Intermountain Academy Parent-Student Handbook 2025-2026

Intermountain Academy
401 N Bonita Street
Tucson, AZ 85745
520-232-2900
Fax 520-372-7125

Dear Families,

Welcome to the 2025-26 school year. This school handbook has been created to summarize school policies and procedures related to the safety and function of the school. Please become familiar with our policies and expectations.

This handbook's contents may be changed periodically throughout the year, as needed. Intermountain Academy will provide families with notice of changes through email. It is the responsibility of parents and students to review such changes.

If you have any questions regarding the school's handbook, please contact the principal at ssuciu@ichd.net.

We are so glad you are part of the Intermountain Academy Family.

Sorin Suciu
Intermountain Academy Principal

School Faculty

Academy Leadership	
Principal	Sorin Suciu
Asst. Principal	Kim Gavin

Student Support	
Behavior Support Specialist	Letty Lopez
Behavior Support Specialist	Rebecca Andrist
Behavior Intervention Specialist	Abram Madrid
Lead Teaching Assistants	Vanessa Urias and Emmelie Vargas

Work Based Learning	
Work Based Learning Coordinator	Amy Massingill
TA/Job Coach	Jacob Mennuti
TA/Job Coach	Forest Berger

Teachers	
Javelinas	Kylee Gale
Roadrunners	Heather Phelps
Turtles	Michelle Vazquez
Coyotes	Tammy Pena
Gila Monsters	Angelica Laurelez
Scorpions	John Pipkin
Ocelots (secondary ELA)	Carson Wilkinson
Jaguars (secondary science)	Madeline Billings
Ravens (secondary math)	Lisa Davidson

Bearded Dragons (secondary social studies)	Cristina Sjodin
Adapted PE Teacher	Diavian Atkinson
Wolves (Home Ec./ Life Skills)	Travis Randall
Part-Time: Music	Sierra Norris

Teaching Assistants (TA)	
Camila Aguilar	Erin Johnson
Myleigha Truitt	Corrinne Cook
Glorinee Delgado Nazario	Mariana Estrella
Tara Richter	Guadalupe Gallegos
Mayra Pesqueira	Sandra Kelly Hensley
Joshua Krugjohann	Alma Marquez
Ruth Martinez	Anahi Montero
Natalie Moreno	Aaron Rios Bustamante
Aurora Thompson	Charles Dancer
Melody Taga	Vanessa Urias
Karla Castro	Leanisa Rodriguez

Announcements and Communication

Please call the front office at (520) 232-2900 to communicate any need with Katie Crotwell (KD) our Office Manager/Registrar. If you need to contact the Principal Sorin Suciu, you may contact him directly at (520) 721-1887 Ext. 1178 or via email at ssuciu@ichd.net.

Monthly Newsletters will be sent via email. Other information and announcements will be sent weekly via ClassDojo App from each academy classroom.

Campus Visitors

While Intermountain Academy is proud of the work we do, we have found that guests can be very disruptive to the routines we are putting in place, and thus to students' learning. Also, to preserve the dignity and privacy of all students, we must limit visitors, including parents, to emergency situations only. Therefore,

campus visiting during school hours, including hallways, courtyard, cafeteria, gym, playground, is discouraged.

All emergency visits must be approved by the administration, and visitors may be escorted at the administrator's discretion. This does not apply to parents who may need to accompany their students to or from class. If a parent needs to speak to a teacher, an appointment will be arranged via email. If emailing is not possible, please stop by the front desk to set up the appointment.

Volunteer Policy

To ensure the safety of our students, everyone who wishes to volunteer at the school must first complete a volunteer application form. This form is maintained at the school site in a confidential file for the duration of the individual's volunteer efforts at the school.

Additionally, all volunteers must comply with the employment requirement of Intermountain Centers for Human Development regarding fingerprint clearance and certification relating to criminal offenses.

Volunteers who have a child at Intermountain Academy do not need to be fingerprinted but will need to complete the certification regarding criminal offenses.

This certificate will be maintained together with the volunteer application form in a secure location at the school site. Non-parent volunteers must be referred to Human Resources for fingerprinting and certification regarding criminal offenses.

Attendance

Absences

1. It is a parent's responsibility to report every absence to the school. **Please call the school office at (520) 232-2900 by 9 am to report an absence.** To obtain the best possible education, it is important that students attend class on a daily basis and arrive on time. Regular classroom participation is necessary to achieve the best learning situation for every student.
2. High school students may lose credit when they have accumulated 10 absences, excused or unexcused, in a semester.

Tardies

Being on time is a life skill important to each student's future, and schools share the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time for all students. Promptness in class allows the teachers to begin the instruction on time for everyone. Tardiness with class is defined as not being physically in the school at 8:50 am

- Students must be signed in at the front office if they arrive after 8:50 a.m.
- If a student arrives after 10:30, the student will be considered absent for a half-day.

Student Dismissal

No student is to be dismissed from the classroom or playground for any reason, without office staff having acquired permission from the parent/guardian or designated contact. If a parent/guardian makes a request to remove a child from school, staff will send the parent/guardian to the office. Office staff will check school records and identification when necessary to verify that an authorized person is picking up a child. If an unauthorized person requests to pick up the child, the Office Coordinator will call the parent for approval prior to allowing the child to leave. **ALL STUDENTS who do not go home by regularly scheduled transportation MUST be signed out in the office.** The person picking up the student must first sign his/her student out and then the office will call for the student. **For the safety of all students, NO student is to be dropped off late or picked up early without the responsible adult checking in and out through the office first.**

Students will be escorted to the drop-off bay as they are called. Instructional time is to continue until notification of parent/bus arrival. After school, children may not be alone in the classrooms.

Drop-off/Pick-up/Dismissal - on Commerce Park Loop (special permit required for front lobby access - contact front office for more information)

- Students may be dropped off **between 8:30 a.m. and 8:45 a.m for breakfast.** Staff will take students to the classroom at 8:45 a.m.
- Parents may pick them up in the drop off/pick up area at 3 p.m. **(Fridays at 2 p.m.)**
- Acceptable pick-up times for vans and taxis, is 2:45-3:15 **(1:45-2:15 Friday);** Parent pick up is 3:00-3:15.

Leaving Early

Parents are asked to try to make appointments after school hours. We do understand that this is not always possible. If a student needs to leave early, please follow these procedures:

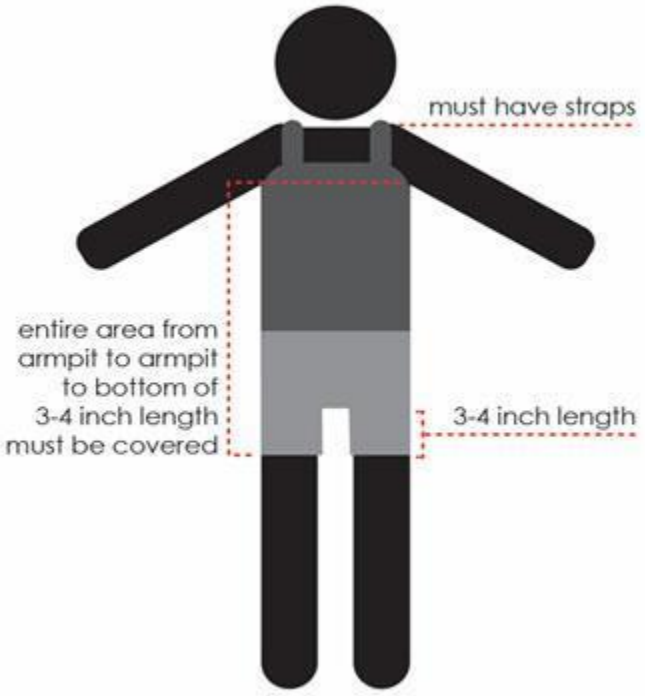
- Let the homeroom teacher know that the student will be leaving early for the day as soon as you know.
- Sign the student out in the front office; the student will be called to the front to be dismissed.
- If a student leaves prior to 1:30, the student will be considered absent for half a day.

School's Responsibilities

- We are committed to providing quality educational experience for each of our students and need them to be present and on time for us to do so. If a student begins to have excessive absences and/or tardies, the school will follow this procedure:
    - Parents will be notified and reminded of the need for regular attendance by letter when absences exceed 10% of days in session. (example: 3 days absent in the first 20 days of school)
    - Parents of high schoolers will be notified after the 5th and 9th absence per semester due to possible loss of credit.
    - The principal holds the right to call a mandatory meeting with parent/guardian and student to develop an intervention plan regarding attendance.
- 20 absences in a school year may result in loss of credit and/or loss of placement at Intermountain Academy for the following year.

Student Dress Code and Consequences for Out of Compliance

The Intermountain Academy respects students' rights to express themselves in the way they dress. All students are also expected to respect the school community by dressing appropriately for an educational environment. Students' attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents. **Minimum Requirements:**



- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image.) Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
- See-through or mesh garments must not be worn without appropriate

coverage underneath that meet the minimum requirements of the dress code.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Clothing and accessories that endanger students or staff safety may not be worn.
- Blankets instead of jackets are strongly discouraged.

The administration reserves the right to determine what constitutes appropriate dress and will address students out of compliance as follows:

- ***First Offense:*** Student will be referred to the Principal/Assistant Principal office and not be allowed to attend class, and his/her parents will be called to bring in appropriate clothing.
- ***Second Offense:*** Student will be referred to the Principal/ Assistant Principal office and not be allowed to attend class, and his/her parents will be called to bring in appropriate clothing.
- ***Third Offense:*** Student will be considered as acting in defiance with refusal to follow Dress Code policy. His/her parents will be contacted and asked to pick up the student. The Academy Discipline Matrix (see Parent-Student Handbook) will be followed for not following school rules/policies. Further disciplinary measures may be taken.

Public Display of Affection (PDA)

Intermountain Academy recognizes that genuine feelings of affection may exist between students. However, students shall refrain from most Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity.

Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between individuals and thus should not be shared with others in the general

vicinity. PDA includes any physical contact that may make others in proximity uncomfortable or serves as a distraction for themselves as well as onlookers. Some specific examples of PDA include but are not limited to:

Acceptable Behaviors	Unacceptable Behaviors
Holding Hands	Kissing on the Mouth
Locking Arms	Putting hands in another's pocket
Putting Arms Around Someone's Shoulder	Giving Piggyback Rides / Carrying people
Peck Kiss on the Cheek or Forehead	Sitting on Laps
Giving a Friendly Hug from the front or side	Smacking/Touching/Slapping someone's rear end
Leaning against someone	Giving hugs initiated from the rear
Loaning someone a jacket or blanket	Sharing a blanket
	Standing or sitting between someone's legs

Illness Policies

The following illness policies will be strictly enforced, for the health, well-being, and safety of all concerned.

- **Fever:** defined as having a temperature of 100.7°F or higher. A child needs to be fever-free for a minimum of 24 hours before returning to school, which means fever-free without the aid of Tylenol®, or any other fever-reducing substance.
- **Diarrhea:** defined as runny, watery, bloody stools, or 2 or more loose stools within the last 4 hours. A child having active diarrhea needs to be kept home until they are diarrhea-free for 24 hours (unless the student is known to have diarrhea from a medically documented non-contagious condition, documented by their medical provider, and is fever-free). If a child is prone to diarrhea due to a documented medical issue, the student will be sent home if the runny stool is leaking from a diaper or

clothing.

- **Vomiting:** defined as 2 or more times within 24 hours. A child needs to remain home until the student is free from vomiting for 24 hours.
- **Pink Eye:** defined as having one eye that is pink and/or thick mucus or pus draining from the eye. Pink Eye is highly contagious, so suspicion of possible Pink Eye requires follow-up. The child needs to remain at home for a full 24 hours beginning with the first dose of antibiotics or returning with a doctor's note stating that it is not pink eye.
- **Head Lice:** Intermountain Academy has a "nit-free" policy. Any student who is found to have head lice and/or nits must be excluded from school until treatment is received and all lice/nits are removed from hair with a fine-tooth comb. Students returning to school will need to be checked for head lice/nits before they are permitted to return to class.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing
- A suspected communicable disease may be sent home. (Examples: chickenpox, shingles, ringworm, rash, infected sores, strep throat, upper respiratory infection)

Communication for Illness

In the event a child becomes ill and needs to be picked up, the parent/guardian(s) will be called and are expected to pick the child up within one hour. If the parent/guardian(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and will be asked to pick the child up. The student will be able to rest in a quiet area until the designated adult arrives.

Parents/guardians: Please keep a child home from school if they have any of the listed symptoms or are too ill to participate in normal school activities. Not only are they unable to benefit from instruction when ill, but they also may infect other children and staff. Please report absences to the Intermountain Academy front office, (520)232-2900.

Medicine Policies

Intermountain Academy is implementing the following med-handling procedures. Please abide by the following guidelines when a student needs to take medicine during the school day.

Our policies were developed following the outline of Arizona Statute:
Title 15 of the Arizona Revised Statutes, Chapter 15-344, provides for the administration of prescription, patent, or proprietary medications by school employees. The law delegates authority to establish policies and procedures to local school district governing boards. (http://education.findlaw.com/school-safety/state-laws-on-schools-authority-to-administer-medication-and.html)

Transfer of Medication

A parent/guardian can bring a prescription bottle of meds to school with the original label attached, as well as any paperwork from the doctor stating the exact times to provide the medicine to the student. PRN meds, such as over-the-counter headache meds, need to be brought in unopened bottles. Please provide your students' medicines in a re-closable plastic bag with the child's name on it. Any topical creams, ointments, inhalers, or epi-pens must be in a separate bag from other medications.

When medication is brought to school, the parent/guardian must ask to see a member of the support team for the transfer of medication. One of the support team members will be responsible for counting the pills with the parent/guardian and completing the Transfer of Medication form with the parent/guardian. PRN over-the-counter medicines do not have to be counted, as they must be in an unopened package, and the medication form is required. If a parent/guardian needs to pick up medicine that the school has, for any reason, the transfer of medication process must be followed as well.

Discontinued Medication

If a specific medication is discontinued for a child, it is the responsibility of the parent/guardian to let the school know immediately. You may come into the school to speak with a member of the support team or email kcrotwell@ichd.net. Discontinued medicines will be released back to the parent/guardian for proper disposal. The school will not dispose of medications for students and families.

Curriculum

Intermountain Academy uses a variety of curriculum and resources, including RethinkEd to ensure a quality education based on each student's individual needs. Instructional staff use evidence-based strategies that have been proven effective with students with ASD including direct instruction, small groupings, and one-on-one sessions, use of visuals, videos, graphic organizers, technology, and hands-on manipulatives. All instruction is based on Arizona State Standards and may be modified to meet the needs of students.

Grading

At Intermountain Academy, we continuously review and analyze data to ensure we are driving our instructional practices to meet the needs of students. Assessments provide data to show growth of content and skills so that staff can monitor and adjust instructional practices to ensure we are meeting the needs of students so that they are making adequate academic and behavioral progress.

Each student's IEP also drives our grading practices. All students receive instruction based on their needs and are provided with accommodations and modifications as necessary, which are reflected in all grading practices.

Grades for each student will be based on classroom assignments, summative assessments, projects, and any other activities determined by the teacher to demonstrate growth and mastery of academic content. Grades will be assigned through Gradelink. Teachers will be required to update Gradelink on a weekly basis. All assignments will be given a point value at the discretion of the teacher. Grades will be weighted by using the following scale:

Daily classwork/Weekly assignments: 20%
Projects: 40%
Summative Assessments: 40%

Grading Scale:
A - 90% - 100%
B - 80% - 89%
C - 70% - 79%
D - 60% - 69%
F - 0 - 59%

IEP Records

Though Intermountain Academy as a private school is not required to hold IEP meetings, the school administration believes IEP meetings for each student are integral to the success of the student and the educational environment. Each student and family will participate in the yearly IEP process. Teachers will work with parents/guardians to schedule the yearly IEP meeting.

Graduation Requirements

The goal of Intermountain Academy is to provide a well-rounded education to all students based on their individual needs. All students will be offered the opportunity to complete all the requirements of a high school diploma. All high school students must complete the 22 required credits, complete Arizona required Civics test, and the ECAP (Senior Education and Career Action Plan). Due to being a Private School, Intermountain Academy may offer either a High School Diploma or a "Completion of CORE Academic Subjects" as warranted. A meeting will be held with the family to discuss the academic goals and trajectory of the student's academic career.

Credits

Since Intermountain Academy is an accredited school, our high school students are earning credits for their classes. Credits are earned by demonstrating growth

in learning and by meeting and/or exceeding the end of course exams or meeting IEP goals and earning at least a D for the semester grade.

JTED and College Programs

Intermountain Academy may partner with both Joint and Technical Education and Pima Community College to provide options for high school students to further their educational career.

School-Wide Positive Behavioral Intervention and Supports

Positive Behavioral Intervention and Supports (PBIS) is a school-wide proactive approach to behavior management that defines appropriate student behaviors with the aim of increasing those behaviors through *targeted instruction, modeling, regular monitoring*, and *meaningful feedback*. This evidence-based practice begins with defining the appropriate behavior expected of the student body in all areas of the campus, community, and classroom. At Intermountain Academy, we are FLEXIBLE, RESPECTFUL, RESPONSIBLE, and ENGAGED.

Targeted Instruction

At Intermountain Academy, four expectations have been targeted for instruction - Flexible, Respectful, Responsible, Engaged. At the beginning and throughout the year, the expectations are explicitly taught at each location in the school. The expectations are reviewed and modeled regularly so students have a true understanding of what they mean and look like. Staff members work with students to help each student learn the skills needed to meet the four foundational expectations required for academic and social success. Student behaviors that meet expectations are reinforced with specific praise, Bear Bucks, classroom rewards, and recognition.

Communicating with Parents/Guardians

Parents/guardians are encouraged to talk to their child's teacher on a regular basis as a method of determining how to best support their child's development and meet the school-wide expectations of Flexible, Respectful, Responsible, and Engaged.

School-wide/classroom expectations are posted around the school and are reviewed during daily morning announcements to help remind and reinforce students on how to demonstrate appropriate behaviors in their daily attendance at school.

Crisis Management

Intermountain Academy is dedicated to ensuring the safety and well-being of

all students and staff. The information below outlines our training and procedures for keeping everyone safe when needed. If you have any questions regarding any of this information, please contact Sorin Suciu, Principal, at 520-232-2900.

Safety Care (QBS)

All staff are trained in Safety-Care. It provides the skills and competencies necessary to effectively prevent, minimize, and manage behavioral challenges with dignity, safety, and the possibility of change. We are using up-to-date and effective technologies from Applied Behavior Analysis (ABA) and Positive Behavior Interventions & Supports (PBIS).

Intermountain Centers' employs Safety-Care certified trainers that consistently train, re-train, and consult with Intermountain Academy staff on the appropriate and intended application of the program.

Physical and Mechanical Restraints

Physical restraints are used as a last resort to protect the safety, care, welfare, and security of everyone. Mechanical restraints are NOT used.

Policies and Procedures

1. Personnel authorized to use restraints have been extensively and repeatedly trained by instructors maintaining certification in:
    a. Alternatives to restraint (e.g. de-escalation strategies and problem-solving techniques.)
    b. The proper use of restraint
    c. Safety measures and procedures for continuous monitoring of a student by a third party during a restraint.
2. Personnel using the restraint take extreme care to provide for the safety, security, care, and welfare of the student during the restraint procedure.
3. The student is released from the restraint as soon as student regains self-control.
4. Guardians and administrators are notified as soon as possible within the same school day. A Crisis Intervention Report must be completed on the school's network and provided to the Quality Management Department.
5. The use of restraints is not limited by policy or practice to students with disabilities.

Prohibitions - Restraint

The following actions are **prohibited:**

- A physical restraint, such as a prone restraint, that places excessive pressure on the chest or back or impedes the ability to breathe or communicate is prohibited.
- Restraint out of proportion to the danger, the age and physical condition to the student.

- Restraint is used to prohibit reasonable access to the care of bodily needs.

Mechanical restraint is prohibited, defined as the restriction of movement by devices (such as devices that limit a specific part of the body, such as the arms and legs, restraint belts, or other physical objects that restrain the movement of the student).

This definition of mechanical restraints does not include the following:

- Restraints are used in schools for the purpose of providing support to students' orthopedic and assistive technology needs in order to permit them to learn and participate in school activities as identified in the IEP.
- Therapeutic supports (such as weighted vests or blankets) identified by the IEP team as appropriate for a student to enhance participation in learning activities.
- Vehicle safety belts are used in accordance with state and federal regulations.
- Restraints employed by law enforcement officers in school settings that are used in accord with their policies and appropriate professional standards.

Corporal Punishment

Definition: Corporal punishment is the deliberate infliction of pain intended to discipline or reform a person's bad attitude or behavior. **Corporal punishment is prohibited.**

Reset Room Use/Seclusion Time Out

Definition: Seclusion means confinement alone in any space from which the student is prevented from leaving.

The Reset Room is a therapeutic option to keep a student and/or their peers safe. It offers an environment where students can calm down without injury.

1. Except as below, seclusion time out is only used as part of a comprehensive plan signed by a guardian and includes positive behavior support, antecedent strategies, and a risk analysis for using seclusion time out for crisis behavior.

2. Seclusion time out in the "reset room" can only be used without a comprehensive plan as described when the Principal or Assistant Principal has assessed the student by observation and determined that seclusion is the safest option for the circumstances.

3. If the Principal, Assistant Principal, or school BCBA has determined seclusion time should be used as an emergency option, other support options and interventions would have been exhausted, and staff would attempt to get verbal permission from the guardian before using the

seclusion room. Follow-up actions would include a meeting held with guardians to update an individual plan.

4. When a student is in the reset room, staff continuously monitor the student to ensure the student is not experiencing any undue distress, medical emergency, or needs access to basic needs (restroom, water, etc.).

Specific Methods: When the student presents a danger to self or others and de-escalation attempts have been made, staff will transport the student to the "reset room" using a QBS approved transport.

Seclusion Time-out is:

- **NOT** a "Time out" used as a behavior management technique during which positive reinforcement is unavailable for a specified time and the student's movement is not physically restricted.
- **NOT** voluntary isolation (monitored for safety) on the part of a student for the purpose of calming him/herself.
- **NOT** used as a punishment for violations of school rules, repetitive behaviors, or because of teacher anger toward the student.
- **NOT** limited by policy or practice to students with disabilities.

Additional Policies and Procedures

1. The reset room must be free of objects that could cause harm, provide adequate visual and audio supervision of the student, provide adequate lighting and ventilation.
2. School personnel observe the student at all times during the seclusion period for self-injurious behavior and intervene if necessary.
3. School personnel will reassess the child and document no longer than every 5 minutes, by asking to comply with directions so they can open the door.
4. The student will remain in the room after the door is opened until the behavioral team determines they are no longer a danger to themselves or others (complying with directions, able to have a person in the room with them without escalating.)
5. If seclusion is necessary, staff members document the incident, and guardians are contacted.

Serious Major Incidents and Discipline

The discipline matrix was developed to assist school staff, administrators, and parent/guardians to understand how Intermountain Academy responds to Serious Major Incidents that occur on campus. This is an addendum to our behavior flow chart which constitutes our school-wide Positive Behavioral

Intervention and Support (PBIS) response to minor and major incidents. While Intermountain Academy takes extraordinary care to prevent such instances through our engaging academic continuum and PBIS, from time to time, choices are made, and behaviors occur which must be addressed to ensure the ongoing safety and well-being of the Intermountain Academy community.

The following matrix is broken down into three main areas. The first is a classification system that progresses relative to the order of seriousness. For instance, a 3rd Order Matter is less serious than a 1st Order Matter. The second is a list of offenses that fit the category. The third is the response that shall be taken by the Intermountain Academy Administration. Depending on the order of the matter, responses from Intermountain Academy will vary. Also, depending on the number of similar offenses that occur, the response varies. While there is some flexibility in how these responses are applied, they establish discrete responses that are consistent with the disciplinary procedures of schools that serve similar populations.

It is our intention that responses are not simply seen as punishment for the student, but as progressive levels of support that make use of Intermountain Centers' full continuum of care. If a student engages in a Serious Major Incident, the student is automatically considered for enhanced services from our staff that will help prevent future occurrences and teach important life skills.

Parents/guardians can also expect to have different methods of contact and communication depending on a student's temporary enrollment in higher levels of support. For instance, Intermountain Academy's Assistant Principal will have direct ongoing contact and coordination with parent/guardians/caregiver alongside the homeroom teacher until that student is no longer considered in need of higher-level support.

When Serious Major Incidents occur, we will work to:

1. Maximize support for families and our students
2. Be fair in the need for financial restitution in the event of property destruction
3. Minimize out of class time for the student to the extent possible
4. Get the full picture of the Serious Major Incident
5. Make constructive recommendations that the Intermountain Academy believes will be best for all students

Implementation of the discipline matrix will be at the discretion of the principal or assistant principal. Staff may not use the threat of consequences in the matrix as classroom management.

Classification	Offense	Response
1st Order Matter	• Sale of any controlled substance • Brandishing a knife or other weapon • Possessing, selling or otherwise furnishing a firearm • Possessing an explosive • Committing or evidence of attempting to commit sexual assault or battery • Criminal Computer/electronic use • Extortion • Robbery • Starting a fire	**1st Offense:** parent/guardian/Team conference, referral to the police department, an automatic therapeutic reprieve from school between 5 to 9 days pending investigation and recommendation to expel. A Transition Plan will be provided, and community-based services will be recommended if they have not already been accessed. The Child Family Team will be notified, if applicable. Recommendation to expel must be made as an integrated team decision if the student is receiving other Intermountain services, and an IEP team decision if not.

2nd Order Matter	• Aggression resulting in the injury of a staff member or a student • Possession, use of or sale of imitation firearms, imitation explosives, tear gas/pepper spray/laser pointers or scopes, or other dangerous weapons or objects, or any item capable of causing death or great bodily harm • Possession or use of any controlled substance or alcohol, or otherwise furnished, or under the influence of same • Possession or sale of drug paraphernalia • Aiding or abetting the infliction or attempted infliction of physical injury to a person • Sexual harassment (Grades 4-12) – unwelcome sexual advances that create a hostile learning environment • Inappropriate computer use as defined in the Parent-Student Handbook • Property destruction, vandalism, graffiti, defacing school property	**1st Offense:** parent/guardian/Team Meeting, other means of correction include possible therapeutic reprieve from school between 1 and 5 days and possible report to the police department, possible team referral for behavior support based on the discretion of the Principal, a recommendation for community-based services if not already accessed, and if appropriate, a restorative session with affected parties. The Child Family Team will be notified, if applicable. **2nd Offense:** Possible therapeutic reprieve from school between 1 and 5 days, other means of correction include a possible report to the police department, possible team referral for behavior support based on the discretion of the Principal, a recommendation for community-based services if not already accessed, and if appropriate, a restorative session with affected parties. The Child Family Team will be notified, if applicable. **3rd Offense:** Possible therapeutic reprieve from school of between 1 and 9 days, possible recommendation to expel if other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of others. If expulsion is carried out, a Transition Plan must be provided to the family, and a recommendation for community-based services will be made if not already accessed. The Child Family Team will be notified, if applicable. Recommendation to expel must be made as an integrated team decision if the student is receiving other Intermountain services, and an IEP team decision if not.

3rd Order Matter	• Property destruction of school property or property of others including but not limited to books, computers, electronic files, databases, and e-mail • Theft or attempting to or knowingly stealing or receiving school or private property • Bullying, harassing, threatening, or intimidating Including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel. • Incitement– encouraging or attempting to trigger inappropriate behavior in others. Engaging with apparent malicious intent in efforts to cause another student to "melt down" or violate rules. May escalate to a higher order depending on severity. • Repeated defiance and refusal to follow school policies/rules as listed in the Parent-Student Handbook or of classroom rules repeatedly explained.	**1st Offense:** parent/guardian/Team Meeting, possible financial restitution, other possible means of correction include immediate referral to Tier 2 support, a recommendation for community-based services if not already accessed, and if appropriate, a restorative session with affected parties. Child Family Team will be notified, if applicable. **2nd Offense:** Possible therapeutic reprieve from school between 1 and 3 days, other possible means of correction include, immediate referral to support, a recommendation for community-based services if not already accessed, and if appropriate, a restorative session with affected parties. Child Family Team will be notified, if applicable. **3rd Offense:** Possible therapeutic reprieve from school between 3 and 5 days, possible recommendation to expel if other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of others. If expulsion is carried out, a Transition Plan must be provided to the family, and a recommendation for community-based services will be made if not already accessed. Child Family Team will be notified, if applicable. Recommendation to expel must be made as an integrated team decision if the student is receiving other Intermountain services, and an IEP team decision if not.

Special Considerations for External Assistance

From time to time, both Major and Minor Incidents occur that are outside of what can reasonably be handled at Intermountain Academy alone with its resources.

Mental Health Related Crisis

If it is the case that a student is displaying behavior(s) that present an ongoing danger to self or others, or if we believe the student is experiencing a mental health-related issue above and beyond our training and expertise, we will contact the Crisis Mobile Team. The Crisis Mobile Team will come to Intermountain Academy to conduct a risk assessment. This is typically when a child is making suicidal threats or is showing suspected signs of psychosis or severe distress that appear psychiatric or medical in nature.

Department of Child Safety

Intermountain Academy staff are mandatory reporters per ARS 13-3620 and must make a report within 24 hours any time a child reports abuse or neglect relative to their living arrangement. If a call is made, Intermountain Academy will not be able to inform parents/guardians that the call was made. However, if DCS chooses to investigate, Intermountain Academy would like the opportunity to actively participate in any activity that will help the family and individuals affected.

Parent/Student Handbook Addendum: Behaviors that Must be Reported to Law Enforcement **A.R.S. § 13-3620**

Regardless of disciplinary action taken (or not taken) by a school, certain student behaviors must be reported to appropriate law enforcement authorities under the law. The Intermountain Academy administration will review all incidents in a case-by-case manner and in accordance with law, school officials will report the following behaviors to law enforcement authorities:

- Aggravated assault
- Arson
- Assault
- Bomb threats
- False fire alarms
- Non-accidental injuries to student/s
- Possession of weapons
- Possession, sale, or distribution of drugs; dangerous items, or alcohol
- Sexual assault/misconduct
- Threatening an educational institution including threatening any staff member/s and/or other student/s

The school will also report on any person's involvement in illegally removing a student from places where the principal has jurisdiction over the student, on field trips, at athletic functions, and during school-sponsored events.
Additionally, the Principal may report to the law enforcement agencies other potentially disruptive incidents occurring within the regular operation of the school. Such incidents include, but are not limited to, the following:

- Extortion
- Theft/possession of stolen property
- Trespassing
- Vandalism

The school may also report any person's deliberate disruption or interference with any school function. The foregoing lists are not exclusive and exhaustive. Other conduct MAY be reported to law enforcement officials if deemed necessary by the principal.

Our commitment to families and caregivers is that if such a call should be made, then the primary emergency contact will be alerted within 1 hour of the call.

Lockdown Procedures

There are 2 lockdown potentials for Intermountain Academy. Lockdowns will occur when there is a potential threat in the immediate vicinity not directly related to the school and/or because of a life-threatening event occurring inside the school, on school grounds, or immediately adjacent to the school, that has a high probability of moving on to school grounds.

All staff are trained in lockdown procedures, but for the safety of the school, the plans for these lockdowns will not be shared outside school or security personnel. Lockdowns will be practiced twice a year.

Fire Drills/Evacuations

During the school year, fire drills/evacuations will be conducted twice per year.

Field Trips

Intermountain Academy will sponsor such field trips that are of value in meeting

the educational objectives of the students.

On all school-sponsored field trips, the school will provide the proper supervision by staff.

During enrollment, parents/guardians were asked to sign a permission form for field trips. Families will be notified of upcoming field trips and if any money is required. Individual trips may require further permission.

It is a goal of the Intermountain Academy that no student be deprived of opportunities due to financial reasons. If a family needs assistance for a child to attend a field trip, please contact KD at kcrotwell@ichd.net as soon as possible.

Technology Resources

Appropriate Use of Electronic Information Services

Electronic information resources services (EIS) are available to students and staff at Intermountain Academy. These are property of Intermountain Academy and must be used following set guidelines of the classroom.

Students may use electronic devices during breakfast, and devices are not to be used outside of the classroom. Each classroom has guidelines within their classroom for use as a reinforcer or not. The following procedures will be used if a student is using a cell phone or personal electronic device at an undesignated time.

1. Warning
2. Cell phone/Personal device taken for the day and returned at the end of the day.
3. Cell phone/personal device taken and returned to the parent/guardian.
4. Cell phone/personal devices are not allowed at school.

Safety and Use of Electronic Information Services

Use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of Intermountain Academy. Filtering, monitoring, and access controls shall be established to:

- Limit access to inappropriate content on the Internet and World Wide Web.
- Monitor the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- Monitor for unauthorized access, including so-called "hacking," and other unlawful activities by minors online.

- Restrict access to materials is harmful to children.

Content Filtering

A content filtering program or similar technology shall be used on the networked electronic information system (EIS) as well as on desktop computers capable of school authorized access to the Internet. Technology shall at a minimum limit access to obscene, profane, sexually oriented, harmful, or illegal content. Should staff have a legitimate need to obtain information from an access-limited site, a request to unblock the site may be submitted to the Intermountain Academy Principal.

Monitoring

As a means of providing safety and security in direct electronic communications and to prevent abuse of the appropriate use of electronic equipment, all computer access to the Internet through the electronic information systems (EIS) or standalone connection shall be monitored periodically or randomly through in-use monitoring or review of usage logs.

Acceptable Use for Students

Students are not allowed to use personal email during school hours.

Each user of the EIS shall:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of Intermountain Academy.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Respect privacy of self and others. Do not repost a message without the permission of the person who sent it. Don't share personal information.
- Not using instant-messaging software at school unless under the auspices of a class project. Electronic communications should always be polite and considerate and must not interfere with school or homework.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personal identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employees.
- Not using the network in any way which would disrupt the use of the network by others.
- Not using the EIS for commercial purposes
- Not attempting to harm, modify, add, or destroy software or hardware nor interfere with system security.

- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion.

Games
Students, when supervised by staff, may use appropriate academic games.

Internet
Students must have adult supervision while online. Use of the Internet is restricted to appropriate educational activities. Although the network does have a content filter, Intermountain Academy makes no guarantee that it will block all inappropriate material. Personal devices should be connected to guest Wi-Fi only due to FERPA and HIPAA regulations. Student personal devices will be granted access.

Cell Phones
Students may have access to their personal devices during breakfast, lunch, and break times. Student personal devices must remain put away in their backpack during unapproved times. Teachers may allow students to use their personal devices in class if it meets an educational purpose or as reinforcement as approved by the teacher and must be limited.

Please note–the cell phone policy is currently under review. Further information will be provided as needed.

Communication Plan

Overview

Intermountain Academy regularly communicates with stakeholders using various messaging techniques to increase engagement and foster a collaborative relationship among students, parents/guardians, teachers and staff members. The following chart provides the basis for our communications with parent/guardians and community members, the time frame for distributing the information and the method used to communicate the message.

Purpose	Frequency	Method	Notes
School Calendar	1 Time per Year	Email, Written Letter, Google Calendar	School calendars will be available in July

Policy Change	Intermountain Academy will notify parent/guardians of any policy change when they occur	Email, Written Letter, School Handbook, Student Handbook, Staff Handbook	Notification will occur within one week of any policy change
Attendance	4 times per year	Report cards	This will be done at the end of each quarter to inform parent/guardians of child's absences and tardiness
Field Trips	30 days prior to field trip	Written Letter, Email, permission form	parent/guardians will be notified prior to all field trips
Incident Reports	parent/guardians will be notified of all incidents occurring during the school day	Phone call and in-person communication	When incidents occur an incident report is written, and staff will contact parent/guardian within 24 hours
Report Cards	4 times per year	Report card sent home each quarter.	Report card sent home each quarter.
Student Health	parent/guardians are notified right away	Phone Call	Each time a student is sick a phone call will be made to the child's parent/guardians within 1 hour of the illness

Weather or Disaster	Tucson has beautiful weather. If the weather is severe or a disaster occurs parent/guardians will be notified.	Email, written letters, and phone call, Facebook account, television	When weather or disaster may impact school, communication will occur within 3 hours of potential impact.
School Wide Events/Updates	Monthly	Facebook, newsletter, phone, text messages (Gradelink), and Email	Engage families, foster autism awareness and demonstrate the unique gifts and talents each child possesses
IEP Meetings	IEP meetings will take place on a yearly basis	Phone call, text message, and Email	Case Manager will set up IEP meetings
Parent/Guardian Conferences	Once per Semester and/or A parent/guardian or a teacher may request a conference at any point during the school year	In person or via phone	Teachers will arrange conference schedules
Lunch Menu	Monthly newsletter will be sent to parents/guardians with lunch menu attached or contained within the letter.	Emails, posted around the school, and newsletter	Principal or support staff will send out lunch menus.

Community Outreach	Outreach opportunities are provided throughout the year as items become available	Facebook, emails, written letters, phone call	Intermountain Academy community outreach programs may include free clothing, food drives, and educational opportunities available to stakeholders

Confidentiality/Forms

All student records are confidential and cannot be released without parental/guardian authorization. This includes grades, cumulative files, report cards, oral and written information. A request from a school must be received from the new school before files are faxed to them.

*FORMS:

- **Authorization for Release of Educational Information Form - page 28**
- **Photo Release "Opt Out" Form - page 29**

Please print, fill out and sign before turning into the Academy front office.

Authorization for Release of Educational Information

Student Name: _____Date of Birth: _____ Today's Date: _____

USE AND DISCLOSURE OF EDUCATIONAL INFORMATION
I hereby authorize the disclosure of my student's educational information as follows:

Persons/Organizations to disclose the information:

Intermountain Academy
401 N Bonita Ave
Tucson, AZ 85745
(520) 232-2900
Fax (520) 207-5963

Persons Authorized to receive the information:

_____
Originator Name

_____
Street Address

_____
City, State, Zip

_____ _____
Phone Fax

INFORMATION TO BE GOVERNED BY THIS RELEASE:

All educational records including special education records, grades and explanation of grading system, attendance, enrollment, and discipline records.

EXPIRATION\REVOCATION

This Authorization expires one year from the date of signing. This consent is subject to revocation at any time except to the extent that Intermountain Academy or the person making the disclosure has already acted in reliance on it.

YOUR RIGHTS

I understand that I may refuse to sign this Authorization.

I may revoke this Authorization at any time. My revocation must be in writing and signed by me or on my behalf. (You may deliver your revocation by any means you choose, but it will be effective only when Intermountain receives the revocation.) Though my revocation will be effective upon receipt, my revocation will not be effective to the extent that the Requesting Party or others have acted in reliance upon this Authorization.

I have a right to receive a copy of this Authorization.

_____ _____ _____

Signature of Parent or Guardian Date Print

Photo Release "Opt-Out" Form

INTERMOUNTAIN ACADEMY
401 N Bonita Ave, Tucson, AZ 85745
Tel: (520) 232-2900

Student Name (Print): _____Date: _____

Parent/Guardian Name (Print):_____

As a parent or guardian of a student of **Intermountain Academy**, you have a right to opt out of your child's inclusion in images/photographs and videos used for marketing, communications, and public relations purposes. If you do not choose to opt out, you are aware that your child's image recorded on the Intermountain Academy campus or in the Intermountain Academy related activities in photographs and/or video may be used by Intermountain Academy for the purposes stated above**. If you wish to opt out, you must check the box below, sign this form, and return this form to the Front Desk.** This election shall remain in effect for the remainder of your child's attendance at Intermountain Academy, or unless otherwise stated in conjunction with policy change(s). If you are electing to OPT OUT, please check the box below:

☐ **PLEASE DO NOT PUBLISH OR IN ANY WAY USE MY CHILD'S IMAGE/PHOTO AND/OR VIDEO FOR MARKETING, COMMUNICATIONS, OR PUBLIC RELATIONS PURPOSES.**

****IF YOU ARE OPTING OUT, PLEASE COMPLETE AND RETURN TO KD IN THE FRONT OFFICE****

Parent/Guardian Signature: _____

Intermountain Academy celebrates the achievements of our students. Throughout the year, the Academy may take images/photographs and/or videos of students and school activities. These images/photographs and/or videos may appear in various school publications, including, but not limited to, the Intermountain Academy website, newsletters, programs, brochures, institutional calendar, social media, or mass media outlets. Any questions, call: (520) 232-2900