

IntelliSchool Student Handbook

2026-2027



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IntelliSchool Calendar 2026-2027

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Key

	Attendance Day
	Vacation/Holiday (NS)
	End of Qtr/Sem.
	Prof Dev/Mtg (NS)
	Open House/PTC
	40th & 100th Day

January 2027

S	M	T	W	T	F	S
					1	2
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31						

August 2026

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30	31					

Legend

Aug 3 - All Staff Returns
 Aug 10 - Open House
 Aug 11 - School Starts
 Sep 4 & 7 - Labor Day
 Oct 7 - 40th Day
 Oct 12-16 - Fall Break
 Oct 19 - Prof. Development Day
 Oct 22 - End of 1st QTR
 Oct 30 - Open House/PTC
 Nov 11- Veterans' Day
 Nov 23-27 - Thanksgiving Break
 Dec 18 - Prof. Development Day
 Dec 21 - Jan 1 - Winter Break
 Jan 4 - Prof. Development Day
 Jan 18 - MLK Day
 Jan 20 - End of 2nd QTR
 Jan 22 - Open House/PTC
 Feb 3 - 100th Day
 Feb 15 - Presidents' Day
 Mar 15-19 - Spring Break
 Mar 26 - Break
 Apr 2 - End of 3rd QTR
 Apr 9 - Open House/PTC
 Apr 23 - Prof. Development Day
 May 28 & 31 - Memorial Day
 Jun 10 - Last day of School
 End of 4th QTR
 Jun 11 - Prof. Development Day
 Jun 14 - Summer Begins

February 2027

S	M	T	W	T	F	S
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28						

September 2026

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March 2027

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28	29	30	31			

October 2026

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April 2027

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November 2026

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29	30					

May 2027

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23	24	25	26	27	28	29
30	31					

December 2026

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20	21	22	23	24	25	26
27	28	29	30	31		

Session Times

Monday - Thursday

AM 8:00AM - 12:00PM

PM 12:00PM - 4:00PM

EVE 3:00PM - 7:00PM

Friday

AM 8:00AM - 12:00PM

PM 12:00PM - 4:00PM

June 2027

S	M	T	W	T	F	S
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27	28	29	30			

Mission Statement

IntelliSchool will provide an innovative, non-traditional high school learning environment, completely computer driven and entirely self-paced. IntelliSchool's academic approach will allow special education, learning disabled, the at-risk youth (which includes students with disruptive behavior issues, students who are significantly behind in credits, students who have been identified as dropouts, students who are pregnant or parenting and students who have been adjudicated) and other students who are interested in careers in the computer, technology and communications arenas to obtain their high school diploma.

Vision Statement

IntelliSchool believes that through a customized curriculum, a flexible schedule, individualized attention and a safe school environment, every student can and will succeed.

Our Students

IntelliSchool students will aspire to be Respectful, Responsible, and Resilient

A Letter from the Superintendent

Dear Parents, Guardians, and Students,

Welcome to the 2026–2027 school year at IntelliSchool! Whether you are joining us for the first time or returning for another year, we are grateful you have chosen to be part of our school community.

At IntelliSchool, we know that every student's journey is unique. While we may not look like a traditional school, our mission has always been the same: to provide students with the individualized support, flexibility, and encouragement they need to overcome challenges, reach graduation, and build a successful future. For years, we have been proud to serve students whose needs are not always met in a traditional setting, and we remain committed to helping every student discover what is possible.

This year, we are excited to introduce several enhancements designed to better support student achievement. One of our most significant initiatives is the implementation of our **Instructional Time Model (ITM)**. This flexible scheduling approach will be used on a case-by-case basis to better meet

each student's academic needs while providing additional opportunities for personalized instruction. By tailoring learning experiences to individual circumstances, we can better support students in reaching their full potential and accomplishing their educational goals.

We are also making changes that expand the expertise available to every student across our district. Resource teachers will now rotate between campuses, giving students access to a broader team of educators with specialized knowledge and experience. This collaborative approach not only strengthens academic support but also allows students to build meaningful relationships with staff throughout the district.

As part of these improvements, our campus hours have been updated to better serve students and families. Beginning this school year, campuses will be open **Monday through Thursday from 8:00 a.m. to 7:00 p.m.** and **Fridays from 8:00 a.m. to 4:00 p.m.** These hours continue to provide students with the flexibility they need while ensuring they have consistent access to teachers, counselors, and support services.

Our commitment to academic excellence remains stronger than ever. Students will continue to benefit from direct instruction in core subject areas, engaging online learning through our instructional platform, and expanded opportunities in Career and Technical Education (CTE), STEM, and elective courses. Combined with the dedication of our teachers, counselors, and support staff, these resources are designed to help students develop the confidence, skills, and resilience needed for success both in school and beyond graduation.

We know that student success is strongest when schools and families work together. I encourage every parent and guardian to stay actively involved by communicating regularly with your student's teachers and support staff. I also invite you to participate in our **quarterly Stakeholder Advisory Committee** meetings. These meetings provide an opportunity to stay informed, share your perspectives, and help shape initiatives that continue to strengthen our schools. Your voice is an important part of our continued growth.

Thank you for your trust, partnership, and commitment to your student's success. Together, we will continue creating an environment where every student feels supported, challenged, and empowered to achieve their goals. I look forward to another outstanding year at IntelliSchool.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mick McElhinney', with a stylized, flowing script.

Mick McElhinney
Superintendent

ENROLLMENT PROCESS

IntelliSchool has an open admissions policy for all eligible high school-aged students. IntelliSchool does not discriminate on the basis of race, color, national origin, sex, disability, income level, English-language proficiency, or any other status protected by law in the administration of its policies or school-administered programs. Anyone interested in attending should complete an enrollment registration form online or in person. Enrollment is not conditioned on providing a birth certificate or immunization record at the time of application. Upon enrollment, the person enrolling the student will be notified in writing that, within 30 days, the person must provide one of the following: (1) a certified copy of the student's birth certificate; (2) other reliable proof of the student's identity and age, including original school registration records or another option permitted by A.R.S. § 15-828, together with an affidavit when required; or (3) a letter from an authorized representative of an agency having custody of the student pursuant to Title 8, Chapter 2. If the required identity-and-age documentation is not provided within 30 days, IntelliSchool will provide written notice allowing 10 additional days before referring the matter to local law enforcement as required by A.R.S. § 15-828(E). This identity-and-age documentation requirement does not apply to homeless students as provided by law. Immunization documentation or an applicable exemption is required for attendance, not enrollment, in accordance with A.R.S. §§ 15-872 and 15-873. Homeless students must be enrolled immediately and will receive assistance obtaining required records.

Pursuant to A.R.S. § 15-802(B) statute requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. The proof of residency document is part of the enrollment process and is designed to assist school districts and charter schools in meeting the legal requirements of the statute. The documentation required by A.R.S. §15-802 must be provided each time a student enrolls in a school district or charter school, and reaffirmed during the district or charter's annual registration process via the district or charter's annual registration form, online or in person.

While IntelliSchool makes every attempt to accommodate all students seeking enrollment, the receipt of a registration form in no way guarantees immediate admission. When the demand for enrollment exceeds the enrollment limits, a waiting list is established based on the student's enrollment date. When there are two or more "applicants" with the same enrollment date and only a limited number of openings, a lottery is conducted to determine the next student to be enrolled.

Students are assigned to a four-hour instructional session. Monday through Thursday, session options are AM 8:00 a.m.-12:00 p.m., PM 12:00 p.m.-4:00 p.m., and Evening 3:00 p.m.-7:00 p.m. Friday has two sessions: AM 8:00 a.m.-12:00 p.m. and PM 12:00 p.m.-4:00 p.m.; there is no separate Evening session on Friday. Students attend the session assigned by the school unless an approved instructional arrangement applies. The Superintendent may temporarily alter the regular school day when needed in the best interest of the school.

Once a student is enrolled, parent/guardian and student must attend an in-person orientation session with the principal and the orientation team. The principal will discuss the following:

- School rules
- Attendance policies
- Credits required for graduation
- Logging in to Schools PLP and other academic systems
- Checking student grades and progress
- Future interests of the student
- Any questions the parent/ guardian and student may have for the principal

Not only does attending an orientation session familiarize families with the fundamentals of IntelliSchool, it also provides the opportunity to build a positive relationship from the very start with site staff. Strong relationships with teachers and school staff can dramatically enhance students' level of motivation, and therefore promote learning. Students who have access to supportive relationships are more academically engaged, have stronger social skills, and display more positive behavior. These relationships have been shown to be a protective factor for students at-risk for failure by helping them to build resilience and self-regulation skills.

SPECIAL CONSIDERATIONS

IntelliSchool follows the enrollment preferences permitted by Arizona law. Returning students and siblings of students currently enrolled at IntelliSchool receive enrollment preference. Other enrollment preferences may be applied only when authorized by A.R.S. § 15-184 and adopted by the school. All other eligible students are considered through the school's equitable enrollment process. A student's medical history, hardship, age, credit status, attendance history, disability, or prior suspension history will not be used to deny or delay enrollment.

GOALS OF THE SCHOOL

MASTERY-BASED EDUCATION

IntelliSchool students are required to demonstrate mastery in all core academic subjects required by the Arizona Department of Education. IntelliSchool sets mastery level at 70% for a passing ("C") grade. IntelliSchool provides tutoring and test prep sessions for State assessments or struggling students.

90-100 = A

80-89 = B

70-79 = C

SKILL DEVELOPMENT

IntelliSchool students develop social and personal skills enabling them to successfully participate in school and work-related activities. Students demonstrate these skills by showing accountability for their successes and failures in areas like attendance and maintaining productivity. IntelliSchool stresses the importance of respectful behavior and encourages students to practice both professional and business-like attitudes while attending school. IntelliSchool strives to teach students to be respectful to others, responsible for themselves, and resilient when life challenges them. We feel these qualities are crucial to maintaining a job or pursuing any higher-level education.

ACADEMIC ASSESSMENT

All new students are tested to assess their knowledge in the core subject areas of math and language arts. IntelliSchool uses ACT MasteryPrep to determine if there are gaps in a student's academic development. A Silvaroli Informal Reading Inventory may also be done to determine the student's current functional reading level. If English is the second language, students may also be given the Arizona English Language Learner Assessment(AZELLA) test to determine if they qualify for the English Language Learner (ELL) program. These test results and any transcripts from other schools are used to develop the student's Individual Academic Planner.

IntelliSchool adheres to all Arizona requirements, including a 45-day screener for all incoming students. The 45-day screening provides information that may indicate a student's need for further testing and accommodations by our Special Education Department. In accordance with FERPA requirements, all referrals are kept confidential and parents are notified.

If a student is significantly below grade level in a core skill area, the teacher will contact the parent/ guardian to discuss placement in concept courses. Students will be assigned courses based on their individual skill level to fill in gaps in learning before taking on more advanced curriculum. Students earn elective credits for each concept course completed.

Students are given benchmark assessments (Mastery Prep) throughout the year to determine how prepared they are for the State assessments. Students showing a weakness in a particular area will be offered supplemental instruction or tutoring to better prepare them for State assessments.

IntelliSchool adheres to all Arizona state-mandated testing including the ACT, ACT Aspire, and AzSCI.

- Parents will be notified if student performance, productivity or attendance becomes an issue.
- Parents will be provided reports about their child's performance on state assessments administered during the school year.
- Parents have the right to opt-out of state assessments for their student by submitting a written request in advance.
- Parents reserve the right to request information regarding state testing, curriculum, and other student related information as dictated by Arizona State Statutes.

PARENT INVOLVEMENT

IntelliSchool recognizes the importance of parental involvement. IntelliSchool strongly encourages parents and guardians to actively participate in their student's education by maintaining regular communication with our staff. Whether you have questions or concerns, please don't hesitate to reach out to your principal, secretary, counselors, or teachers. Your involvement is invaluable in our shared quest to engage students and instill the healthy habits that not only lead to a diploma but also pave the way for a better life in the future. If you are interested in being part of the parent committee, please let a staff member know.

CAREER PLANNING

IntelliSchool provides career counseling through Education and Career Assessment Plans (ECAP). The ECAP is individualized for each student and assists the student with future educational goals, financial assistance, career planning, and areas of aptitude.

IntelliSchool invites guest speakers from organizations like local trade schools, military, colleges, universities, and businesses to speak to students to promote career opportunities.

IntelliSchool partners with East Valley Institute of Technology (EVIT), West-MEC, and other Career and Technical Education (CTE) schools to provide career training as part of high school. Students are able to earn elective credits while learning skills that lead directly into a career. See your school counselor for more information on career training opportunities offered through these programs.

Career planning is also included through IntelliSchool's College and Career Readiness Indicators (CCRI). A.R.S. 15-241 D. 4. requires schools to include CCRI in their annual achievement profile. Students have the opportunity to earn the minimum points for CCRI through any combination of college and career ready indicators. Examples of areas to earn points include, but are not limited to

- completing a college entrance exam
- earning college credit while in high school
- earning credit in a Career Technical Course (CTE)

- completing the Armed Services Vocational Aptitude Battery (ASVAB)
- completing a work study
- completing a second language course

See your school counselor for more information on CCRI classes and requirements.

INSTRUCTION

Students have different learning styles in demonstrating mastery of subject matter. IntelliSchool has a blended model of instruction. We use direct instruction, critical thinking, and group discussion in addition to the technological platform. We utilize interventions and those students needing additional help will receive it.

Instruction at IntelliSchool will include:

- Identifying academic strengths and weaknesses
- Providing flexible, varied learning opportunities
- Monitoring student time management
- Providing curriculum that meets the Arizona State Standards
- Providing Highly Qualified and certified teachers
- Emphasizing Internet research
- Encouraging group and project work, when appropriate
- Providing teacher-led group instruction
- Providing one-on-one instruction by teachers and tutors

All IntelliSchool curricula are aligned with Arizona State Standards. Integrated Instructional Software, created by Schools Professional Learning Platform (PLP), provides the foundation of IntelliSchool's instruction. PLP is aligned with state standards and is built to the specific needs of our students. IntelliSchool augments and supplements materials to match the needs of each individual. Course syllabi and materials are continually enhanced by the instructional team for all school sites.

IntelliSchool not only utilizes PLP, but also provides Direct Instruction (DI) courses, taught in-person at the school site. Certain core math and language arts DI courses are available throughout the week. Elective courses are offered as well. In order to receive credit for a DI course, students cannot miss more than 3 in-person sessions for the course they are taking. They must complete all assignments and assessments.

HEALTH, SAFETY AND SECURITY MEASURES

PROVIDING HEALTH INFORMATION

IntelliSchool asks all parents to be responsible by immediately contacting their child's site to report any illness that may be considered a communicable disease or virus (e.g., COVID-19, chicken pox, hepatitis, meningitis). Information gained will be used for the sole purpose of protecting the safety and well-being of IntelliSchool's students and staff.

IMMUNIZATION REQUIREMENTS

IntelliSchool adheres to the school-attendance requirements provided by the Arizona Department of Health Services and A.R.S. §§ 15-872 and 15-873. Immunization documentation or an applicable exemption is required before a student attends school; it is not a condition of enrollment. A student who has received at least one dose of each required immunization and has established a schedule for completion may attend as permitted by law. Homeless students must be enrolled immediately and have until the fifth calendar day after enrollment to provide proof of immunization. The following is a list of required immunizations for high-school-aged students.

Vaccine	Doses	Note*
DTaP/DTP/DT or Td	3 doses if on or after the 4 th birthday	A 4 th dose is required if dose #3 was before the 4 th birthday
Td Booster	Required after 10 years of last dose of DTaT/DTP/Td	
Polio	3 doses if on or after the 4 th birthday	A 4 th dose is required if dose #3 was before the 4 th birthday
MMR	2 doses required	A 3 rd dose is required if dose #1 was given before 1 st birthday
Hep B	3 doses required	

Students must meet these requirements, qualify for an applicable exemption, or meet the conditions of a permitted completion schedule before attending school. Families should contact the enrollment office for assistance with exemption forms or record collection.

MEDICATIONS

Parents and guardians must keep staff informed of medication a student may need during school hours. Medication must follow school procedure and remain in its original labeled container; students may not share medication. The annual choices page may authorize listed stock nonprescription remedies for minor symptoms. Prescription medication, scheduled medication, and student-carried emergency medication require separate documentation and, when applicable, an individual health plan.

FOOD AND SNACKS

IntelliSchool does not participate in federally funded or assisted food programming. Therefore, the Arizona Healthy Schools Act (A.R.S. § 15-242.01) does not currently apply to IntelliSchool. Campuses may sell approved snacks or offer food through nonfederal community partnerships. Students may not sell or distribute food without principal approval and must follow campus rules for food, allergies, sanitation, and cleanup. If federal meal-program participation changes, IntelliSchool will update its practices and this notice.

RESTRICTIONS

Students who fail to adhere to the following restrictions will face disciplinary action:

- Backpacks, purses, and tote bags may be searched as permitted under IntelliSchool's search policy.
- Hats and bandanas are not allowed.
- No food from outside of the classroom without permission.
- Tagging, gang signs, and any demonstration of racial or ethnic hatred are strictly prohibited. This includes, but is not limited to clothing, text, symbols, pictures and art work. Sharpies or markers are not allowed and will be confiscated.
- Slippers and flip flops are prohibited. Footwear must be worn at all times.
- Use of cell phones to text, access social media sites, watch videos, play games, or search for test answers while in school is prohibited. If a cell phone is also used for music, headphones or earbuds are mandatory and volume must remain appropriate. Any staff member may collect personal phones when phone use interferes with learning or violates school expectations, and failure to turn over a phone when directed is considered insubordination. If

a phone has been collected, staff will make it available when needed for an emergency or parent/guardian contact. Staff will allow students to earn phone privileges back by improving academic production and meeting expectations.

- School phones are available for emergencies and contacting parents/guardians. Parents and guardians may contact students through the school office during sessions. Students are expected to arrange routine communication before or after school rather than through personal phone use during instructional time.

DISCLAIMER

IntelliSchool neither accepts nor assumes responsibility for lost, stolen or damaged personal property. Keep phones and valuables with you at all times, or do not bring them to school.

SAFETY ISSUES

Any student or parent who has concerns regarding the safety of the school and its students should call the school and provide the school with sufficient information (specific concern, name of involved students, site the incident occurred and session) so that staff can investigate the concern. There is no requirement for the person reporting the concern to identify him or herself.

INTELLISCHOOL SEARCH POLICY

IntelliSchool reserves the right to search any student and their belongings. A search may be conducted if there are reasonable grounds for suspecting that the search will turn up evidence that a student has violated or is violating either the law or the rules of the school. Cigarettes, vape pens, lighters, and any other contraband will be confiscated, regardless of the student's age.

Student safety is of utmost importance and any action reasonably thought to jeopardize the safety of your student, other students and/or IntelliSchool staff constitutes grounds for a search. All searches will be reasonably related to the objective of the search.

STUDENT ID

IntelliSchool provides students with a picture ID. Incoming students are photographed during their orientation meeting. Students will be required to carry and may be asked to produce their school ID while attending any school outing. Student photo ID may qualify students for discounts at some community businesses. Any students wishing a retake or a replacement ID will be charged \$5.00.

DRESS & APPEARANCE

All students are required to wear the established uniform upon entering their site. This includes the IntelliSchool shirt and appropriate pants, shorts, or skirts. IntelliSchool provides two short-sleeve uniform shirts. Parents/ students are responsible for furnishing the appropriate pants, shorts or skirts. Shirts may not be altered. Hats and other head coverings are not permitted unless specifically approved by the principal (this can include "dress down days")

Uniform Shirt

- Short-sleeve black t-shirt with IntelliSchool screen print

- Short-sleeve gray t-shirt with IntelliSchool screen print (“senior” status, 16.5+ credits).
- Pullover sweatshirt with IntelliSchool screen print

Uniform Pant/Short

- Jeans or pants. Pants must be worn at the waist; belts should be worn when necessary. Holes in jeans are only permissible on the lower leg.
- Shorts no more than three inches above the knee.
- Skirts are permitted when worn at or below the knee and are made of non-clinging fabric. Side, back and front “slits” cannot extend higher than 3 inches above the knee.

ORDERING ADDITIONAL UNIFORMS

Orders for additional uniforms are at the expense of the student/parent and may be placed at any school site or at the Enrollment Office. Allow 7-10 days for delivery. All orders must be prepaid.

STUDENT RESPONSIBILITIES

RECORD KEEPING

Maintaining copies of completed work is the student’s responsibility. Work must be maintained in hard copy form in a student notebook or saved on the student’s google drive. Lost or missing assignments are the responsibility of the student.

PRODUCTIVITY

Students find success in our self-paced, mastery-based learning environment by setting goals and remaining productive. Students need to recognize that SELF-PACED is not the same as NO-PACE. To maintain the pace needed for graduation, students are assigned daily lesson goals based on their graduation plan, current credit needs, and individual pacing target. Students are expected to complete their assigned daily goal and communicate with staff when they need help staying on pace. Students who do not use instructional time productively may receive interventions, such as staff check-ins, direct support, loss of phone privileges, or a session change.

Our goal is to have your student graduate from high school in a timely manner. IntelliSchool has implemented a student phone policy, as well as a stay awake policy, in order to encourage student production levels. These policies promote student responsibility and independence as they prepare for the adult world.

Stay Awake Policy

When a student is sleeping in class, the following process will be followed:

- 1st offense, wake student and encourage them to get to work.
- 2nd offense, wake student and if applicable staff will work with student or offer the student an option to help with organizing, cleaning or some other task that involves movement.

- 3rd offense, send the student home.

If the student is sleeping in class any day after the first incident, the following process will be followed:

- 1st offense, wake student and encourage them to get to work.
- 2nd offense, staff works with/ sits next to student/ offers a task.
- 3rd offense, send the student home.

Daily Phone Policy (each campus may differ slightly)

- Proactive Breaks: 5-minute tech break each hour
- Phones out of sight: In backpack/pocket/sleeve
- Progression of Consequences: Redirection to put away, warning of removal, collect phone when needed.
- Refusal: Parent/guardian contact and possible removal from class or session for the day.
- Chronic Problems: Create a phone plan with parent/guardian involvement.
- Ongoing: Weekly production is a consideration. Students may earn additional privileges for exceeding goals or be placed on tech probation for falling short.
- Emergency access: If a device has been collected, staff will make it available when needed for an emergency or parent/guardian contact.

TECHNOLOGY ACCOUNTABILITY

IntelliSchool provides networks and Internet access for students. This access can be used to conduct research for academic purposes for the school curriculum. Access to networks is a privilege and IntelliSchool reserves the right to deny continued access based on incidents involving abuse. All student files are accessed, downloaded or stored on school servers and are not private. Students will be held accountable and responsible for any misconduct and the school reserves the right to involve the police and demand restitution for damage. The network administrators will review all files, communications and system storage space in order to ensure system integrity.

All Internet communication is public in nature. Students may come in contact with material that may be controversial or inaccurate from anywhere around the world. IntelliSchool makes reasonable attempts to provide internal security on internet content. However, IntelliSchool has no control over the nature or content of information residing on other computer systems, and disclaims any responsibility to exercise such control. Parents may revoke their child's internet privileges at any time by notifying their child's principal in writing. Abuse in the technology area includes, but is not limited to:

- Sending, accessing, downloading or displaying offensive messages or pictures. This includes but is not limited to drug or alcohol related sites, sites sexual in nature, sites that promote racial or ethnic violence or hatred, and sites that promote gang activity.
- Using the network to communicate with fellow students outside of approved communication.
- Damaging computers, systems or networks.

- Violating copyright laws or using the network for commercial purposes.
- Using another person's password, and/or trespassing into others' folders, work or files.
- Violation of software registration, and/or pirating of software.
- Providing personal information such as names, addresses, phone numbers, etc.

PLAGIARISM WARNING

Except where the assignment or project states that work may be done jointly, students are expected to produce their own original work. Academic integrity violations are addressed based on frequency, severity, and the student's response to redirection. Consequences may include reteaching, redoing the assignment, loss of credit or progress for the assignment, redoing part or all of a course, parent/guardian contact, and other appropriate school discipline for repeated, severe, or defiant violations.

To assist students in avoiding plagiarism, staff is more than happy to work with students to help build the skills needed to properly document resources and put information in their own words.

The unauthorized use of ChatGPT or other AI programs to complete work for the student is prohibited.

COUNSELING SERVICES

IntelliSchool employs four full time, certified counselors, one for each site. Our counselors assess the needs of the student body and provide services and referrals that may be of assistance. They provide support groups, individual counseling, and are involved in academics, attendance, and post high school planning.

STUDENT ENGAGEMENT AND RETENTION

IntelliSchool provides a Director of Student Retention and Engagement to support struggling students. This intervention specialist works closely with counselors, principals, and secretaries, to find solutions to student attendance and engagement issues. This may include home visits to improve communication and remove barriers. We encourage parents to communicate regularly with the DSRE and the counseling team to best support struggling students.

ATTENDANCE

DAILY ATTENDANCE

Regular attendance is strongly connected to academic success. Under A.R.S. §§ 15-803 and 15-901.08 and IntelliSchool policy, students are expected to attend the full four-hour session assigned by the school and participate in all scheduled instructional time unless an approved Instructional Time Model (ITM) or other approved instructional arrangement applies. Attendance under an approved ITM is based on the student's individualized schedule and participation requirements communicated to the student and family.

Students should attend as much of their scheduled session as possible when an appointment or other circumstance interrupts the day. With documentation from a medical professional, a student who attends part of the assigned session for an appointment will not be considered absent for the

entire day. When appropriate, the remaining instructional time may be completed through another scheduled session or an approved ITM arrangement.

ABSENCES

When an absence occurs, the student's parent or guardian should notify the school as soon as possible. Excused absences are determined by the principal or designee using current Arizona Department of Education definitions and any applicable documentation requirements.

Excessive or habitual absences may result in outreach, attendance-support planning, and other appropriate interventions or consequences. Chronic absenteeism, whether excused or unexcused, can prevent course completion and may result in loss of course progress or credit when required coursework, Direct Instruction, mastery demonstrations, or other course expectations are not completed.

WITHDRAWALS

IntelliSchool recognizes the seriousness of any withdrawal and encourages students and parents to use this course of action in extreme situations only. IntelliSchool requests that parents and students schedule a meeting with the principal to discuss all options before withdrawing. This meeting can also assure that any nearly completed classes are completed before withdrawing so the student can receive any and all credits they have earned.

Types of Withdrawals

Voluntary Withdrawals: Any withdrawal initiated by the student or parent.

Involuntary/Administrative Withdrawals: A student who is absent for 10 consecutive unexcused school days may be administratively withdrawn. The school will continue outreach and will assist the family if the student wishes to return. An attendance-based administrative withdrawal does not prevent re-enrollment, delay consideration of a timely application, or remove the returning-student enrollment preference. The school may request an attendance-support meeting to identify services and improve future participation; this supportive meeting is not a prerequisite to re-enrollment.

Medical Withdrawals: A withdrawal initiated by a parent/guardian, adult student, or emergency contact for an adult student when a health-related circumstance interrupts participation. Families should notify the principal as soon as possible so the school can identify supports and plan for a safe return.

MEDICAL HARDSHIP RETURN SUPPORT

Students returning after a medical or hardship withdrawal should contact the school or Enrollment Office. Documentation may be requested when needed to establish accommodations or confirm that returning to campus is safe. Requested documentation will be used for safety and support purposes and will not remove a returning student's statutory enrollment preference. The school will work with the family to:

- Contact the school or Enrollment Office to begin the return process
- Provide medical documentation when needed to establish accommodations or confirm that returning to campus is safe
- Identify an appropriate return date and any needed supports
- Receive confirmation of the return plan from the Enrollment Office

STUDENTS REQUESTING ONLINE (AOI):

Students interested in IntelliSchool's online instructional option should discuss the available pathway with the principal. Students may be asked to begin on campus so that staff can provide orientation, assess support needs, and determine an appropriate instructional plan. The online option requires the work habits and communication needed for successful distance learning. During the introductory period, students complete Student Success and required benchmark testing. Students who do not meet the online participation expectations may be transitioned to in-person learning with appropriate supports.

- AOI students are expected to complete assigned weekly lesson goals based on the student's graduation plan, current credit needs, and individual pacing target.
- AOI students must be enrolled in a minimum of 5 courses and must make consistent progress in each course to remain in good standing.
- To remain in AOI, communication is expected from the student to school staff whenever they are having difficulties with their assignments that are preventing them from completing an assignment
- Some students will be assigned instructional time with a teacher, in which they must participate or risk losing the option of AOI.
- AOI students must have regular check in's via GoogleMeets with their designated AOI instructor or site staff

Students with an IEP will participate in the instructional option consistent with the services, supports, and placement decisions required by their IEP.

STUDENT CONDUCT

While students are on campus or in uniform elsewhere, they are considered representatives of IntelliSchool. Students are expected to follow all school policies and adhere to all conduct expectations.

HARASSMENT

All students are entitled to work in an environment free from threats and intimidation. Students are expected to respect the rights and safety of others. Intimidation, threats of violence, and other serious safety concerns are addressed case by case under school policy and Arizona law. IntelliSchool will contact law enforcement or emergency services when required or reasonably necessary.

Sexual Harassment

- Unwelcome sexual comments, jokes and physical advances
- Unwanted physical contact
- Attempts to block the other person's movement
- Promoting that one sex is superior to the other
- Spreading rumors of a sexual nature
- Pictures or cartoons displaying sexual material

Religious Prejudice

- Negative comments about another student's religion

- Promoting that one religion is superior to any other
- Written or verbal slurs
- Name calling

Racial or Ethnic Prejudice

- Promoting that one race or ethnic group is superior to any other
- Written or verbal slurs
- Making fun of someone's culture
- Making fun of the color of someone's skin

Verbal Harassment

- Name calling, profanity used in a threat, threatening remarks
- Intimidating behavior
- Making fun of another person's appearance

Physical Harassment

- Blocking a student's path
- Tripping, pushing, pinching

TOBACCO

IntelliSchool is a tobacco and smoke-free educational institution. In accordance with IntelliSchool policies and A.R.S. §36-798.03 (A), smoking and the possession of tobacco products on school premises are strictly forbidden. The law also states that there is no smoking within 200 feet of our campuses. All tobacco products found will be confiscated immediately and may result in disciplinary action. E-cigarettes and vapor pens fall under the same category as tobacco.

MOOD ALTERING SUBSTANCES

Students may not possess, use, sell, distribute, or be under the influence of alcohol, cannabis, illegal drugs, misused prescription or nonprescription medication, drug paraphernalia, or another prohibited intoxicating substance at school, while in uniform, or at a school activity. Lawful medication must be handled under the medication procedure. Violations may result in removal, parent/guardian contact, appropriate discipline, medical response, and law-enforcement referral when required.

When staff reasonably believe a student may be impaired, the school will act to protect the student and others. This may include observation, a reasonable search under school policy, parent/guardian contact, emergency medical assistance, and other actions permitted by law. Any drug screening must be authorized by governing policy and applicable law; refusal is not automatically treated as a positive test in this handbook.

SEARCHES AND SAFETY RESPONSE

A search of a student or belongings may be conducted when there are reasonable grounds to suspect the search will find evidence of a violation of law or school rules. The scope of a search will be reasonably related to its purpose. School technology, accounts, lockers, and school-issued property may be inspected as allowed by policy. Contraband may be confiscated and referred to law enforcement when appropriate.

WEAPONS AND FIREARMS

Weapons, firearms, ammunition, explosive devices, dangerous instruments, and realistic replicas are prohibited on school property and at school activities unless specifically authorized by law and school policy. Possession of a firearm at school carries an expulsion of at least one year under A.R.S. § 15-841 and federal law unless the authorized school decision-maker modifies the consequence case by case. Parents or guardians and law enforcement will be notified when required. Due-process and disability protections continue to apply.

CONSEQUENCES FOR MISCONDUCT

IN-SCHOOL SUSPENSION (ISS)

This disciplinary action can be among the first mechanisms utilized by IntelliSchool when dealing with students displaying negative or inappropriate behaviors. The duration of an ISS can be one to three days. ISS is designed to promote self-exploration and offer an opportunity for the student to examine the poor behavior choices they made. ISS is structured and supervised to limit the student's contact with other students and may include community service projects.

SESSION AND/OR SITE CHANGES

IntelliSchool retains the right to change a student's session or site when it is determined to be necessary. This change may be temporary or permanent. IntelliSchool reserves the right to decline session or site changes based on what is best for students involved.

SUSPENSIONS, EXPULSIONS AND DUE PROCESS

SHORT-TERM SUSPENSION

A short-term suspension is ten school days or fewer. Except when immediate removal is reasonably necessary for safety or to prevent substantial disruption, the student will be told the concern and the basis for it and will have an opportunity to explain what happened before the suspension is imposed. When immediate removal is necessary, that opportunity will be provided as soon as practicable. The school will notify the parent or guardian.

LONG-TERM SUSPENSION OR EXPULSION

A proposed suspension longer than ten school days or an expulsion includes written notice and an opportunity for a hearing under Governing Body policy and Arizona law. The notice explains the allegations, the hearing process, and available review rights. Students with disabilities retain the additional protections required by IDEA and Section 504.

DISCIPLINE DECISIONS

Discipline is determined case by case using the seriousness and frequency of the conduct, safety, impact on others, the student's circumstances and response to prior support, and applicable law. Responses may include redirection, reteaching, restorative action, parent/guardian contact, loss of a privilege, an intervention plan, schedule or site change, suspension, expulsion recommendation,

restitution, or law-enforcement referral as appropriate. Nothing in this handbook predetermines a result or removes required due process or protections for students with disabilities.

ACADEMIC INFORMATION

REVIEW OF ACADEMIC RECORDS

An IntelliSchool Student Planner is developed for each student from previous transcript(s). The Educational Services staff evaluates the transcript(s) and develops the student's planner, which is then forwarded to the student's school site. The instructor reviews the planner and entry assessments with the student and assigns courses needed to fulfill IntelliSchool requirements. As a student completes a course, the teacher will record the final grade and credit value on the master planner. IntelliSchool reserves the right to deny course credits that do not fit within the guidelines of IntelliSchool's course standards.

REPORT CARDS

Report cards are mailed directly to the parents two times a year. Credits earned during the first semester will be reflected on the First Semester Report Card. Credits earned during the second semester will be reported on the Second Semester Report Card. Any courses that remain "In Progress" will be reflected on the Report Card with an "IP." Progress Reports are also mailed home twice yearly at the midpoint of the semester.

GRADUATION REQUIREMENTS

Subject Area	Credits
English	4.0
Math	4.0
Science	3.0
Social Studies	3.0
Student Success	0.5
Fine Arts / CTE	1.0
Electives	6.5
TOTAL	22.0

ECAP

In statute R7-2-302.05, every high school-age student must have an ECAP (Education and Career Action Plan) which reflects a student's current and evolving plan for coursework, career aspirations, and extended learning opportunities in order to develop the student's individual academic and career goals. Effective since the graduation class of 2013, all students shall complete an ECAP prior to graduation.

COURSE OPTIONS AND INDIVIDUAL PATHWAYS

Course offerings change as curriculum, staffing, and student needs change. See site staff or a counselor for current course options and to confirm how each course applies to the student's graduation plan.

Graduation requirements are not always the same as college-admission or NCAA eligibility requirements. Students considering those pathways should meet with a counselor early to confirm requirements such as Algebra II, world language, laboratory science, or NCAA-approved core courses. Individualized pathways may also carry conditions listed in the student's intervention agreement, such as benchmark proficiency for early graduation, attendance minimums for credit-recovery options, or alternative participation criteria for ITM/work schedules.

MISCELLANEOUS INFORMATION

SCHOOL-TO-SCHOOL TRANSFERS

Prior to a transfer to another IntelliSchool, parents, guardians, or students must complete and submit a new enrollment application.

There is considerable research that shows a student moving from one school to another is directly related to decreases in achievement scores and academic growth. Whenever possible, a student who wishes to transfer for non-emergencies should request a transfer at the end of an academic year.

“CATCHING UP”

Students attending IntelliSchool for the sole purpose of making up credits to return to their previous school do so with the understanding that the responsibility to investigate what credits will be accepted in a transfer lies with them. All schools reserve the right to accept or deny course credits and set their own requirements for graduation within Arizona guidelines. Denying course credits can be disputed with the receiving school. IntelliSchool Counselors are happy to help with this process.

TRANSPORTATION AND PARKING

Transportation is not provided by IntelliSchool and is the sole responsibility of the individual student. If a student elects to drive, they are expected to demonstrate safe and responsible behavior while using a motor vehicle on the way to and from school and on school property. Parking arrangements will vary from site to site. Students are expected to follow the policies and guidelines established by their principal.

IntelliSchool provides bus passes for a small number of students. To be eligible, parents must fill out an application and write a letter explaining the family's financial hardship. The student will then be added to a waiting list for an available monthly bus pass. Behavior, productivity, and attendance are monitored each month and students with infractions in any of the three areas will lose their pass for the coming month. Students putting forth the best effort in all areas will be rewarded with the monthly passes.

PUBLIC NOTICES

CHILD ABUSE OR NEGLECT REPORTING

Under A.R.S. § 13-3620, school employees must immediately report when they reasonably believe a minor is or has been the victim of abuse, physical injury, child abuse, or neglect that appears to have been caused by someone other than accidental means. Reports are made to the appropriate law-enforcement or child-welfare agency. Staff cannot promise confidentiality or substitute an internal school process for a required report.

CHILD FIND, DYSLEXIA, AND SPECIAL EDUCATION

IntelliSchool identifies, locates, and evaluates students who may have disabilities and need special education or related services. A parent, eligible student, or staff member may request an evaluation. Services, records, discipline protections, and placement decisions follow the Individuals with Disabilities Education Act (IDEA), Section 504, and applicable Arizona requirements. Contact the principal or Special Education Department with questions.

Dyslexia is a specific learning disability that may affect reading, writing, spelling, and phonological processing. When appropriate, a student suspected of having dyslexia will be referred through Child Find for evaluation. A dyslexia diagnosis alone does not automatically establish special-education eligibility. Students found eligible receive specially designed instruction and accommodations based on individual needs determined by the IEP Team.

For students receiving special-education services, transition planning begins no later than the end of the student's ninth-grade year, regardless of age. The IEP Team develops measurable postsecondary goals from age-appropriate assessments and identifies needed services, courses of study, and annual IEP goals. The transition plan is reviewed and updated annually.

INSTRUCTIONAL STAFF QUALIFICATIONS

Parents and guardians may request information about the educational and teaching background and relevant subject-area experience of instructional staff as provided by law. Information is available on the school website or for inspection through the site office.

MCKINNEY-VENTO HOMELESS CHILDREN AND YOUTH

Students who lack a fixed, regular, and adequate nighttime residence may qualify for McKinney-Vento support. This can include students sharing housing because of loss of housing or economic hardship; living in a motel, shelter, campground, car, public place, or another setting not ordinarily used as housing; and unaccompanied youth in those circumstances. Eligible students are enrolled immediately even when ordinary records are unavailable, may participate fully, and receive help obtaining records and resolving enrollment barriers. Ask any staff member for the school's McKinney-Vento liaison.

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) gives parents - and students who are 18 or otherwise hold the rights as eligible students - the right to:

- Inspect and review the student's education records within 45 days after the school receives a proper written request.
- Request amendment of a record believed to be inaccurate, misleading, or otherwise in violation of privacy rights, and request a hearing if the school denies the amendment.
- Provide consent before most disclosures of personally identifiable information, except when FERPA permits disclosure without consent.
- File a complaint with the U.S. Department of Education concerning an alleged FERPA violation.

FERPA permits certain disclosures without consent, including to a school official with a legitimate educational interest and to a school in which the student seeks or intends to enroll. School officials may include employees, Governing Body members, contractors, consultants, volunteers, or other parties performing an institutional service under the school's direct control and subject to FERPA limits. IntelliSchool does not publish a general student or parent directory. Public use of a student's photo, video, audio, work sample, or first name is governed by the annual media choice.

To inspect, amend, or ask about records, contact Educational Services or the Corporate Office. FERPA complaints may be sent to the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520, or FERPA.Complaints@ed.gov.

MILITARY AND HIGHER-EDUCATION RECRUITERS

Federal law, 20 U.S.C. § 7908, requires a secondary school receiving covered federal assistance to provide a student's name, address, and telephone listing to military recruiters and institutions of higher education upon request unless the parent or eligible student submits a written opt-out. The annual choices page provides that opt-out. Other releases to a named agency, employer, or provider require a separate, recipient-specific form unless another law permits disclosure.

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) and Arizona law provide notice, consent, inspection, and opt-out rights for certain surveys, physical examinations, instructional materials, and marketing-related activities involving protected information. When a particular activity requires a choice, IntelliSchool will provide a separate notice and form. The handbook signature is not blanket consent for a future survey, examination, or marketing activity.

NONDISCRIMINATION AND COMPLAINT CONTACTS

IntelliSchool prohibits unlawful discrimination and retaliation in its education programs, activities, admission, and employment. A student or family may report a concern to the principal or Corporate Office. The Corporate Office will route Title IX, Section 504, ADA, or other civil-rights concerns to the appropriate coordinator and provide the applicable grievance procedure. Emergency or criminal concerns should be reported to emergency services or law enforcement as appropriate.

RECORDS RETENTION

IntelliSchool retains and disposes of records under applicable federal and Arizona schedules. Special-education personally identifiable information is maintained for the required period, and parents or eligible students are notified when it is no longer needed to provide educational services. Records may be retained longer when required by another rule, audit, claim, investigation, or legal hold. Contact the Corporate Office before destruction to request inspection or copies. If this handbook conflicts with controlling law or adopted policy, the law or policy controls; families will be notified of material changes.

Family Acknowledgement & Annual Choices

2026-2027 • Complete every section. A parent/guardian or eligible student makes the annual choices.

Student legal name _____		Campus _____		Session / grade _____	
Parent/guardian name _____		Relationship _____		Number for routine texts _____	
Required handbook acknowledgement. By signing, we confirm receipt or electronic access and an opportunity to ask questions. We understand that the handbook covers behavior and safety; academics and graduation; attendance, weekly goals, and Flex Friday; phones, technology, AI, and academic integrity; discipline and due process; student supports; and required public notices. The signature acknowledges receipt and understanding - not a waiver of legal rights.					
1. Media / photo release ☐ YES ☐ NO YES permits public or promotional use of the student's photo, video, audio, work sample, and first name in school publications, websites, official social media, news, or promotional materials. Internal records, safety, identification, and instruction are unaffected. 2. Military / higher-education information sharing ☐ YES ☐ NO YES means the family does not opt out and IntelliSchool may release the student's name, address, and telephone listing to military recruiters or institutions of higher education upon a lawful request. NO means the family opts out and IntelliSchool will not release that information. This choice does not authorize other disclosures. 3. Routine text messaging ☐ YES ☐ NO YES authorizes routine, non-emergency messages to the number above; message and data rates may apply. Consent may be withdrawn in writing. Emergency, legally required, or individually initiated communications may still be sent as permitted by law. 4. Behavior & academic expectations acknowledgement I acknowledge receipt of the handbook and confirm that the student and I have reviewed its behavior, attendance, and academic expectations. We understand that questions should be directed to site staff.			5. ITM / Flex Friday ☐ YES ☐ NO YES: the student may earn no required on-campus Friday session by completing the verified weekly lesson goal by the end of the assigned Thursday session. If not earned, Friday attendance is required. NO: the student follows the full assigned on-campus schedule, including Friday. Testing, Direct Instruction, meetings, or another identified need may still require attendance. 6. Stock nonprescription medication ☐ NONE ☐ Acetaminophen ☐ Ibuprofen ☐ Calcium-carbonate antacid Each checked remedy authorizes one label-directed dose for minor symptoms, only if stocked and judged appropriate under school procedure. Authorization may be revoked in writing. Prescription, scheduled, self-carried emergency, or other medication requires separate documentation. Allergies, conditions, current medicines, or instructions: _____ _____ 7. Emergency care acknowledgement I confirm the school has current health and emergency-contact information. I understand staff may provide basic first aid, use authorized emergency medication or equipment, call emergency services, and notify the listed contact when reasonably necessary.		
Defaults if blank: NO media; recruiter information may be released upon a lawful request; NO routine texts; NO ITM/Flex Friday participation (full on-campus schedule); NO stock nonprescription medication. Choices apply through 2026-2027 unless changed prospectively in writing or superseded by law or an individual plan.					
Student signature (handbook acknowledgement) _____		Date _____		Parent/guardian or eligible student signature (acknowledgement + choices) _____	
				Date _____	

Separate forms remain required for field trips, device checkout, provider medication orders, self-carry emergency medication, special diets, PPRA-covered activities, and releases to a named agency, employer, or provider.