

SAHUARITA MIDDLE SCHOOL



Student Handbook
2018-2019 School Year

Dear Jaguars,

Welcome to the 2018-2019 school year at Sahuarita Middle School (SMS). We are looking forward to a great year of learning for all of us. In particular, it is my pleasure to introduce Mr. Wil Arias, the new assistant principal for Wrightson Ridge K-8 School, which is opening in January 2019 with K-5 students and adding middle school students in August 2019. In the first semester, Mr. Arias will be working at Sahuarita Intermediate School on Mondays through Wednesdays and at Sahuarita Middle School on Thursdays and Fridays. In the second semester, Mr. Arias will be at SMS daily. Please give him a warm Jaguar welcome!

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,

Stephanie Silman

Robert Beachy

Wil Arias

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

Mr. Wil Arias
Assistant Principal
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(520) 625-3502, ext. 1468

Concussion Protocol

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.**



SAHUARITA UNIFIED SCHOOL DISTRICT #30

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Office of the Superintendent

CORTEX RETURN TO ACADEMICS PROTOCOL/PARENT CONSENT

Can a concussion really affect academics?

Yes! Many concussion-related symptoms can interfere with a student's ability to participate fully in their day at school, even at the preschool level. Each student's experience is different.

What can SUSD #30 do to help?

We have a return to academics team called CoRTEx (Cognitive Return to Exertion) that consists of team leaders, who create an individualized plan to help your child participate in school to the best of their ability, ensure that they are comfortable during the school day, and facilitate faster recovery.

What does the procedure look like?

Team leaders use a symptom checklist to determine how your child is feeling after their injury. If your child has taken ImPACT (an online neurocognitive test), this data may be used as well. Based on their unique profile, the team leader and student collaborate on developing a plan to support each of their symptoms. That plan is sent to teachers, administrators, and other school personnel as needed.

The team leader meets with the student weekly to update the symptom checklist and plan until the student is back to their baseline and/or no longer in need of academic adjustments. We will incorporate recommendations from your child's physician, so please provide them to the school. For younger students, the procedures are adapted to be age-appropriate. Your written consent also allows us to be in contact with your child's medical provider(s) to coordinate care.

What is the parent's/guardian's role in this process?

Know that your child will miss approximately 5-15 minutes of time in class to meet with the team leader. There may be some recommendations for home, such as those pertaining to homework, sleep routines, and nutrition. Consistent contact with the team leader is appreciated to keep everyone informed.

Your written consent is needed for the CoRTE_x team to follow your child and provide timely academic support. Please sign, date, and return this form to your child's school as soon as possible.

I GIVE permission for my child _____ (name) to participate in SUS_D #30's return to academics protocol and to be supported by the CoRTE_x team. I also give consent for the CoRTE_x team to be in contact with my child's medical provider(s) to coordinate care. I understand that the CoRTE_x protocol is academic only and is NOT a substitute for medical care.

Parent/Guardian's name: _____ Date: _____

Parent/Guardian's signature: _____

Student's signature (if 18 y/o or older): _____

School: _____

CoRTE_x Team Leaders:

Sarah Dachtyl, PhD, CCC/SLP, CBIS (sdachtyl@sahuarita.net)

- Sahuarita High School
- Walden Grove High School
- Sahuarita Middle School
- Sopori Elementary School
- Early Childhood Center

Laurel Harris, MS, CCC/SLP (lharris@sahuarita.net)

- Sahuarita Primary School
- Sahuarita Intermediate School
- Copper View Elementary School

Louis Dachtyl, MA, CCC/SLP (ldachtyl@sahuarita.net)

- Anza Trail School

350 W. Sahuarita Rd.
Sahuarita, AZ 85629
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 demonstrating positive citizenship, refraining from disruptive behavior and inappropriate language, and treating school property, other students, faculty, administration, and support staff with respect.
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 8:30 A.M. with the first bell and ends with the final bell at 3:30 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 2:50 P.M. Half days end at 1:35 P.M., with the exception of final exam half days during the last week of each semester, which end at 12:55 P.M.

The gates to the middle school open at 8:10 A.M. Please do not drop off your middle school student prior to 7:55 A.M., as there is no adult supervision on campus until 8:10 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 3:30 P.M. (2:50 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. Route information is online at <https://susd30.us/district-services/transportation/>.

Students may not walk or ride bikes to school without administrator approval. 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 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.

Students who arrive to school after 8:35 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.

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 student may be withdrawn 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/Truancy—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.

Fidget spinners are not a prohibited item campus-wide; however, each individual teacher's rules and guidelines need to be followed and respected when it comes to these devices. Should the rules or guidelines not be followed, the device is subject to confiscation.

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

- Energy drinks (Red Bull, Monster, Nos, Rock Star, etc.)
- Tajin spice
- 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
- Blankets and pillows

It is recommended that students do 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.

Student Conflict and Bullying

At the middle grades, teachers, counselors, administrators, and support staff work with students to help them develop their problem-solving, conflict resolution, and social skills. Student conflict sometimes arises between middle schoolers as a part of their growth into adolescence. Student conflict can be categorized as a disagreement, opposition, or struggle with another student, among other behaviors. Student conflict can often be effectively resolved through counselor-facilitated mediation in which students are able to talk with each other and share their feelings, allowing them to work out their conflict, move forward, and be respectful towards each other. Peace contracts may be utilized to ensure that respectful behaviors are maintained after the mediation with the counselor.

Conversely, bullying is defined as acts of repeated, aggressive behavior intended to hurt another person, physically, verbally, or emotionally. Students are to report both conflict and bullying towards themselves or others to a staff member immediately so that action can be taken, and they can get the support that they need. Students can make reports verbally or in writing. They can submit a written note using the anonymous SMS Incident Report Boxes in the front office and library or use one of the forms on pages 24-25 of this handbook, which are also available in the front office. Remember—if you see something, say something. We cannot fix it unless we know about it.

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. However, students will need their ID's in order to purchase breakfast or lunch in the cafeteria, check out books from the library, and make phone calls in the front office. 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.
- Students may wear spirit shirts any day of the week, but they must promote schools, sports, clubs, organizations, etc. directly associated with SUSD #30.

Pants

- Must be plain/solid white, gray, tan, black, 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, black, 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.
- Hats for the purpose of shading one's face from the sun are only allowed to be worn outdoors. During the cold winter months, wool hats and hoods may only be worn outdoors.
- No gang related clothing is allowed (no bandanas, 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.

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

Note: All Out of Dress Code Passes need to be obtained in advance. Please do not show up out of dress code with plans of getting a pass for that day. Often, there are unforeseen circumstances that prevent this from happening.

- 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.
- 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. Instructions on how to set up an account are online at <https://susd30.us/parents/powerschool/>. Please see the next page for a detailed breakdown of Sahuarita Middle School's team-based grading norms.

Grading Scale

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

Beyond Textbooks Parent Portal

Beyond Textbooks (BT) is the instructional framework at all SUSD schools follow. Parents are encouraged to access the new, free Beyond Textbooks Parent Portal webpage at the following link: https://www.beyondtextbooks.org/Parent_Portal. The portal contains video, information, and links to the following areas of interest to parents:

- What is Beyond Textbooks?
- What is My Child Learning, and How Can I Help?
- Benchmark Test Review Handbooks
- Dinnertime Conversations
- What is Reteach and Enrich?