

SAHUARITA
MIDDLE SCHOOL



Student Handbook
2016-2017 School Year

August 2016

Dear Jaguars,

Welcome to the 2016-2017 school year at Sahuarita Middle School (SMS). We are looking forward to a great year of learning for all of us. We will be continuing the Positive Behavior Interventions and Supports (PBIS), Character Counts, and Ben's Bells Be Kind programs this year, and we want each student to know that we expect all students to achieve academically and socially at their personal best. Our school-wide **GROWL** norms and the *Six Pillars of Character* are as follows:

Get there

Trustworthiness

Respect

Respect

Own up

Responsibility

Watch out

Fairness

Learn

Caring

Citizenship

We recognize students for modeling the GROWL expectations, Six Pillars, and kindness through a variety of incentives and rewards throughout the school year. At SMS, we believe ***all*** students can learn and grow to be successful young adults prepared for the rigor of high school and beyond. Please review this handbook with your parents and keep it throughout the year in case you need to refer back to it. Please let us know if you have any questions or need clarification about the information in the handbook. We welcome you and are glad you are here. Go Jags!

Proudly,

Mrs. Stephanie Silman
Principal
Sahuarita Middle School
(520) 625-3502, ext. 1402

Mr. Robert Beachy
Assistant Principal
Sahuarita Middle School
(520) 625-3502, ext. 1403

Dear Parents/Guardians,

Let's take a few minutes to talk about CONCUSSIONS....

Did you know?

- A concussion is a form of mild brain injury caused by a bump, blow, or jolt to the head.
- Concussions may be caused by a fall or accident and are not always related to sports.
- The Centers for Disease Control estimates that 1.6 to 3.8 million children suffer a concussion each year.
- Not all individuals who suffer a concussion will lose consciousness.
- Symptom type and severity varies widely, as does recovery time.
- Engaging in mental and/or physical overstimulation during recovery can actually **slow** the healing process.
- Cooperation between parents, medical professionals, and school personnel can improve outcomes.

It was with these facts in mind that the Sahuarita Unified School District has developed a return to academics concussion management team called CoRTE_x (Cognitive Return to Exertion). The purpose of the CoRTE_x protocol is to help students be successful in the classroom should they sustain a concussion. The management team systematically works with the student and family to document the student's symptoms as they go through the recovery process. Academic adjustments that match symptoms are then shared with teachers. As the student demonstrates improvement, the adjustments are reduced until the student is ready to fully return to academics without additional supports. **The main goal is to ensure that students engage in a safe level of cognitive activity as their brain heals so that symptoms do not worsen.**

If your child sustains a concussion during or outside of school athletics, you may refer your child to Sarah Dachtyl, Ph.D., CCC/SLP (sdachtyl@sahuarita.net; 625-3502, x1514) if you would like access to this team.

If you do NOT want your student to participate in the academic concussion management team, opt-out forms are available for you to sign by appointment with Dr. Dachtyl.

Please be aware that the CoRTE_x Protocol is for academics. **Return-to-play decisions are made separately and only a trained healthcare professional can allow an athlete to return to athletic participation.**

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Telephone 520.625.3502, Ext. 1400 Fax 520.620.9761
Mrs. Stephanie Silman, Principal
Mr. Robert Beachy, Assistant Principal

SUSD Mission Statement

Working as a team to help every student succeed.

Introduction

Sahuarita Middle School has dedicated teachers and staff who are committed to the academic, social, emotional, and physical well being of all of our students. Our school fosters academic excellence, personal responsibility, and positive habits.

Community of Learners

SMS is a community of learners in which students are expected to take responsibility for their behavior and academic achievement. A positive school environment is the result of parents, faculty, staff, and administration articulating and consistently reinforcing high standards of student behavior and achievement.

Expectations of Students

At SMS, we implement a Positive Behavior Interventions and Supports (PBIS) program, a Character Counts program, and a Be Kind initiative and want each student to know that we expect all students to achieve academically and socially at their personal best. Our school-wide GROWL norms and the Six Pillars of Character are highlighted in the welcome letter on the first page of this handbook.

We teach, model, reinforce, and recognize students for following the GROWL expectations, exhibiting the Six Pillars of Character, and demonstrating kindness through a variety of incentives and rewards throughout the school year. At SMS we believe *all* students can learn and grow to be successful young adults prepared for the rigor of high school and beyond.

In addition, each student is expected to:

1. Exhibit regular attendance, punctuality, and active participation in the learning process.
2. Contribute to a positive climate on campus by treating school property, other students, faculty, administration, and support staff with respect; demonstrating positive citizenship; and refraining from disruptive behavior and inappropriate language.
3. Take responsibility for individual learning and behavior.
4. Be prepared for class.
5. Follow classroom procedures established by teachers.
6. Be a role model for other students to follow and notify adults if there is a danger on campus and/or when fellow students need assistance.
7. Develop educational habits that will create success as a student and life-long learner.

School Hours

The students' instructional day begins at 8:20 A.M. with the first bell and ends with the final bell at 3:20 P.M., except for early release days, half days, and students who arrive early for a zero hour class. Early release days are on specific Wednesdays (please see District website for District calendar). Early release Wednesdays end at 2:40 P.M. Half days end at 1:25 P.M., with the exception of final exam half days during the last week of each semester, which end at 12:45 P.M.

The gates to the middle school open at 8:00 A.M. Please do not drop off your middle school student prior to 7:45 A.M., as there is no adult supervision on campus until 8:00 A.M. Zero hour teachers will meet their students at the gate at 7:15 A.M. Students who are not participating in extended day activities need to be picked up at 3:20 P.M. (2:40 P.M. on early release Wednesdays) if they do not take the bus.

The school office hours are Monday-Friday (excluding holidays and summer) from 7:45 A.M.-4:00 P.M.

Visitors to Campus

We value and enjoy having parents and community members visit our school. All visitors must check in at the school office upon arrival on campus to receive a visitor's badge. Classrooms may only be visited with prior approval from the administration. Student visitors are not permitted at any time during the school day.

Transportation

SMS is 100% bussed. Students are considered to be on school grounds from the time they walk onto the school bus in the morning until the time they are dropped off by the school bus or picked up by a parent at the end of the school day or after school activity.

Students may not walk or ride bikes to school. Students may not walk to or from another location (i.e. Fry's, McDonald's, etc.) to get to school or be picked up. Administrator approval is required for students to leave campus by means other than parent pick up or the school bus at the end of the school day.

Students who arrive to school after 8:25 A.M. or need to be picked up before the end of the school day must have a parent or guardian sign them in/out and show a picture ID in the front office. There are no exceptions to this procedure because we place the highest priority on student safety.

Students are to board the buses at the SMS campus only. Administrator approval is required if a student needs to walk to another school for any reason.

Bus Privileges

The goal of Transportation Services is to provide a safe and comfortable ride to and from school for all students. This requires teamwork and shared understanding of basic operating norms. In order to accomplish these goals, Sahuarita Unified School District has established the following procedures and routines on all District buses and at District designated bus stops as applicable as part of the SUSD Student Transportation Services Compact for Success.

1. Students will remain seated on the school bus.
2. Students will face forward when on the bus.
3. Students will keep their hands, feet, and personal objects to themselves.

4. Students will maintain a quiet conversation voice and use appropriate language.
5. Students will obey reasonable direction from the bus driver at all times.
6. For safety and cleanliness reasons, eating/drinking on the bus other than an enclosed water bottle shall be prohibited.
7. Students will have their District issued identification card with them and visible when boarding the bus (Grades 6-12).

Students will be acknowledged for their cooperative efforts in multiple ways that may include:

1. Positive reinforcement
2. Incentive prizes/drawings (group and individual)
3. Timely departures/arrivals—Teamwork works!
4. Positive notes
5. Parent calls

Infractions of bus rules are serious concerns, as student safety is our top priority. In order to establish a positive and safe environment, when a student chooses to violate the above-mentioned procedures and routines, the consequences may include:

1. Verbal warning from the school bus driver
2. Change of assigned seat
3. Communication home
4. Referral to school administration
5. Suspension from the bus

PLEASE NOTE: The District reserves the right to invoke a severe clause and immediately refer the student to administration if appropriate (i.e. belligerent defiance, acts of violence).

In the interest of student safety, consistency, and effective operations, our policy at the District is that we will drop off students at the designated stop as identified by the child's parent/guardian.

It is asked that you please designate one bus stop where you would like for our professional bus drivers to deliver your child each afternoon after school. Students may ride only one bus. Bus passes will be issued in emergencies only to allow a student to ride a bus home other than their designated bus. In the event of an emergency, please call the school or send a note with your child explaining the situation and requesting a bus pass. Thanks for your cooperation and support in these matters. Our transportation mission is to provide excellent and safe transportation services to each student we serve.

Attendance Procedures

Attendance is important and vital to a student's education. By state law, parents have the responsibility to send their students to school. Failure to do so may result in a report being filed with appropriate legal authorities. Also, by state law if a student misses ten (10) consecutive school days and the school has not been notified of the reason for the absence, the absences are considered unexcused, and the school is required to withdraw the student from school. Equally important is that students come to school and attend their classes on time. Students will have consequences for repeated tardies.

Excused Absences—Absences shall be excused for the purpose of:

- The student's participation in a school-related activity.

- Recognized religious holidays that require the student not to attend school.
- Suspension from school.
- Absence due solely to illness, accident, or disease, when a student's absence is certified through documentation by a health care professional licensed under A.R.S. 32-17, 13 or 17.
- Documented for a court appearance or appointment.

Attendance Notification of Absence

- Please notify the school office by 10:30 A.M. the day of the student's absence by calling (520) 625-3502, ext. 1407.
- If a call is not made by the parent/guardian, a messaging service will notify parents via text message, voice-mail, or email of their child's absences.
- Professional documentation or a parent/guardian note must accompany the student upon his/her return to school.
- Students who are not in attendance for school cannot attend after school and extra-curricular activities (sports, dances, etc.) unless authorized by the SMS administration.

Unexcused Absences/Tuancy—A student is considered to have an unexcused absence or be truant if any of the following occurs:

- Student is absent without parental or guardian permission or without a certified documentation by a health care professional licensed under A.R.S. 32-17, 13 or 17.
- Student is on or near campus and is not in his/her classroom without legitimate permission.

Absentee Consequences

- Step 1-1st Truancy Letter
- Step 2-Student Conference with call to parent.
- Step 3- 2nd Truancy Letter
- Step 4- Parent Truancy Meeting
- Step 5- 3rd Truancy Letter
- Step 6- Officer Truancy Meeting
- Charges may be filed

Make-up Work

- It is the responsibility of the student to obtain make-up work in a timely manner.
- Students are responsible for completing all missed assignments and assessments in accordance with the teachers' make-up work procedures outlined in his/her syllabus.

Withdrawal from School

As per Arizona regulations, parents are required to come to the front office to fill out a withdrawal form before the student is transferred out of SMS. Records will not be released until a student is officially withdrawn. Students must return all school-issued items and pay any fines and/or fees at the time of withdrawal or promotion.

Parent/Student Telephone Messages and Deliveries

If you have an emergency or need to send a message, please contact the front office to do so. Please be prepared to state the emergency and your child will be contacted or called up to the office. Please do not call or text message your student, as cell phones are not allowed on campus and may result in discipline consequences for your student.

Delivery of gifts will be held in the front office until the end of the school day. Some items, such as glass or balloons, may not be allowed on the school buses, as they may present a safety hazard. Any student who brings items on campus unrelated to educational purposes will be required to leave them in the front office until the end of the school day.

Campus Video Cameras

Video cameras are located throughout the public areas on campus to help ensure student safety. Anyone may be videotaped in the public areas on campus.

Prohibited Items

Cell phones, MP3/iPods, laser pointers, and other electronic devices are not allowed on campus, with the exception of e-readers, such as the Kindle, if approved by the student's Language Arts teacher. The e-reader must not have any other functions available, such as searching the Internet, and may only be used at permitted times in the Language Arts classroom. Students who bring e-readers to school are doing so at their own risk. iPads and other multi-function electronic devices are not permitted as e-readers. If electronics are seen or heard on campus, the student may receive disciplinary consequences. Students may use the front office phone if there is a need to contact parents. Students and parents are asked not to text each other during the school hours because this may cause a distraction in class and on campus. If any devices are lost, damaged, or stolen, including e-readers, the school will not be responsible.

If students bring personal electronic devices to school and there is reasonable suspicion that a school policy has been violated using one of these devices, school administration may conduct limited searches of these electronic devices.

The following items are also not permitted on the SMS campus:

- Energy drinks (Red Bull, Monster, Nos, Rock Star, etc.)
- Permanent markers
- Bicycles, skateboards, and in-line skates
- Aerosol deodorant or other sprays
- Glass of any kind (i.e. perfume/cologne bottles, vases, etc.)
- The selling of any items not approved as a school fundraiser
- Water balloons, squirt guns, whistles, artificial noise makers, beach balls, balloons, and other items that may pose a disruption or danger
- Animals or pets
- Toys, stuffed animals, and other items that may pose a distraction to learning

It is recommended that students not bring carbonated or caffeinated beverages, candy, and birthday cake/cupcakes to school. These items are of minimal nutritional value.

Drug/Alcohol/Tobacco/Weapon Free School Zone

Sahuarita Unified School District is a drug, alcohol, tobacco, and weapon-free school zone. Any student possessing, distributing, or being under the influence of any of these will be placed on out of school suspension for ten (10) days pending a long-term suspension hearing, which may result in a long-term out of school suspension or expulsion determination.

SMS Harassment Policy

SMS is committed to providing a school environment where students, staff, and parents can work together comfortably and productively, free from harassment. Harassing behavior is illegal under both state and federal law and will not be tolerated on campus. Students are to report any harassment either towards themselves or others to an adult immediately so action can be taken. Harassment that originates outside of school but disrupts the learning environment will be addressed by school administration.

Harassment includes, but is not limited to verbal, physical, or sexual abuse that insults, humiliates, threatens to harm, or harms others. Sexual harassment will be reported to the police under mandatory reporting statutes. Other forms of harassment may also be reported to the police. Some specific examples of inappropriate or illegal behaviors include:

- Negative or offensive comments, jokes, suggestions, or innuendoes.
- Slang, names, or labels that others find offensive.
- Talking about or calling attention to physical or sexual characteristics.
- Foul, vulgar, or profane language.
- Physical unwanted touching of any kind.

District IDs

Students are to carry on their person their school-issued ID at all times when on any SUSD campus or bus. Students are not required to wear their ID on a lanyard. The ID cannot be defaced or damaged (no cutting, chewing, permanent marker, stickers, staples, altering of picture or information, etc.), or the student will have to replace the ID at the cost of \$5.00. The ID is the property of SUSD.

Student Dress Guidelines

At SMS we are committed to preparing our students for the future. This preparation includes academics, social skills, and job skills. The classroom is a student's "workplace," and we expect them to dress accordingly. The dress code is a requirement for all K-8 students. Examples of appropriate school dress code colors are in the front office. If you need assistance with school clothing, please contact the front office.

Shirts

- Must be solid white, gray, tan, blue, or red.
- Must not have writing or pictures. No logos larger than 2"x2".
- Must be no longer than the tips of the student's fingers or must be tucked in.
- Must not expose the midriff (with arms up or down) and no plunging necklines.
- Must have a collar and short or long sleeves, unless it is a school-sponsored shirt.
- Button-up shirts must be buttoned up. Ties permitted only with button-up shirts.
- Shirts worn under dress code shirts must follow dress code colors and length.

Pants

- Must be plain/solid white, gray, tan, or navy blue.
- Must fit correctly at the waist (no over-sized pants or sagging past the waist-line).
- Must have hemmed bottoms (no cut-offs or torn/frayed hems).
- Plain jeans that are not faded and do not have tears, frays, holes, patches, or decorations. Designs on pockets need to be minimal (less than 2 inches).
- Leggings must follow dress code colors and must be worn with another appropriate bottom (pant/skirt/shorts). “Jegging” and similar leggings are not considered pants and are not permitted.

Shorts and Skirts

- Must be plain/solid white, gray, tan, or navy blue.
- They must fit correctly at the waist (no over-sized pants or sagging past the waist-line).
- Denim shorts/skirts that are not faded and do not have tears, frays, holes, patches, or decorations. Designs on pockets need to be minimal (less than 2 inches).
- When shorts are placed at the waistline, they must be no shorter than the tip of the thumb for shorts, and the tip of the fingers for skirts/dresses. If shorts or skirts need to be pulled down throughout the day when the student is moving, sitting/standing up, walking in order to be of appropriate length, the shorts or skirt are too short and do not meet the length requirements.
- Must have hemmed bottom (no cut-offs or torn/frayed hem).

Shoes

- No open backed shoes or flip-flops.
- All shoes must have a hard sole. No slippers are permitted.
- No high heels, unless permitted at evening dances or 8th grade promotion ceremony.

General

- Outerwear (sweatshirts, zip-ups, jackets, etc.) may be any color.
- Clothes must not be ripped, frayed, or torn.
- No hats or hoods allowed on campus, except wool hats and hoods to be worn outdoors during the winter months.
- No gang related clothing is allowed (no dangling belts, chains, weapon or bullet designs, “tagging” style lettering, three items of the same color, etc.).

The presence of any apparel, jewelry, accessory, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol or any other attribute that indicates or implies gang membership, secret society, or affiliation in such a gang or group, is prohibited.

General Student Dance Dress Code Guidelines

- No spaghetti straps (unless you have a sweater or shawl to wear).
- Dresses/skirts must pass fingertips.
- No plunging necklines.
- No exposed midriffs.
- No flip-flops.
- Shoes must be worn at all times.
- No sagging pants or hats.

General Student 8th Grade Dance Dress Code Guidelines

- Young Ladies: dress or blouse with dress slacks or a skirt.
- Skirts and dresses must be longer than the fingertips.
- If the dress or top has straps that are less than one inch wide or is strapless, a sweater or shawl is required.
- Young Men: dress slacks and button-down collared shirt.
- A tie is optional and encouraged.
- Jeans, shorts, and hats are not permitted.
- All shoes, including high heels, must be kept on throughout the dance and ceremony for student safety.

General Student Out Of Dress Code Day Guidelines

- All clothing choices must follow standard dress code policy.
- No pajamas.
- No midriffs showing.
- No spaghetti straps or tank tops.
- No plunging necklines.
- No shorts or skirts shorter than dress code policy.
- No sagging pants.
- No spandex, slippers, or flip-flops.
- Shirts and pants of any color may be worn.
- No hats allowed.
- On school spirit days and other special occasions (i.e. Halloween), specific dress code guidelines will be communicated to students.

Dress Code Violation Consequences:

1. Warned and given a chance to correct the clothing that is out of compliance.
2. A phone call to home will be made to notify a parent/guardian that the student is out of dress code. Until the student is in dress code, he/she will be placed in the ACE classroom.
3. Continuous violations will result in disciplinary consequences.

Academics

Reporting Student Progress

Report cards are mailed home twice a quarter during the school year. Student grades are updated each Monday morning, and parents and students are encouraged to register for a free PowerSchool account so that they can view student grades and teacher comments online throughout the year.

Grading Scale

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

2016-2017	GRADE WEIGHTING	RETEACH/RETEST	HOMEWORK & DUE DATES	ENRICHMENT
EIGHTH GRADE TEAM	Language Arts, Science, & Social Studies 60% Assessment-40% Tests 20% Quizzes 40% Homework and Class work Math 70% Assessment-50% Tests-20% Quizzes 30% Practice	Language Arts, Science, & Social Studies will allow one retake on tests for a maximum of 70% (C). No retakes on quizzes. Math will allow one retake for full credit.	Homework is always due the next day for all classes, but students will be allowed one week to turn in work for full credit.	Math will do reteach during R/E class. All other classes will do enrichment activities. Enrichment classes will use one day a week for make-up work/catch-up day. Enrichment class will be for a Pass/Fail grade.
SEVENTH GRADE TEAM	Language Arts, Science, & Social Studies 65% Assessment (No subcategories, point based quizzes/tests; example: 10 point quiz- 25point test 35% Practice (Class work and Homework, no subcategories Math 70% Assessment-50% Tests-20% Quizzes 30% Practice	Language Arts, Science, & Social Studies will allow one retake on tests. Retake grade will be replaced with 70%, or the average of the two tests if higher than 70%, or the highest score of the two grades if retake score is less than 70%. No retakes on quizzes. Math will allow one retake for full credit.	Homework is always due the next day for all classes, but students will be allowed one week to turn in work for partial credit (deductions are: 1 day late is 10% penalty; 2 days late is 20% penalty; 3 days late is 30% penalty; 4 days late is 40% penalty; 5 days late is 50% penalty).	Math will do reteach during R/E class. All other classes will do enrichment activities. Enrichment classes will use one day a week for make-up work/catch-up day. Enrichment class will be for a Pass/Fail grade.

SIXTH GRADE TEAM	Language Arts, Science, Social Studies, & Math 70% Assessment 30% Practice (Teacher choice to break up %)	Language Arts, Science, & Social Studies will retest with correction form only. Full credit for correction, as long as it is accompanied with a correction form. Math retakes for full credit. Not using the correction form. The reteach/retest will be during reteach.	Late work will be accepted only before the weekly quiz or quiz over the unit or material. Make up work due the amount of days absent.	Language Arts, Science, & Social Studies will do a catch-up and retest day on Wednesdays. Students in enrichment that do not have retakes or make-up work can read or do enrichment activities. Enrichment class will be for a Pass/Fail grade.
PE TEAM	25% Assessment 75% Formative (Homework, Class work, and Participation)	One retake if student requests and has a viable reason.		We will be providing enrichment during the R/E period. Enrichment class will be for a Pass/Fail grade.
SPEL TEAM	60% Assessment (40% Tests and 20 % Quizzes) 40 % Practice	Assessments are modified to meet student IEP goals/accommodations. Teacher discretion on retakes.	Homework is due the next day. If not turned in by the end of the week, a zero will be entered.	We will be providing study skills support during the R/E period. The Study Skills class will be for a Pass/Fail grade.
ART TEAM	25% Assessment 75% Formative (Homework, Class work, and Participation)	Students may retake tests if they score below a 70% and they request to do so.	Any unfinished projects or class work becomes homework if incomplete at the due date. Students have	We will be providing enrichment during the R/E period. Enrichment class

			one additional week to turn the work in for full credit.	will be for a Pass/Fail grade.
MUSIC TEAM	60% Performance & Assessment 20% Written Assessments 20% Performance & Assessments 20% Concerts 40% Skill and Development 10% Daily Warm Up 10% Rehearsal Participation 20% Written Assignments	If you are absent and miss an assignment, please check the make-up assignment binder. Submit make-up assignment within one week of return date. Teacher discretion on retakes.	Students will be allowed one week to turn in work for partial credit (1 day late is 10% penalty; 2 days late is 20% penalty; 3 days late is 30% penalty; 4 days late is 40% penalty; 5 days late is 50% penalty).	N/A
FOREIGN LANGUAGE TEAM	8th Grade Spanish and Mandarin Chinese for high school credit will follow the high school course grading norms. Please see teacher's syllabus.	8th Grade Spanish and Mandarin Chinese for high school credit will follow the high school course grading norms. Please see teacher's syllabus.	8th Grade Spanish and Mandarin Chinese for high school credit will follow the high school course grading norms. Please see teacher's syllabus.	We will be providing enrichment during the R/E period. Enrichment class will be for a Pass/Fail grade.

Homework

Homework is a valuable aid in helping students makes the most of their learning experience at school. It reinforces what has been learned in class, provides independent practice, and helps students develop essential study habits required for future success in high school and college. Completion of homework and other forms of practice is essential. It helps teachers to monitor students' progress in mastering the standards and helps students prepare for assessments. It shall be meaningful, not "busy work." The Homework Help program run by the Pima Public Library offers free help with homework at the Green Valley Library and at the Sahuarita Library. Please contact these libraries directly for their days and hours.

Student's Homework Responsibilities

1. Understand how to complete your homework before you leave school. If you don't know, ask your teacher.
2. Understand the purpose of your homework. If you don't understand, ask your teacher.
3. Write down all homework assignments and due dates on the assignment sheet provided by your teacher. Put the assignment sheet and any written homework pages in your two-pocket folder.
4. Turn in your homework on a timely basis and written legibly.

Parent's Responsibilities

1. Review your child's homework folder every day.
2. Explain the purpose of homework in order to help your child understand why homework is essential to the learning process.
3. Assist your child with assignments only when necessary.
4. Parents should feel free to initiate communication with the teachers if they have questions about what is being taught, homework, assessment, grading, or other questions or concerns. Many times early communication directly between the parent and teacher can clear up questions or confusion before they develop into problems. All teachers have an email address and a voicemail extension and will return communication within 24 hours. It is requested that parents contact the teacher first with a concern before contacting the school administration or counselors.

Homework Guidelines for Extended Absences

Attendance in school is essential to the academic progress of students; therefore, excessive absences, either excused or unexcused, disrupt the educational process. It is understood that there are rare occasions when parents determine other activities are vital to student's development, and, in some cases, students will be absent from school to participate in those activities. When this occurs, the following guidelines should be followed.

Guidelines:

1. Parents are responsible for contacting the school in writing at least one week in advance of a planned absence.
2. The classroom teacher is responsible for collecting copies of materials and assignments given to the class during the absence. Teachers are not expected to prepare these materials in advance of the absence, as lesson plans, homework assignments, and assessments may change.
3. The student is responsible for picking up and completing all make-up work upon their return.

Honors, Awards, and Recognition

Sahuarita Middle School recognizes outstanding achievement through the Principal's List and A/B Honor Roll. In order to qualify for Principal's List, a student must have straight A's, and for the A/B Honor Roll a student must have all A's and B's. Academic improvement is recognized through teacher nominations for the "Students to GROWL About" awards. Awards assemblies are held at the end of the first, second, and third quarters. Students are also recognized and rewarded through our PBIS and Character Counts programs for excellence in attitude, behavior, character, and work ethic. Students receive GROWL cards, which they can redeem at the GROWL store and enter into drawings for prizes and opportunities to participate in special after-school activities and fieldtrips. Every week, students have the opportunity to be named Student of the Week for demonstrating the Six Pillars of Character. Once a month, teachers also recognize a student of the month as a District Leader in Character and as SMS Students of the Month.

School-Home Communication

Communication is vital in the learning process. It should include teacher/student, teacher/parent, and parent/student ongoing feedback. Teachers will give clear directions for each assignment and provide feedback to students. Teachers will keep parents informed by returning student work on a regular basis and by contacting parents as necessary. In addition, for long-term projects, parents and students will be notified of project requirements and deadlines.

Parents should feel free to initiate communication with the teachers if they have questions about what is being taught, homework, assessment, grading, or other questions or concerns. Many times early communication directly between the parent and teacher can clear up questions or confusion before they develop into problems. All teachers have an email address and a voicemail extension and will return communication within 24 hours. It is requested that parents contact the teacher first with a concern before contacting the school administrators or counselors.

At SMS, we are committed to creating a climate where parents and family members feel a part of our school community. Newsletters are mailed home with each report card and progress report. SMS also communicates about upcoming events and information on the school website and official "Sahuarita Middle School" Facebook page. You can "Like" the page at <https://www.facebook.com/pages/Sahuarita-AZ/Sahuarita-Middle-School/192011690813439>

SMS Facebook Page

The purpose of the Sahuarita Middle School Facebook page is to share important information about the school, such as upcoming events, volunteer opportunities, and important news. The goals of the SMS Facebook page are:

- To interest more parents to be involved in the school;
- To exhibit the contributions of our students and staff;
- To celebrate successes and highlight bright spots within our school;
- For users to engage in a meaningful dialogue that is both relevant and respectful and supports the focus of the page.

In order to achieve these goals, please abide by the following when commenting or posting:

- Be respectful. Personal attacks or derogatory comments aimed at the school, school district, specific employees or students are not permitted. Please don't make comments that provoke others or pick fights.
- Be polite. Avoid language that is abusive or inappropriate. Please be certain that your comments are appropriate for an educational environment and for fans of all ages. Profanity is not allowed.
- Be relevant. Please keep the conversation related to the topic at hand. Do not post comments that advertise or promote a product, service, or political view. In addition, do not use the SMS Facebook page in place of standard communication practices, such as contacting your school principal, in order to question or share personal issues and concerns.
- Be factual. Blatantly inaccurate or false information will be removed.

Please limit your posts and/or comments to those regarding information about upcoming events, access to SMS forms and documents, and highlights from school events. The page administrators reserve the right to remove comments or request changes to posts if necessary.

Textbooks and School Equipment

Textbooks are used primarily as classroom resources and are not typically issued to students. Students are responsible for maintaining school materials issued to them in good condition. Students are also responsible for returning all issued school materials at the end of the school year or at the time of their withdrawal from SMS. Students will be charged for lost or damaged materials. Student fines and fees must be paid prior to promotion.

Physical Education

All students are required to change into exercise clothing that allow for freedom of movement and safe participation during physical education classes. The required PE clothing is **plain navy blue or black shorts** and a **plain gray or white t-shirt**. Students can purchase this clothing at any store or purchase the SMS PE uniform from the front office. Students who, for any reason, are unable to participate in PE must bring a note from parents or a doctor. Any request for exemption for more than three days will require a doctor's note stating the duration of time the student is to be excused. Students who have been excused from PE must report to class and complete an alternative assignment.

Health Services

In the event your student requires medication at school, please contact our Health Aide at SMS at 625-3502, ext. 1409.

In the event your child is ill, you will receive a phone call from our health aide. If your child is sent home, this will be an excused absence. Students who are sick and need to go home must be checked out through the health office. Students may not call or text their parents from their cell phone to report that they are not feeling well and wish to go home. Absences for students who are picked up for illness but not sent home by the health aide will be documented as a parent absence and not as an absence excused by the school.

Students may not have prescription or over the counter medicines in their possession on school campus. When the licensed health care provider feels it is necessary for the student to carry and self-administer medication, the licensed health care provider shall provide written recommendations to be attached to the signed "Request for Giving Medication at School" form.

Medications at School

When it is essential to a student's health that medicine is taken during school hours:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- The medication must be in the original pharmacy container, labeled with the student's name, date, medication, dose, and time to be given, and date to be discontinued. The pharmacist may be requested to prepare a special container for school use.
- There must be written permission from the parent to allow the school to administer the medication. Appropriate forms are available in the health office.
- Parents must hand deliver prescription medication to the school health office. No student may bring the medication him or herself.

Extended Day Activities

Students are encouraged to participate in co-curricular and extra-curricular activities as a way to foster a sense of belonging at school, develop teamwork and leadership skills, and provide a healthy balance to academics. Student involvement on campus is linked to positive attendance, grades, and behavior. Studies have shown that students who actively participate in extra-curricular activities are more likely to succeed in school. Sahuarita Middle School offers a wide variety of after school activities during the year. Students who wish to stay after school to watch an SMS event must be accompanied by a parent/guardian who stays with their child for the duration of the event, as there is no supervision for students other than those who are participating in the after-school event. Students who are assigned to the ACE program as a disciplinary consequence may not stay after school for any reason on the day(s) he/she is in ACE. Below is a list of just a few of the after-school opportunities available to students. Students are encouraged to seek out teacher sponsors for new clubs that they wish to form aligned to their interests.

Clubs

National Junior Honor Society, Lady Hoosiers, Weight-Training, PBIS, Wrestling, Art, Keeping Busy (crafts), Creative Writing, and others.

Athletics

1st Quarter: Boys' flag football, girls' volleyball, boys' and girls' cross-country, and cheerleading

2nd Quarter: Girls' soccer, boys' basketball, and cheerleading

3rd Quarter: Wrestling, girls' basketball, boys' soccer, and cheerleading

4th Quarter: Girls' softball, boys' baseball, and boys' and girls' track and field

A physical examination is required in order to participate in after-school athletics and must be completed before a student is eligible to try-out. Physical exams are valid from March 1 through the end of the following school year. Tryouts are closed to the public and parents.

Students are issued a uniform free of charge and are expected to return the uniform in good condition. If the uniform is not returned or is returned damaged, student will be charged for a replacement uniform.

Students are expected to adhere to all student conduct policies, including bus rules, while participating in athletics. Eligibility lists will be run through the school-wide grading system every week on Monday

morning. There must be no D's or F's in order for the student to play. Students who have a D or an F grade will be ineligible to compete for the week. Also, if the student-athlete is assigned to the ACE program as a disciplinary consequence, he/she may not practice or compete the day(s) that he or she is in ACE. If a student-athlete is placed on out of school suspension within the season, the student may be removed from the team and/or may not be allowed to participate in practice or games. Students, parents, guests, and spectators at SMS athletic competitions and extracurricular events are expected to exhibit good sportsmanship and respect. Spectators demonstrating poor sportsmanship or disrespectful behavior will be asked to leave.

Parents should feel free to initiate communication with a coach or club sponsor if they have questions about the sports program or club or decisions made regarding a student's participation in the sports program or club. Many times early communication directly between the parent and coach or sponsor can clear up questions or confusion before they develop into problems. All coaches and sponsors have an email address and a voicemail extension and will return communication within 24 hours. It is requested that parents contact them first before contacting the Athletic Director or school administration.

Breakfast and Lunch

Students have the option of bringing or buying their breakfast and lunch. Students may only use their own ID cards to purchase food in the cafeteria and are prohibited from loaning their ID cards to other students. Free and reduced breakfast and lunch applications will be provided at the beginning of the school year. Students are not permitted into the cafeteria before 8:00 A.M.

Student Rights and Responsibilities

SMS is a Positive Behavior Interventions and Supports (PBIS) and a Character Counts school. Our staff believes in emphasizing the positive in all measures of student growth, and we strive as a school to foster positive behavior and academic effort. However, if a student chooses to not follow the expected norms, procedures, or school rules, appropriate consequences will be given. Chronic or habitual discipline will result in progressive consequences up to and including a long-term suspension and/or expulsion hearing.

Below are guidelines for the consequences involved in the disciplinary process. Administrators will use their discretion in assigning an appropriate consequence for discipline infractions. Parents/guardians may be notified by phone or by mail depending on the nature of the situation and the relevant circumstances. Please note that students who are assigned to after school detention may be picked up by a parent from the ACE classroom (F137B) between 5:00-5:15pm or they may ride the activity buses home at 5:20pm. Students not picked up by a parent by 5:15pm will be required to take the activity bus home at 5:20pm.

- Discussion with student by teacher and/or administrator
- Phone call home
- Parent conference
- Lunch detention or after-school detention
- Community service
- Mediation or meeting with Counselor or Prevention Specialist
- Exclusion from privileges or other consequences that may be deemed appropriate
- ACE (In-school suspension)
- Out of school suspension
- Expulsion

Public Display of Affection

Public Display of Affection (PDA) is not allowed on campus or on school buses. We allow for side hugs as an age-appropriate form of PDA in order to maintain an appropriate level of decorum at school. The following forms of PDA are prohibited:

- Front or back hugging
- Prolonged hugging
- Holding hands
- Kissing
- Sitting on some one's lap, forward or backward
- Carrying another student in one's arms or on one's back

Sale or Trading of Items

The school does not permit individual students to sell or trade any items at school, regardless of whether it is for personal profit or to profit an outside organization, with the exception of approved school fundraisers.

Lost and Found

Items that are found will be turned in at the school health office and will be retained for 30 days before being turned over to a charitable organization. Items that are found in the locker rooms will be turned in to the PE teachers and retained in their offices in the gym for 30 days before being turned over to charity.

Fire Drill Procedures

1. When the fire alarm goes off, all students will walk quietly in a line with their teachers to a designated area. If students are not in class (before school, lunch, or passing period), they should proceed to the designated area and line up with their 1st period teacher.
2. Immediately line up, and your teacher will take attendance.
3. When the all clear signal is given, an announcement will be made for everyone to go back to class.
4. If the all clear is not given for some reason, students will either sit down on the field or stand quietly until the all clear is given.
5. If deemed necessary, buses will load students to move them to an alternate location.
6. Unannounced fire drills will be practiced throughout the year to practice these procedures. These drills may include the fire and police department.

Lock Down Procedures

1. Over the intercom an announcement will be made stating, "This is a lock down," which indicates to teachers to lock their doors and close their window blinds.
2. Everyone is to remain quiet and not leave the classroom or enter hallways.
3. Crouch down or sit in areas that are out of sight from the doors and windows.
4. Students who are in an outdoor area should immediately go to the closest room.
5. Under no circumstances should anyone leave the building until the all clear is given.
6. When the lockdown is over, an announcement will be made saying, "All clear."
7. Unannounced lock down drills will be practiced throughout the year to practice these procedures. These drills may include the fire and police department.

**STUDENT CONCERNS, COMPLAINTS,
AND GRIEVANCES**

**(To be displayed in school buildings
and in student handbooks)**

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights,
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability,
- Harassment of the student by another person, or
- Concern for the student's personal safety,

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this School, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the School Governing Body is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Executive Director. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Executive Director.

High school students may be made only by the students on their own behalf.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Sahuarita Middle School Contact Information

District phone number: (520) 625-3502, ext. 1000

SMS Front Office Staff:

Reception Desk: Arlene Burrola, ext. 1400
Attendance Clerk: Isabel Correll, ext. 1407
Principal's Secretary: Liz Bassan, ext. 1401
Assistant Principal's Secretary: Cecilia Parsons, ext. 1446
Health Aide: Bailey Ledesma, ext. 1409
Volunteer Coordinator: Jamie Farmer, ext. 1413
Library Tech: Michelle Doty, ext. 1471

Administration:

Principal: Stephanie Silman, ext. 1402
Assistant Principal: Robert Beachy, ext. 1403
School Counselor: John Haas, ext. 1404
Prevention Specialist: Gabriela Costa, ext. 1405
Psychologist: Kate Duniho, ext. 1406
Speech Therapist: Noelle Jones, ext. 1458

Teacher Contact:

Please call (520) 625-3502, ext. 1400, and you will be directed to the teacher's voicemail. Teachers' email addresses are their first initial and last name, and the domain is @sahuarita.net

Example:

Teacher Name: John Smith Email address: jsmith@sahuarita.net

School Mascot: Jaguar

School Colors: Navy Blue and Vegas Gold

Spirit Shirt: SMS Spirit t-shirts are available for \$10.00 from Mr. Haas, SMS counselor and Student Council Sponsor, in the front office.

We are looking forward to an incredible school year! Thank you to our students, staff, and parents who strive continuously to make SMS the best learning environment possible for our students!