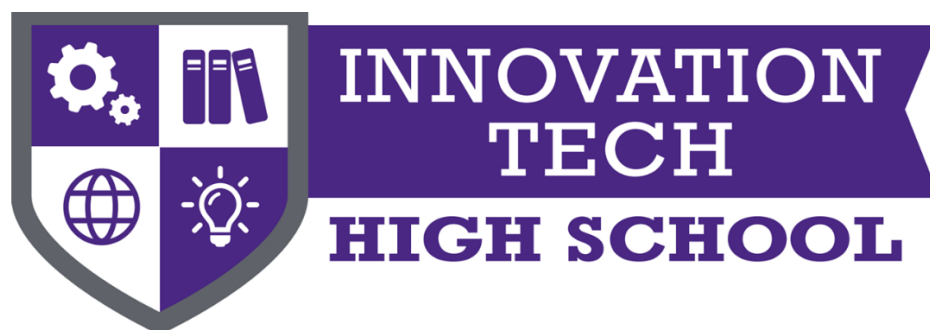


# Innovation Tech High School

## Student Handbook 2022 – 2023





## Mission

We are a cutting-edge, collaborative learning environment that empowers students with a strong foundation to become problem-solvers and innovative leaders for evolving career pathways with business and industry stakeholders.

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## **Innovation Tech High School Staff**

Principal – Patricia Hurley

JTED Principal – Juan Rojas

Coordinator – John Gonzales

Office Manager – Linda Lyon

Counselor – Jeffrey Proctor

JTED Counselor – Ed Rothlisberger

Registrar – Melissa Patino

Attendance – Andrea Schlect

Nurse Assistant – Brenda Ruiz

Office Phone Number – 520-372-8700

Attendance Phone – 520-372-8702

\*ITHS Summer Hours- 8:00-2:00 \*ITHS Regular School Hours-7:30-4:00 \*Closed all holidays and district vacation days

## **Innovation Tech High School Expectations**

### **Welcome**

Tucson Unified School District (T.U.S.D.) in partnership with Pima Joint Technical Education District (Pima J.T.E.D.) offer a core academic curriculum with an emphasis of career technical education and college readiness classes during the traditional school day while offering students the opportunity to earn workforce certifications and job skills upon graduation.

### **CAMPUS ENVIRONMENT**

All students will receive a copy of the **Student Handbook**. Students are expected to read and understand the content which are intended to create a positive and safe environment for learning and teaching at ITHS. Working in conjunction with School Safety, all TUSD schools are considered a SAFE-T-ZONE. All incidents are responded to and when required, students will be referred for discipline actions to an administrator. Student discipline is subject to the provisions of Governing Board policies and state and federal laws.

These policies are available online at [www.tusd1.org](http://www.tusd1.org) and

<http://www.tusd1.org/Information/Resources/Student-Guidelines>

Innovation Tech High School is a **SAFE-T-ZONE**

### **IF YOU SEE IT, REPORT IT! CONFIDENTIALITY GUARANTEED**

\* DRUGS      \* VIOLENCE      \* NON-STUDENTS      \* FIGHTS      \* TRUANCY

\* GRAFFITI      \* GANGS      \* THREATS      \* ASSAULTS

Tell a TUSD Monitor, Staff or Teacher about any issues or call SAFETY MESSAGE LINE – 584-7676

### **CLOSED CAMPUS**

ITHS is a closed campus, meaning that students must remain on campus for the entire school day. Lunch passes will not be issued and parents cannot excuse their students for lunch. Students who leave campus without permission will face disciplinary action.

## **ATTENDANCE POLICY**

Innovation Tech High School adheres to the TUSD Student Attendance Policies JE and JE-R which can be located at:

[www.tusd1.org/contents/govboard/SectJ/JE.html](http://www.tusd1.org/contents/govboard/SectJ/JE.html) [www.tusd1.org/contents/govboard/SectJ/JE-R.html](http://www.tusd1.org/contents/govboard/SectJ/JE-R.html)

TUSD sets a high standard of excellence in education. This high standard includes the expectation that all students will attend classes promptly and on a regular basis to achieve the full educational benefit. Absences should only occur when unavoidable. While it is recognized that participation in certain events contribute to an individual's total development, and that students with serious or contagious illnesses should not be in attendance, it is anticipated that absences will be minimal. Students who accumulate 10 unexcused absences per semester will have to submit an appeal to recover their credit(s). (TUSD Governing Board Policy JE-R)

## **GENERAL STANDARDS**

Innovation Tech High School requires a phone call from the parent the morning of the absence but no later than 48 hours from return to school. To report student absences, contact the Attendance office at 372-8700. Messages can be left at any time to report an absence.

Student absences shall be excused for the following reasons:

- Personal illness.
- Doctor or dental appointment.
  - Efforts should be made to schedule appointments other than during school hours. A doctor's note may be requested.
- Serious illness of family member.
- Death of family member.
- Suspensions or other school-initiated absences.
- Specific absences when the district is notified the student will be returning and the absence is authorized in advance by the parent or guardian. These include family vacations, and participation in district and non-district-sponsored events.
- Required court appearance and/or incarceration of student.
- Absences for religious holidays or for religious purposes including participation in religious exercises. To be excused, an absence for religious purposes must meet the following conditions:
  - The person who has custody of the student must give written consent.
  - Any religious instruction or religious exercise must occur at a suitable place away from school property. The sponsor of the religious activity must advise the District through the School and Community Services office of the scheduled holiday and the location of the activity.

The sponsor must give assurance that adequate supervision and security will be afforded to students who are excused and the governing board will not be responsible for the care and custody of students during the time they are excused.

- The absence may not substantially interfere with the student's scheduled school activities required for promotion or graduation as established in T.U.S.D. Board Policy.

Students shall submit an approved Petition for Absence for non-school and school sponsored activities: The white (non-school activity) or green (school sponsored activity) Petition for Absence form must be signed by the student's teachers and parents and returned to the Attendance Office two (2) school days before the absence. Approval will be granted, if the absence does not substantially interfere with the student's scheduled school activities required for promotion or graduation.

Students shall be permitted to make up all work missed because of an excused absence. An effort should be made not to schedule tests, introduce new materials, or hold school elections on days students are absent for religious holidays. Teachers must allow reasonable access to make up work with credit allowed following excused absences. In awarding credit for work made up for absences such as vacations, the teacher may consider the quality of the classroom experience and importance of classroom participation in determining the amount of credit to be given.

All other absences are unexcused. Teachers are obligated to create the opportunity for students who have unexcused absences to have access to class assignments, make up work and information concerning class assignments. Except for suspensions or other school-initiated absences, teachers are not obligated to allow students credit for work done following an unexcused absence. In awarding credit to suspended students for work made up, the teacher may consider the quality of the classroom experience and importance of classroom participation in determining the amount of credit to be awarded.

Student absences must be reported to Attendance office by parents/guardians The Attendance Office number is **372 - 8702**. Documented absence reports will be accepted the day of the absence or within 48 hours from the student's return to school.

PHONE NOTIFICATION SYSTEM FOR UNEXCUSED ABSENCES – ParentLink (T.U.S.D.'s automated notification system) will generate phone and email messages to notify parents and guardians of unexcused absences, if not excused by 10:00a.m. Additional notifications will occur in the afternoon and evening if the absence remains unexcused. Innovation Tech High School Attendance Office hours are 7:00 a.m. to 4:00 p.m. Call 520-372-8700.

## **TARDY POLICY**

Students are expected to arrive to school on time and be in each class before the 2<sup>nd</sup> bell sounds. If students arrive late, then the teacher will mark the student tardy. ITHS tardy policy is:

- Period 1 tardies: parent will be asked to sign student in at the office or call to excuse; parent conference after 10 tardies in Period 1
- Periods 2-6: 3 tardies in the same class period within 3 weeks will serve 1 lunch detention; teacher will complete a 2-part documentation form and contact parents
- 10 tardies in one class period will warrant 1 day out of class to sit with admin and a parent conference
- Incentive plan for improved attendance forthcoming

ITHS uses Parent Link to call the home telephone numbers of its students for a variety of reasons including emergency situations, teacher contacts, updated information, and attendance concerns. Phone calls are made at 10:30 am and 4:30 pm every day. The Parent Link does not override blocked phone numbers. Parents should be aware that blocking the school phone number will not allow them to receive important calls and information from ITHS. Please also notify the school Attendance office of any mailing address or telephone number changes occurring during the school year.

## **LEAVING CAMPUS**

Innovation Tech High School High School is legally responsible for its students during the school day and cannot allow students to leave campus with or without parental permission. One of the following is required before the student may leave campus:

Students are never allowed to leave campus during the school day with other students.

Students are to sign out in the Nurse's Office for illness. The nurse will call home or alert parents that the student is leaving. At that time, she will give the student a pass to leave.

Parents may call Attendance phone line to request their child to be released from school at a specific time. It is advisable to call at least 30 minutes ahead of the planned departure time. A signed parental statement authorizing a student to leave campus for an appointment during the school day brought to Attendance Office prior to scheduled departure.

## **IF YOU ARE SENDING SOMEONE ELSE TO PICK UP YOUR STUDENT, YOU MUST NOTIFY THE ATTENDANCE OFFICE PRIOR TO THE PLANNED PICK-UP TIME.**

Even though said person may be on the Emergency Card or an emergency contact, we cannot release a child without a parent's permission.

## **GRADE REPORTS**

Grade reports are issued every 4 ½ weeks and include grades, attendance, citizenship, and pertinent comments from individual teachers. Final grades are credited at the end of the quarter for physical education, health, and special education classes. Final grades for all other courses are credited at the end of each semester. Grade report dates are as follows:

Mid-Quarter Progress Reports

September 7, 2021

November 16, 2021

February 3, 2022

April 22, 2022

Quarterly Grade Reports

October 8, 2021

December 17, 2021

March 11, 2022

May 27, 2022

## **GRADUATION REQUIREMENTS**

Students are required to take 6 classes per semester. Graduation requirements established by the State of Arizona are as follows:

Subject Area	Number of Credits	Courses
English	4	English 9,10,11,12 – GATE and Honors count for credit
Mathematics	4	Algebra I and II, Geometry, College Algebra
Science	3	Biology, one Lab Science and any other science course
Social Studies	3	World and U.S. History, Economics, Government
Physical Education	1.5	Physical Education and Health (.5)
Fine Arts / Career Tech Education	1	JTED classes are the choice at ITHS
World Languages (Electives)	2	Spanish 1 & 2, Spanish 3 & 4- count as 2 elective credits
Electives	6.5	Combination of JTED courses, Computer Science, Career Exploration
Total	25	Only need 23 credits to Graduate

Non-credit requirements for graduation are Arizona Civics Exam and CPR Requirement

## **BELL SCHEDULE**

See Attached schedule for start times, lunches, and end-of-day times. Please reference for special events: Testing, Early Release, Parent-Teacher Conferences, Finals.

## **STUDENT DELIVERIES**

ITHS strives to provide an educational environment that minimizes distractions and promotes successful learning. No outside food is allowed on campus unless approved by Mrs. Hurley. Deliveries during the instructional day are disruptive to maintaining that environment and will be turned away throughout the entire school year. Such deliveries include, but are not limited to, flowers, balloons, candy, and food (such as UberEATS, Grub Hub, etc.).

Students should also be organized and plan properly to minimize disruptions during the school day (i.e. – delivery of forgotten homework, lunch money, etc.). Only water in a clear plastic bottle, is allowed in the classrooms. Students enrolled in the culinary program may be allowed wrap food in closed containers for transport home.

## **RECREATIONAL ITEMS**

Skateboards, skates, and bicycles are not to be ridden or used within the fenced areas of the campus at any time. Students will park bicycles in the designated bike racks in the parking lot east of the building. Students are responsible for securing their own bicycles. Any outdoor/sports equipment is not allowed without permission.

## **I.D. Cards**

Students are required to always display their I.D. card while on campus. I.D. cards are used for identification purposes. Innovation Tech High School will provide students with one free I.D. card. Replacement I.D.'s will be available from Mrs. Lyon for a \$3.00 fee.

## **Visitors on Campus**

All visitors are required to sign in at the front desk during school hours. They will receive a visitor's pass which must be visible throughout the duration of the visit. Visitors should sign out and return the pass upon conclusion of the visit. Parents desiring to visit/observe a class must coordinate their visit with the teacher and administrator at least 48 hours prior to the visit. Student visitors are not allowed on campus at any time during the school day. Non-ITHS students who wish to attend ITHS events must apply for a guest pass in advance with Mrs. Hurley. Guests who have not been pre-approved and received a guest pass will not be admitted to the event. Under no circumstances will persons 21 years of age or older be approved for a guest pass.



## **INNOVATION TECH HIGH SCHOOL DISCIPLINE GUIDELINES**

Innovation Tech H.S. discipline policy is based upon the T.U.S.D. ***Code of Conduct***, a guide that outlines the behavior expectations, rights, and responsibilities of students and staff. Partnering with students/parents/guardians to create safe, supportive, and inclusive learning environments. Striving to keep students in learning environments, ensuring that consequences are non-discriminatory, fair, and age appropriate, Applying the rules consistently so students receive similar consequences for similar violations is the goal of all discipline outcomes. None of these principles prevent school personnel from protecting campus safety as appropriate. All district personnel administering discipline must consider a student's disability under either Section 504 or the Individuals with Disabilities Education Act (IDEA) or if the student is suspected of having – or is being considered for an evaluation for – a disability. TUSD must follow specific procedures for students considered disabled under federal law, including determining whether misbehavior is a manifestation of the student's disability.

The Code of Conduct applies:

- During Regular school hours (including when students are going to and from school, “portal to portal”).
- While students are being transported on a school bus or vehicle used for school purposes.
- At all times and places where a school official or employee has authority over students.
- School-sponsored / school-related events and activities (including field trips and athletic events).
- On- or off-campus actions resulting in a harmful effect on students or the educational process.
- On TUSD property, at any time (see Policy JICH).

**Restorative Practices** – Restorative practices are strategies for resolving problems and building relationships by addressing the social and emotional issues created by conflict and restoring students to supportive learning environments after making amends for poor choices.

**Positive Behavioral Interventions and Supports (PBIS)** – PBIS is a proactive framework designed to prevent problem behavior while teaching socially appropriate behaviors. The focus of PBIS at TUSD is creating and sustaining safe and inclusive environments for all students to support appropriate behavior and redirect disruptive behavior.

**PLEASE REFER TO THE T.U.S.D. CODE OF CONDUCT FOR ANY SPECIFIC ISSUES OR CONSEQUENCES**

## **Cell Phone/Electronic Policy**

For students to focus on learning, Tucson Unified School District tries to minimize distractions and interruptions to all instructional time. Based on the importance of this instructional time, phones and electronic signaling devices will not be allowed to be visible or used. Innovation Tech High School policy reflects the T.U.S.D. use:

- on or off campus before or after school.
- during passing periods and lunch.
- following a school state of emergency; the school principal or designee may allow contact with parents for a designated time.
- if a teacher approves the use for educational activities conducted in his/her own classroom.

Cell phones and electronic signaling devices may NOT be used:

- during instructional classroom time, including assemblies or other activities, which take place during the regularly scheduled classroom periods.
- to take pictures at any time that violate personal privacy.
- for cheating.
- on field trips or excursions, which are conducted during the normal school day and during regular classroom instructional hours.

## **Consequences**

Students who violate the above guidelines shall be deemed to have created a disruption in the educational environment and are subject to disciplinary action. The severity of the disruption and whether other policies were also violated will determine the appropriate discipline. The Governing Board policy on Student Discipline will be used as the guideline for disciplinary action.

## **Phones or Electronic Signaling Devices Confiscated**

Phones or Electronic Signaling Devices may be confiscated for disciplinary reasons.

- First offense, students may pick up their phone or electronic signaling device from the teacher at the end of the class period.
- Second offense or multi-infractions, the student's parent must pick up the cell phone or electronic signaling device from the Principal's Office.
- If any criminal violations may have been allegedly committed, the phone or electronic signaling device may be held or turned over to District administration or police for evidence.

### **LIMITS OF LIABILITY**

Students who drive to school, and their parents/guardians, should recognize that Tucson Unified School District specifically disclaims any responsibility, expressed or implied, to protect against the loss of, or damage to, vehicles or their contents. No employee or agent may alter or expand the district's liability orally or otherwise. Individual decisions to park on school grounds shall constitute acknowledgement and acceptance of this condition on the individual's right to use the school's parking facility.

### **TUCSON UNIFIED SCHOOL DISTRICT DRESS GUIDELINES**

Innovation Tech H.S. and Tucson Unified School District philosophy is to provide an educational environment designed to motivate, teach, and encourage students to attain the highest levels of proficiency in all areas. Dress guidelines are intended to promote the awareness of social, cultural, and aesthetic forces that affect the school environment. Students are expected to dress appropriately and in a way which reflect personal and school pride. Clothing should be neat, clean, modest and in good taste.

NOTE: These dress guidelines represent the minimum standards. Individual school sites may adopt additional guidelines.

### **INNOVATION TECH HIGH SCHOOL DRESS CODE EXPECTATION**

While allowing for expression of individual tastes, student dress must not interfere with the educational process or student safety. Accordingly, the goal of Innovation Tech High School's Dress Code is to foster a high standard of grooming and attire, which will in turn reinforce the academic preparation for future success expected by the Innovation Tech H.S. professional learning community. Many JTED specific courses have assigned dress and /or uniforms assigned and students are expected to wear said dress as per the teacher's instructions. To minimize disruptions, the dress code has been developed with students and staff in mind.

### **IF IT'S QUESTIONABLE, IT'S UNACCEPTABLE!!**

#### **ACCEPTABLE ATTIRE:**

Tops: Must be long enough to always cover the midriff. Sleeveless tops must cover undergarments, including sports bras. See-through tops must have a dress code appropriate top underneath. Shirts must be shorter than accompanying shorts or skirts. Muscle shirts or basketball shirts must be worn with a T-shirt. "Tanks" are acceptable provided there is no plunging neckline, the armpit opening is no larger than a fist, and all seams are hemmed.

Bottoms: All shorts and skorts must have at least a 3-inch inseam. Shorts and skorts must not be cut in a bikini style fashion. Pocket linings must not be visible. Pants must stay above the hips; sagging is not permitted. Pants and shorts must cover undergarments and sports shorts.

Dresses: All dresses must be at least an index finger length when arms are at sides and must cover undergarments.

### **UNACCEPTABLE ATTIRE:**

The following will not be permitted:

- Swimsuits, halters, strapless tops, spaghetti straps, exposed undergarments (including sports bras), shirts that bare the midriff, white tank tops (unless layered with another shirt), shirt straps that are less than 2 fingers wide, short-shorts or short skirts that do not cover the buttocks while sitting or standing; garments with plunging necklines and white sleeveless undershirts (muscle shirts) or basketball shirts without an accompanying T-shirt.
- Clothing, accessories and/or head coverings which identify or have been altered to identify with illegal organizations.
- Clothing that portrays racial statements, profane or inflammatory language, sexual depiction/innuendos, and /or portrays/advocates violence.
- Accessories that can be used as a weapon, such as chains, spiked rings and/or collars.
- Clothing that advertises or advocates the use of alcohol, illegal substances, sex or tobacco may not be worn.
- Spikes on jewelry, clothing and/or accessories.
- Ripped or torn clothing cannot be above the thumb tip length when arms are at sides.
- Head coverings in buildings – exceptions for religious/cultural reasons.
- Sunglasses in buildings.
- Thigh-high slits in dresses or skirts.
- Slips worn as outerwear.
- Underwear and/or pajamas worn as outerwear.
- Sagging pants
- Crop tops
- Racer-back tops with plunging necklines or large armholes that expose any part of the breast or chest.
- Bra Straps, sports bras, or other underwear exposed.
- Garments with plunging necklines or large arm holes that expose any part of the breast or chest.

Students wearing inappropriate clothing to school are given an opportunity to change their garments. If a student is wearing a hat, cap, or bandana while in a school building, it may be confiscated.