

# Ironwood Ridge High School



## 2019 - 2020 STUDENT HANDBOOK





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### **IRONWOOD RIDGE HIGH SCHOOL**

#### **ADMINISTRATION**

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### **Policy Notification Statement**

Amphitheater Unified School District does not discriminate on the basis of race, color, religion/religious beliefs, gender, sex, age, national origin, sexual orientation, creed, citizenship status, marital status, political beliefs/affiliation, disability, home language, family, social or cultural background in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the District's non-discrimination policies are handled at 701 W. Wetmore Road, Tucson, Arizona 85705 by Anna Maiden, Equal Opportunity & Compliance Director, (520) 696-5164, [amaiden@amphi.com](mailto:amaiden@amphi.com), or Kristin McGraw, Executive Director of Student Services, (520) 696-5230, [kmcgraw@amphi.com](mailto:kmcgraw@amphi.com).



### **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; and
- Ample resources are essential to accomplish the Mission.



## Amphitheater Public Schools Portrait of a Graduate Characteristics



### Academic Content

*Amphitheater Public Schools students are academically prepared by:*

- Demonstrating proficiency in reading, writing, social sciences, science, mathematics, and the arts.
- Building a foundation of information and skills needed to solve problems, think creatively and critically, function as a citizen, and collaborate with others.
- Demonstrating growth as measured by multiple, varied assessments
- Completing content area coursework and programs.
- Demonstrating digital literacy.
- Preparing for a college and/or career pathway.



### Communication

*Amphitheater Public Schools students communicate clearly by:*

- Expressing ideas through the creation of authentic products using a combination of words, symbols, data, behavior, and visual representations to inform, persuade, and entertain others.
- Preparing and delivering effective oral and written presentations and fielding questions to demonstrate conceptual understanding and knowledge with details about the inquiry process.
- Practicing communication techniques that share information in multiple formats to create meaning and foster mutual understanding.
- Listening effectively to decipher meaning, including knowledge, values, attitudes, and intentions.



### Critical Thinking

*Amphitheater Public Schools students demonstrate critical thinking by:*

- Researching, identifying, collecting, and analyzing relevant information in order to make sound judgments and decisions based on effective reasoning.
- Applying systems-thinking models/processes including the engineering design process, scientific inquiry process, and logic.
- Identifying, defining, examining real-world issues and essential questions.
- Reflecting critically on learning experiences, processes, and solutions.



### Collaboration

*Amphitheater Public Schools students collaborate with others by:*

- Working productively with others for sustained periods of time to address a need and create high-quality products and solutions.
- Demonstrating the ability to work effectively, respectfully with diverse teams.
- Exercising flexibility and willingness to compromise to accomplish a goal.
- Assuming shared responsibility for collaborative work, and valuing the individual contributions made by each team member.



### Citizenship

*Amphitheater Public Schools students demonstrate good citizenship by:*

- Understanding, preparing for participation in the democratic process.
- Following and supporting community rules.
- Communicating effectively in diverse environments and showing cultural understanding and global awareness.
- Demonstrating honesty, respect, responsibility, courage, and fairness to build positive relationships.
- Serving their community.



### Creative Thinking

*Amphitheater Public Schools students demonstrate creative thinking by:*

- Using a wide range of techniques to generate and develop ideas.
- Demonstrating flexibility, fluency, originality, and elaboration with the courage to explore new and worthwhile ideas.
- Elaborating, refining, analyzing, and evaluating their ideas in order to improve and maximize creative efforts.
- Demonstrating inventiveness in work and understanding the real-world limits to adopting ideas.
- Viewing failure as an opportunity to learn; understanding that creativity and innovation is a cyclical process of small successes and frequent mistakes.
- Acting on creative ideas to make a tangible and useful contribution to the field in which the innovation will occur.



### Caring

*Amphitheater Public Schools students demonstrate caring and kindness by:*

- Including all members of the community to foster a sense of belonging.
- Being respectful of others' unique strengths, talents, beliefs, needs.
- Recognizing and righting wrongs.
- Being helpful and encouraging.
- Sharing gratitude and appreciation.



### Problem-Solving

*Amphitheater Public Schools students practice problem-solving by:*

- Recognizing and thinking through problems strategically and logically.
- Persisting in developing relevant and concrete solutions.
- Evaluating the effectiveness of solutions and adapting and revising as appropriate.
- Knowing and using problem-solving processes.
- Applying problem-solving processes to real-world problems in a variety of contexts.

# **Ironwood Ridge High School**

## ***Creating Opportunity***

### **Vision**

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 potential, and where positive relationships promote individual growth and achievement.

### **Mission**

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.

### **Strategic Plan Goals**

Students at Ironwood Ridge High School have access to comprehensive, rigorous, and relevant academic courses, and opportunities to prepare them for success in post-secondary education, careers, the military, and service industries.

Students, staff, parents, and community members feel safe, respected, informed, and invested in maintaining a positive culture and climate at Ironwood Ridge High School.

Students and staff will use 21<sup>st</sup> century technology proficiently and responsibly, demonstrate digital citizenship and literacy, and safely use cross-categorical digital skills and resources.





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## PARENT AND GUARDIAN SECTION



**While all information in this book should be reviewed by both parents and students, the following information is particularly relevant to IRHS parents and guardians.**

### **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 which will occur within the first two weeks of each school year. 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 include 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 Attendance Policies and Procedures on page 11 for detailed information.*

#### **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. For more information on course catalog, please follow the hyperlink embedded in the [IRHS Course Catalog](#) title.

## **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. In the 9<sup>th</sup> grade year, every student will complete an ECAP (Educational Career Action Plan) to help identify career pathways. For more information on ECAP, please visit our [counseling webpage](#).

## **IRHS Website**

Ironwood Ridge will maintain a website that will contain 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 extracurricular 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 initially contact the coach. Consult directly with the Assistant Principal for Athletics if issue is not resolved after speaking with the coach. 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 email. 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.
- Teachers will return phone calls or respond to emails within two school days.
- 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.
- See "Visitors" on page 24.

## **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 online; 3) parent calls or emails the teacher for a one-time report of the grade, if necessary; 4) parent asks counselor for a parent/teacher conference, if necessary. If parent does not have access to Parent Portal, please contact Ms. Calvelli at 696-3913 or [kcalvelli@amphi.com](mailto:kcalvelli@amphi.com).

## **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 of their family, Ironwood Ridge High School, and the Amphitheater School District.



Intervention begins when the 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 or guardian must read the Amphitheater Public Schools *Student Code of Conduct* and *IRHS Student Handbook*. The books can be found online 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 of the *Student Code of Conduct* are available in the IRHS office upon request. All Amphitheater District students are expected to abide by the "Student Code of Conduct" contained in each handbook.

#### **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).

Bell schedules can be found in APPENDIX A.

#### **Medications**

*See Health Services on page 21 for medication requirements and all other health-related information.*

#### **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 Theft Reports on page 18 for more details.*

#### **Student Transportation**

The Amphitheater District provides about twenty busses to transport IRHS students to and from school. Bus schedules are available online at [www.amphi.com](http://www.amphi.com). Click on "Parents and Students" and "Bus Route" and then

“Click Here for Bus Stop Finder.”

Senior and junior students may park in the Student Lot of IRHS provided they register their vehicle with the Operations Office and obtain a parking permit in the IRHS Bookstore.

*See Student Vehicles on page 17 for information regarding parking permits.*

**Student Drop-Off/Pick-Up Information** (*Click on link for details / See Appendix C*)

### **Testing Dates**

Throughout the year, students may take various exams including AzMERIT, AIMS Science, 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.**

## **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:*

*I will respect myself*  
*I will take pride in my work*  
*I will support honesty and responsibility*  
*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**

- Copying or paraphrasing all or part of another's homework.
- Allowing another to copy or paraphrase your work.
- Receiving help on assignments that have been identified by the teacher as work to be done solely by you, including reading.
- Using internet or purchased summaries of reading assignments instead of reading the assigned homework.

### **In the area of Tests**

- Passing information regarding test questions or answers to another student.
- Receiving test questions or answers from another student.
- Copying someone else's answers.
- Possessing or using "crib" or cheat sheets on the body or on objects.
- Obtaining a copy of the test or quiz before it is administered.
- 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.
- 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.
- Modifying electronic test materials so they will not score properly.

### **In the area of Essays**

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

### **In the area of Lab Reports**

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

### **In using Technology**

- Sharing a calculator during a test or quiz.
- Using any calculator or other electronic device in class not approved by the teacher.
- Storing test information in calculators or other electronic devices.
- Using test information that has been stored in a calculator or other electronic device.
- Using cell phones or other electronic devices to copy or communicate test information.
- 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 flash drives 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, for example: reduction of the total points possible on the affected assignment/project, student receives a "zero" on the assignment/project, or assign mandatory conference period.

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 assignment's 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.

### **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 Ridge follows the guidelines set forth in the *Student Code of Conduct*.

Students should also be aware that school rules apply during: 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.

## 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, the student and/or parent should contact the counselor who will schedule and facilitate 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 1<sup>st</sup> 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 2<sup>nd</sup> semester.
- For 2<sup>nd</sup> 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 by using district transfer guidelines. We will try to identify opportunities to award credit(s) from their prior school while taking into account Arizona’s and Amphitheater Public School District’s requirements as stated in the course catalog. Students transferring into Ironwood Ridge with high school credits will have their transcripts evaluated and grades weighted, if applicable, based on their prior high school’s/district’s credit or weight system. The sending school must list on the transcript the course name, such as Advanced Placement or Honors, and as a weighted grade. Please note, we are not permitted to weight grades unless the prior school’s transcript is weighted.

Since classes with weighted grades are more challenging, Ironwood Ridge High School uses weighted grades in computing class ranking and in determining honor awards such as valedictorian, salutatorian, and Academic Letter. Some universities and scholarship programs look at class rank as one criterion for eligibility and can also determine scholarship amounts by factoring in the weighted/non-weighted grade point average.

### **Homework Policy**

Amphitheater District Policy 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.

Grades will be recorded by staff weekly; at a minimum, once a week.

### **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 (library, MPR, or in a classroom) 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 of their family, Ironwood Ridge High School, and the resources that Amphitheater School District.

Intervention begins when the 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 Catalog.*

## **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. By law, a student is considered habitually truant if absent without excuse for five or more days or if absent, with or without excuse, for 18 or more days. On the 5<sup>th</sup> and 8<sup>th</sup> absence, IRHS staff will contact the parent/guardian.

## **Excused Absences**

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 include 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.***

## **Unexcused Absences**

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; or
4. The student leaves campus and is absent from any portion of the class without first receiving legitimate permission through a Prearranged 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.**

## **Other Absences**

### **Chronic Health Conditions Absences**

*(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.

### **Family Prearranged Absences**

The student and parent should arrange family prearranged absences at least two school days prior to the beginning of the absence. The student will pick up a Prearranged 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.

### **Absences Due to 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.

### **School Prearranged Absences**

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 Prearranged 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”).

### **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.

### **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 email 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, please contact the student’s counselor or teachers to request that assignments be submitted to the Attendance Office. **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 Policy**

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 Excused/Unexcused Late Pass. The teacher will accept the student into class and mark the student tardy.

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. Tardies stemming from Off-Campus Lunch privileges may result in loss of Off-Campus Lunch pass.

**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.

# **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 Handbook*. The *Student Handbook* can be found online at [www.amphi.com](http://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 *Student Handbook*. A copy is also provided to each student at the beginning of the school year. 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 given 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.

## **Closed Campus/Lunch**

**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-Campus 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-Campus 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-campus lunch” ID to security upon request when leaving at lunch. If the student does not present their “off-campus 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.

### **Lunch**

During lunch, students are to stay in the cafeteria, snack bar area, student store area, or in 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.

### **Computer/Internet Usage Agreement**

The use of computers and internet access by students at school supports the educational mission of the District and enhances our curriculum and learning opportunities for students. All District students are expected to follow the general guidelines and examples of District computer and internet use as stated in the “*Student Code of Conduct*”.

Students who violate the District’s Computer and Internet Usage, including Bring Your Own Device (BYOD), rules may lose their computer use and internet access privileges during school operational hours, either temporarily or permanently. 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 and internet services are **actively** monitored per the Children’s Internet Protection Act.

### **Electronic Devices**

*Amphitheater School District assumes no liability or responsibility for a student’s personal property. Students bring these devices at their 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 use.

In classrooms, electronic devices are to be turned off and put away. 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 should contact the school’s Attendance Office at 696-3902. Students may also come to the office to use an office phone.

Security of these items is 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 any electronic devices in any manner that is academically dishonest, illegal, or violates school or District policies, including access to the BYOD network.

#### **First Offense:**

Classroom teacher consequences apply per syllabus and teacher contacts student’s parent or guardian.

#### **Second Offense:**

Administrative referral.

#### **Third Offense:**

Subsequent offenses will result in further disciplinary action by school administration.

### **Fundraising 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.**

### **Identification Cards/Controlled Campus**

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 display 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.

Students will be subject to disciplinary action for not displaying their school ID cards while on campus during school hours. Students will be given reminders to display their ID cards while on campus through the first full week of each new school year. Failure to comply with this rule will result in the following disciplinary/corrective actions:

- 1) Student will be given a temporary badge to wear for the day which is to be returned to the office at the end of the day.
- 2) Student will be given a temporary badge to wear for the day, a lunch detention, and parent contacted via phone call and/or email.
- 3) Student will be issued a new ID card at student/parent expense (\$5.00), assigned detention, and parent contacted via phone call and letter.

### **Lasers**

Any type of laser pen poses a serious health and safety risk to students and staff. Laser pens are prohibited at Ironwood Ridge 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.

### **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.

### **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 online at: [www.amphi.com](http://www.amphi.com). Click on “Parents and Students” and “Bus Route” and then “Click Here for Bus Stop Finder.”

### **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 show their ID at the dance.

### **Student 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, scooter riding, roller-skating, or roller-blading will not be allowed on the IRHS campus. If brought to school, they 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 \$20.00. **Only juniors and seniors are eligible for parking privileges.** Eligible students must provide the following documentation 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
5. Vehicle Permit Registration Form

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, at the expense of student/parent (\$11.00), 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 or 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.**

### **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. Warrantless 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.

### **Theft Reports**

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.

# 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:
  - Bandanas, 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, strapless attire, 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. Bookstore hours are 7:45 a.m. – 3:30 p.m.

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. Withhold distribution of student issued textbooks during the registration process of a new school year.

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 15<sup>th</sup>**, will be charged to the student. If the student returns item after June 15<sup>th</sup>, the amount owed may still be applied. The reason being that 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 15<sup>th</sup>. Graduating seniors **must** clear all financial obligations before the commencement ceremony in order to participate in the 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.

### **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:

- Concussion-related Return to Learn monitoring;
- 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/healthcare 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.

### **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.**

### **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.** 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 with 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.

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

#### **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 designees,
- Stored in the School Health Office.

(Narcotics will not be dispensed and may 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 designees,
- 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 for more than three consecutive days.

### **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**

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 **7:15 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 furnishings, 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 five books at a time. Book checkout is for a three-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 Printing** – Students are allowed to print materials in the Library and labs that are for school related assignments only. Students may print *five pages* at one time. **The Librarian must approve any printing that exceeds five pages.**

**Library Computer Labs** – 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.

## **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.

## **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.

### **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.

### **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 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 Public School 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)/guardian(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.
  - a) All students who wish to participate in athletics must have a parent or court appointed legal guardian domiciled in the AMPHITHEATER PUBLIC SCHOOL DISTRICT attendance zone.
  - b) 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).
  - c) 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.
  - d) A student is privileged with eligibility for four consecutive seasons in each sport or activity and for eight consecutive semesters after he/she enrolls in the 9<sup>th</sup> grade (including 9<sup>th</sup> grade year).
2. 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.
3. If a student becomes 19 years of age after September 1<sup>st</sup>, he/she is eligible to compete for the remainder of that school year, if all other qualifications are met.
4. **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.***

5. “The Amphitheater School 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 remainder of the season. This rule applies 24 hours a day, seven days a week, regardless of a student’s location.**”
6. All participants must have passed ALL previous semester’s classes. Students may tryout and practice in an activity but may not compete until academic eligibility is restored. Refer to Rule 5, above.
7. 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.
8. All senior participants must have taken all required AzMERIT tests prior to being eligible to compete during their seventh and eighth semester of high school.
9. Each student-athlete 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.
10. 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**
  - b) Signed **Acknowledgement of Rules and Terms** - Interscholastic Participation form
  - c) **Mild Traumatic Brain Injury (MTBI)/Concussion Statement** form
  - d) Completed **pre-participation** forms and **Physical Examination** forms
  - e) Paid the **Athletic Participation Fee** (receipt from Bookstore)
  - f) Completion and verification (certificate) of Brainbook – (first time participants only)
  - g) Copy of **birth certificate** (first time participants only)
  - h) Copy of **last semester report card** (incoming 9<sup>th</sup> graders and transfers only)
  - i) **Consent to Treat** form

Amphitheater Public School 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.

11. 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.
12. 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), student will be automatically charged full replacement value for the equipment. **Amphitheater Public School District is not responsible for any items or valuables in locker rooms/lockers.**
13. 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.

14. 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.
15. 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 quit.
16. All students will travel to events on District transportation and will abide by all District bus rules and regulations.
17. 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.
18. 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 the 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.
7. I will take pride in promoting good sportsmanship among the spectators, players, and coaches and lend my wholehearted support to any program that strives 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 negative to an official, referee, or opposing coach during an athletic event.

# ATHLETIC PROGRAMS, CLUBS AND ACTIVITIES

## Athletic Programs by Season

FALL SPORT	LEVELS
Cheer	Frosh/JV/Varsity
Cross Country (Boys & Girls)	JV/Varsity
Football	Frosh/JV/Varsity
Golf (Boys & Girls)	JV/Varsity
Swimming (Boys & Girls)	JV/Varsity
Volleyball (Girls)	Frosh/JV/Varsity

WINTER SPORT	LEVELS
Basketball (Boys & Girls)	Frosh/JV/Varsity
Cheer	Frosh/JV/Varsity
Soccer (Boys & Girls)	JV/Varsity
Wrestling	JV/Varsity

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

## 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.

### **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

# APPENDIX A

## IRHS 2019 - 2020 BELL SCHEDULE

### REGULAR SCHEDULE Monday, Tuesday, Friday

Lunch 1		Lunch 2	
Period 1	7:15 am - 8:15 am	Period 1	7:15 am - 8:15 am
Period 2	8:25 am - 9:25 am	Period 2	8:25 am - 9:25 am
Period 3	9:32 am - 10:32 am	Period 3	9:32 am - 10:32 am
Period 4	10:39 am - 11:41 am	Period 4	10:39 am - 11:41 am
1 <sup>st</sup> Lunch	11:41 am - 12:21 pm	Period 5	11:48 am - 12:48 pm
Period 5	12:21 pm - 1:21 pm	2 <sup>nd</sup> Lunch	12:48 pm - 1:28 pm
Period 6	1:28 pm - 2:28 pm	Period 6	1:28 pm - 2:28 pm
Period 7	2:35 pm - 3:35 pm	Period 7	2:35 pm - 3:35 pm

### CONFERENCE SCHEDULE Wednesday, Thursday

Lunch 1 CTE, English, Social Studies Modern Language		Lunch 2 Math, Science, Fine Arts PE, Special Education	
Period 1	7:15 am - 8:15 am	Period 1	7:15 am - 8:15 am
Conference	8:25 am - 8:53 am	Conference	8:25 am - 8:53 am
Period 2	9:00 am - 9:54 am	Period 2	9:00 am - 9:54 am
Period 3	10:01 am - 10:55 am	Period 3	10:01 am - 10:55 am
Period 4	11:02 am - 11:59 am	Period 4	11:02 am - 11:59 am
1 <sup>st</sup> Lunch	11:59 am - 12:39 pm	Period 5	12:06 pm - 1:00 pm
Period 5	12:39 pm - 1:33 pm	2 <sup>nd</sup> Lunch	1:00 pm - 1:40 pm
Period 6	1:40 pm - 2:34 pm	Period 6	1:40 pm - 2:34 pm
Period 7	2:41 pm - 3:35 pm	Period 7	2:41 pm - 3:35 pm

Only select classes meet Period 1  
Most students' days start with Period 2  
Students follow lunch schedule of their 5<sup>th</sup> period teacher



## HALF-DAY, PROFESSIONAL LEARNING

**Tuesdays: August 20<sup>th</sup>, September 10<sup>th</sup>, September 24<sup>th</sup>, October 8<sup>th</sup>, October 29<sup>th</sup>,  
November 12<sup>th</sup>, November 26<sup>th</sup>, December 10<sup>th</sup>, January 14<sup>th</sup>, January 28<sup>th</sup>,  
February 11<sup>th</sup>, February 25<sup>th</sup>, March 10<sup>th</sup>, March 24<sup>th</sup>, April 14<sup>th</sup>, April 28<sup>th</sup>, May 12<sup>th</sup>**

Period 1	7:15 am - 8:15 am
Period 2	8:25 am - 9:03 am
Period 3	9:10 am - 9:48 am
Period 4	9:55 am - 10:37 am
Period 5	10:44 am - 11:22 am
Period 6	11:29 am - 12:07 pm
Period 7	12:14 pm - 12:52 pm
Common Lunch	12:52 pm - 1:35 pm

## ASSEMBLY SCHEDULE

**Fridays: September 27<sup>th</sup>, January 10<sup>th</sup>, April 3<sup>rd</sup>**

Lunch 1		Lunch 2	
Period 1	7:15 am - 8:15 am	Period 1	7:15 am - 8:15 am
Period 2	8:25 am - 9:16 am	Period 2	8:25 am - 9:15 am
Period 3	9:23 am - 10:14 am	Period 3	9:23 am - 10:14 am
Period 4	10:21 am - 11:16 am	Period 4	10:21 am - 11:16 am
Assembly	11:23 am - 12:08 pm	Assembly	11:23 am - 12:08 pm
1 <sup>st</sup> Lunch	12:08 pm - 12:48 pm	Period 5	12:15 pm - 1:06 pm
Period 5	12:48 pm - 1:39 pm	2 <sup>nd</sup> Lunch	1:06 pm - 1:46 pm
Period 6	1:46 pm - 2:37 pm	Period 6	1:46 pm - 2:37 pm
Period 7	2:44 pm - 3:35 pm	Period 7	2:44 pm - 3:35 pm

## FINAL EXAM SCHEDULE

**Period 1 Meets ALL Finals Days**  
**Periods 2 and 3 Meet December 17<sup>th</sup> and May 19<sup>th</sup>**  
**Periods 4 and 5 Meet December 18<sup>th</sup> and May 20<sup>th</sup>**  
**Periods 6 and 7 Meet December 19<sup>th</sup> and May 21<sup>st</sup>**

Period 1	7:15 am - 8:15 am
Conference	8:25 am - 8:53 am
Period 2, 4, 6	9:00 am – 10:55 am
Period 3, 5, 7	11:10 am – 1:05 pm
Common Lunch	1:05 pm – 1:35 pm

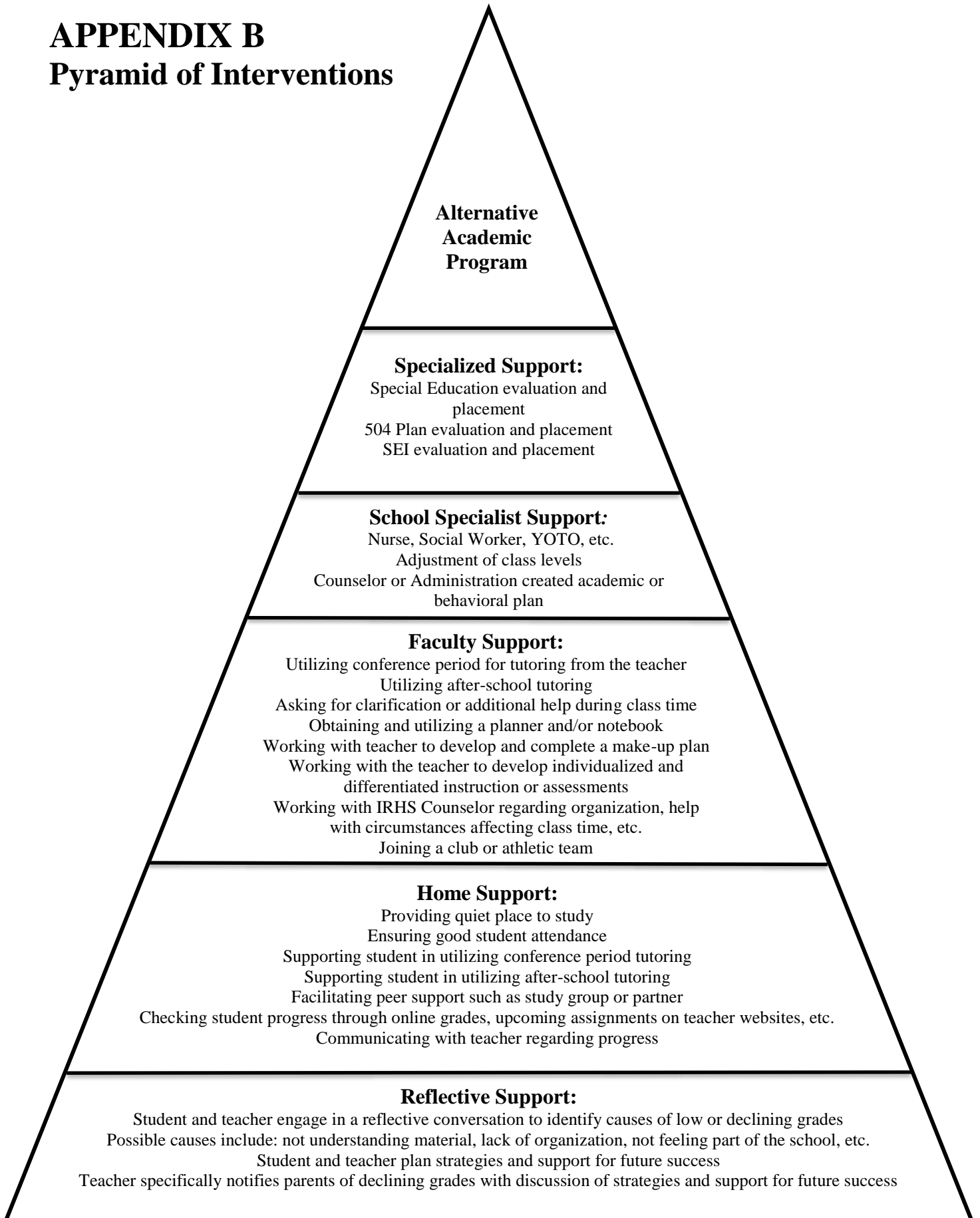
## SENIOR FINAL EXAM SCHEDULE

**Thursday: May 14<sup>th</sup> – Periods 1, 2, 4, 6**  
**Friday: May 15<sup>th</sup> – Periods 1, 3, 5, 7**

Lunch 1		Lunch 2	
Period 1	7:15 am - 8:15 am	Period 1	7:15 am - 8:15 am
Conference	8:25 am - 8:53 am	Conference	8:25 am - 8:53 am
Period 2/3	9:00 am - 10:55 am	Period 2/3	9:00 am - 10:55 am
1 <sup>st</sup> Lunch	10:55 am - 11:35 am	Period 4/5	11:05 am - 1:00 pm
Period 4/5	11:35 am - 1:30 pm	2 <sup>nd</sup> Lunch	1:00 pm - 1:40 pm
Period 6/7	1:40 pm - 3:35 pm	Period 6/7	1:40 pm - 3:35 pm

# APPENDIX B

## Pyramid of Interventions



# Appendix C

## Student Drop off/Pick up

Student drop off/pick up, before and after school, occurs in the Student Parking Lot, on the west side of the school. Parents should enter the campus parking lot on the west-side drive, circling the parking lot and dropping off their student along the side walk. Parents may not cut through parking lanes as these areas are specifically for students who are parking. After school, parents may park in any vacant parking spaces; however, all parking lanes must remain clear of cars to ensure students can depart campus without delay.

