the age, skill and winning. I will remember that talent is necessary for winning teams.
7. I will take pride in promoting good sportsmanship among the spectators, players and coaches and lend my wholehearted support to any program that thrives for this.
8. I will attempt to become more familiar with the rules and fundamentals of the game in order to become a more intelligent and understanding spectator.
9. I will not say the number or name of an opposing player during the game.
10. I will never say anything to an official, referee or opposing coach during an athletic event.

Athletic Programs, Clubs, and Activities

<table>
<thead>
<tr>
<th>FALL SPORT</th>
<th>LEVELS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheer</td>
<td>Frosh/JV/Varsity</td>
</tr>
<tr>
<td>Cross Country (Boys &amp; Girls)</td>
<td>JV/Varsity</td>
</tr>
<tr>
<td>Football</td>
<td>Frosh/JV/Varsity</td>
</tr>
<tr>
<td>Golf (Boys &amp; Girls)</td>
<td>JV/Varsity</td>
</tr>
<tr>
<td>Swimming (Boys &amp; Girls)</td>
<td>JV/Varsity</td>
</tr>
<tr>
<td>Volleyball (Girls)</td>
<td>Frosh/JV/Varsity</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WINTER SPORT</th>
<th>LEVELS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball (Boys &amp; Girls)</td>
<td>Frosh/JV/Varsity</td>
</tr>
<tr>
<td>Cheer</td>
<td>Frosh/JV/Varsity</td>
</tr>
<tr>
<td>Soccer (Boys &amp; Girls)</td>
<td>JV/Varsity</td>
</tr>
<tr>
<td>Wrestling</td>
<td>JV/Varsity</td>
</tr>
</tbody>
</table>
SPRING SPORT | LEVELS
---|---
Baseball | Frosh/JV/Varsity
Softball | Frosh/JV/Varsity
Tennis (Boys & Girls) | Varsity
Track (Boys & Girls) | Varsity
Volleyball (Boys) | JV/Varsity
Sand Volleyball (Girls) | Varsity

**National Honor Society Procedures for Selection**

Junior and Senior students at Ironwood Ridge High School who have a minimum cumulative weighted grade point average of 3.8 or higher are candidates for induction into the IRHS Chapter of the National Honor Society. Selection occurs once a year toward the end of the fall semester, although alternative or additional selection periods may be added.

Scholastically eligible students are notified of their NHS candidacy and are asked to complete the “Student Activity Information Form” for further consideration for selection to NHS.

Selection of eligible candidates to NHS is made by a majority vote of a five member Faculty Council. The Council reviews each candidate’s “Student Activity Information Form” and selects members based on: scholarship, service, leadership and character.

**Clubs and Activities**

A very important part of student life at Ironwood Ridge High School is the formation of and participation in clubs. In order to form a school club, students must have a sponsor. The sponsor must be an employee of Ironwood Ridge High School or the Amphitheater School District. That sponsor will use the guidelines in the Club Sponsors Handbook to guide and supervise the club activities. Clubs must be registered with the Bookstore. It is required that the club sponsor be present at all meetings and activities on or off campus.

Ironwood Ridge High School is pleased to host about fifty student clubs and activities. Check the IRHS Announcements, webpage, and/or the Administration Office for club meeting times and places.
# APPENDIX A

**IRHS 2017 - 2018 BELL SCHEDULE**

## REGULAR SCHEDULE
Monday, Tuesday, Friday

<table>
<thead>
<tr>
<th>Lunch 1</th>
<th>Lunch 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>Period 1</td>
</tr>
<tr>
<td>7:00 a.m. - 7:58 a.m.</td>
<td>7:00 a.m. - 7:58 a.m.</td>
</tr>
<tr>
<td>Period 2</td>
<td>Period 2</td>
</tr>
<tr>
<td>8:05 a.m. - 8:41 a.m.</td>
<td>8:05 a.m. - 8:41 a.m.</td>
</tr>
<tr>
<td>Period 3</td>
<td>Period 3</td>
</tr>
<tr>
<td>8:48 a.m. - 9:40 a.m.</td>
<td>8:48 a.m. - 9:40 a.m.</td>
</tr>
<tr>
<td>Period 4</td>
<td>Period 4</td>
</tr>
<tr>
<td>9:47 a.m. - 10:39 a.m.</td>
<td>9:47 a.m. - 10:39 a.m.</td>
</tr>
<tr>
<td>1st Lunch</td>
<td>2nd Lunch</td>
</tr>
<tr>
<td>11:20 a.m. - 11:58 a.m.</td>
<td>12:25 p.m. - 1:03 p.m.</td>
</tr>
<tr>
<td>Period 5</td>
<td>Period 5</td>
</tr>
<tr>
<td>11:58 a.m. - 12:22 p.m.</td>
<td>11:51 a.m. - 12:43 p.m.</td>
</tr>
<tr>
<td>Period 6</td>
<td>Period 6</td>
</tr>
<tr>
<td>12:22 p.m. - 1:14 p.m.</td>
<td>12:25 p.m. - 1:21 p.m.</td>
</tr>
<tr>
<td>Period 7</td>
<td>Period 7</td>
</tr>
<tr>
<td>1:21 p.m. - 2:15 p.m.</td>
<td>1:21 p.m. - 2:15 p.m.</td>
</tr>
<tr>
<td>2:22 p.m. - 3:15 p.m.</td>
<td>2:22 p.m. - 3:15 p.m.</td>
</tr>
</tbody>
</table>

## CONFERENCE SCHEDULE
Wednesday, Thursday

<table>
<thead>
<tr>
<th>Lunch 1</th>
<th>Lunch 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>Period 1</td>
</tr>
<tr>
<td>7:00 a.m. - 7:58 a.m.</td>
<td>7:00 a.m. - 7:58 a.m.</td>
</tr>
<tr>
<td>Conference</td>
<td>Conference</td>
</tr>
<tr>
<td>8:05 a.m. - 8:41 a.m.</td>
<td>8:05 a.m. - 8:41 a.m.</td>
</tr>
<tr>
<td>Period 2</td>
<td>Period 2</td>
</tr>
<tr>
<td>8:48 a.m. - 9:40 a.m.</td>
<td>8:48 a.m. - 9:40 a.m.</td>
</tr>
<tr>
<td>Period 3</td>
<td>Period 3</td>
</tr>
<tr>
<td>9:47 a.m. - 10:39 a.m.</td>
<td>9:47 a.m. - 10:39 a.m.</td>
</tr>
<tr>
<td>Period 4</td>
<td>Period 4</td>
</tr>
<tr>
<td>10:46 a.m. - 11:14 a.m.</td>
<td>10:46 a.m. - 11:14 a.m.</td>
</tr>
<tr>
<td>1st Lunch</td>
<td>2nd Lunch</td>
</tr>
<tr>
<td>11:44 a.m. - 12:22 p.m.</td>
<td>12:43 p.m. - 1:21 p.m.</td>
</tr>
<tr>
<td>Period 5</td>
<td>Period 5</td>
</tr>
<tr>
<td>12:22 p.m. - 1:14 p.m.</td>
<td>11:51 a.m. - 12:43 p.m.</td>
</tr>
<tr>
<td>Period 6</td>
<td>Period 6</td>
</tr>
<tr>
<td>1:21 p.m. - 2:15 p.m.</td>
<td>1:21 p.m. - 2:15 p.m.</td>
</tr>
<tr>
<td>Period 7</td>
<td>Period 7</td>
</tr>
<tr>
<td>2:22 p.m. - 3:15 p.m.</td>
<td>2:22 p.m. - 3:15 p.m.</td>
</tr>
</tbody>
</table>

*Only select classes meet Period 1*

*Most students’ days start with Period 2*

*Students follow lunch schedule of their 5th period teacher*
HALF-DAY, PROFESSIONAL LEARNING
Tuesdays: September 12, October 3, November 7, December 5, February 6, March 6, April 10, May 1

<table>
<thead>
<tr>
<th>Period 1</th>
<th>7:00 a.m. - 7:58 a.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 2</td>
<td>8:05 a.m. - 8:41 a.m.</td>
</tr>
<tr>
<td>Period 3</td>
<td>8:48 a.m. - 9:24 a.m.</td>
</tr>
<tr>
<td>Period 4</td>
<td>9:31 a.m. - 10:09 a.m.</td>
</tr>
<tr>
<td>Period 5</td>
<td>10:16 a.m. - 10:52 a.m.</td>
</tr>
<tr>
<td>Period 6</td>
<td>10:59 a.m. - 11:35 a.m.</td>
</tr>
<tr>
<td>Period 7</td>
<td>11:42 a.m. - 12:18 p.m.</td>
</tr>
</tbody>
</table>

ASSEMBLY SCHEDULE
Fridays: October 6, January 12, April 20

<table>
<thead>
<tr>
<th>Lunch 1</th>
<th>Lunch 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1 7:00 a.m. - 7:58 a.m.</td>
<td>Period 1 7:00 a.m. - 7:58 a.m.</td>
</tr>
<tr>
<td>Period 2 8:05 a.m. - 8:59 a.m.</td>
<td>Period 2 8:05 a.m. - 8:59 a.m.</td>
</tr>
<tr>
<td>Period 3 9:06 a.m. - 10:00 a.m.</td>
<td>Period 3 9:06 a.m. - 10:00 a.m.</td>
</tr>
<tr>
<td>Period 4 10:07 a.m. - 11:01 a.m.</td>
<td>Period 4 10:07 a.m. - 11:01 a.m.</td>
</tr>
<tr>
<td>Assembly 11:08 a.m. - 11:41 a.m.</td>
<td>Assembly 11:08 a.m. - 11:41 a.m.</td>
</tr>
<tr>
<td>1st Lunch 11:41 a.m. - 12:19 p.m.</td>
<td>Period 5 11:48 a.m. - 12:42 p.m.</td>
</tr>
<tr>
<td>Period 5 12:19 p.m. - 1:13 p.m.</td>
<td>2nd Lunch 12:42 p.m. - 1:20 p.m.</td>
</tr>
<tr>
<td>Period 6 1:20 p.m. - 2:14 p.m.</td>
<td>Period 6 1:20 p.m. - 2:14 p.m.</td>
</tr>
<tr>
<td>Period 7 2:21 p.m. - 3:15 p.m.</td>
<td>Period 7 2:21 p.m. - 3:15 p.m.</td>
</tr>
</tbody>
</table>
**FINAL EXAM SCHEDULE**

Period 1 Meets ALL Finals Days

Periods 2 and 3 Meet December 19 and May 22

Periods 4 and 5 Meet December 20 and May 23

Periods 6 and 7 Meet December 21 and May 24

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time - End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>7:00 a.m. - 7:58 a.m.</td>
</tr>
<tr>
<td>Period 2, 4, 6</td>
<td>8:05 a.m. - 10:10 a.m.</td>
</tr>
<tr>
<td>Break</td>
<td>10:10 a.m. - 10:25 a.m.</td>
</tr>
<tr>
<td>Period 3, 5, 7</td>
<td>10:25 a.m. - 12:30 p.m.</td>
</tr>
</tbody>
</table>

**SENIOR FINAL EXAM SCHEDULE**

Thursday: May 17 – Periods 1, 3, 5, 7

Friday: May 18 – Periods 1, 2, 4, 6

<table>
<thead>
<tr>
<th>Lunch 1</th>
<th>Lunch 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>7:00 a.m. - 7:58 a.m.</td>
</tr>
<tr>
<td>Conference</td>
<td>8:05 a.m. - 8:41 a.m.</td>
</tr>
<tr>
<td>Period 2/3</td>
<td>8:48 a.m. - 10:42 a.m.</td>
</tr>
<tr>
<td>1st Lunch</td>
<td>10:42 a.m. - 11:20 a.m.</td>
</tr>
<tr>
<td>Period 4/5</td>
<td>11:20 a.m. - 1:14 p.m.</td>
</tr>
<tr>
<td>Period 6/7</td>
<td>1:21 p.m. - 3:15 p.m.</td>
</tr>
</tbody>
</table>
APPENDIX B
Pyramid of Interventions

Reflective Support:
Student and teacher engage in a reflective conversation to identify causes of low or declining grades. Possible causes include: not understanding material, lack of organization, not feeling part of the school, etc. Student and teacher plan strategies and support for future success.
Teacher specifically notifies parents of declining grades with discussion of strategies and support for future success.

School Specialist Support:
Nurse, Social Worker, YOTO, etc.
Adjustment of class levels
Counselor or Administration created academic or behavioral plan

Faculty Support:
Utilizing conference period for tutoring from the teacher
Utilizing after-school tutoring
Asking for clarification or additional help during class time
Obtaining and utilizing a planner and/or notebook
Working with teacher to develop and complete a make-up plan
Working with the teacher to develop individualized and differentiated instruction or assessments
Working with IRHS Counselor regarding organization, help with circumstances affecting class time, etc.
Joining a club or athletic team

Home Support:
Providing quiet place to study
Ensuring good student attendance
Supporting student in utilizing conference period tutoring
Supporting student in utilizing after school tutoring
Facilitating peer support such as study group or partner
Checking student progress through online grades, upcoming assignments on teacher websites, etc.
Communicating with teacher regarding progress

Specialized Support:
Special Education evaluation and placement
504 Plan evaluation and placement
SEI evaluation and placement

Alternative Academic Program