

2023-2024

# SAHUARITA INTERMEDIATE SCHOOL

"I will Reach for the Excellence Within Me!"

## Welcome Letter

### August 2023

Dear Bobcat Families~

Welcome to SIS, Home of the Bobcats. We are so excited that you have joined our SIS Family! We are so proud of our students, and staff. We are delighted of the programs, and the activities we have designed to meet all our students needs. We are pleased to have such a diverse student population and are committed to meeting their educational, and social-emotional needs. By working together, we can meet our goals of academic excellence and positive self-esteem. We will continue to strengthen positive relationships while we focus on our school motto, "I Will Reach for the Excellence Within Me!" We encourage you to be an active member of the SIS Family and look forward to a fun and productive 2023-2024 school year!

Proud Bobcat ~

Luis Sainz, Principal

### General School Information

#### School Address:

350 W. Sahuarita Road, Bldg. 26, Sahuarita, AZ 85629

#### Important Telephone Numbers:

Office: (520) 625 - 3502 x 1200

Attendance: (520) 625 - 3502 x 1208

Health Office: (520) 625 - 3502 x 1203

**Attendance Email:** sis.attendance@sahuarita.net

**Facebook:** @Sahuarita Intermediate

**Instagram:** @SISBOBCATS

### Mission Statement

Our mission is to develop all students into becoming life-long, self-directed learners, problem solvers, and effective communicators. We are committed to developing students into goal-setters and quality producers. Our children will be well equipped with collaborative working skills and value becoming contributors to their community.

### School Rules:

As a Bobcat I will:

Be Safe

Be Responsible

Be Respectful

And Follow All Directions



### School Hours:

Office:

Hours 6:50 a.m. - 3:20 p.m.

### Start/Dismissal Times:

Gates/Classrooms Open: 6:50 a.m.

First bell 7: 15 a.m. Tardy bell 7:20 a.m.

Dismissal bell 2:05 p.m.

Wednesday dismissal bell 1:05 p.m.

## General Information

### Absence from School

Absence from School

Absences shall not be counted against a student for the purpose of:

The student's participation in a school related activity.

The student's excuse for a religious purpose.

Suspension from school.

Absence due solely to illness, accident, or disease, when a student's absence is verified by a certified health professional.

Court appearance or appointment.

### Reporting Absences

When a student is absent, a parent/guardian must notify the school attendance office by email at sis.attendance@sahuarita.net or phone at 625-3502 ext. 1208 or no later than 8:30 a.m. \*Absence without a doctor's note is considered unexcused.

The parent/guardian must provide written documentation explaining the student's absence on the day the student returns to school. This will be placed in the student's file.

Due to state policy, any student missing more than 10 consecutive days of school will be withdrawn. Parents must re-register if returning.

## District Truancy Process

Step 1: (3 – 4 Days Absent\*)

- Initial Absence Notification Letter Sent to Parent/Guardian
- Teacher and Student Conference

Step 2: (5-6 Days Absent\*)

- 2nd Letter Regarding Absences Sent to Parent/Guardian

Step 3: (7-8 Days Absent\*)

- Parent/Guardian, Student and SIS Staff Meeting

Step 4: (9-12 Days Absent\*)

- 3rd Letter Regarding Absences Sent to Parent/Guardian (US Certified Mail)

Step 5: (9-12 Days Absent\*)

- Parent/Guardian, Student, SIS Staff and SRO Law Enforcement Officer Meeting

\*= Total Days Absent (excused & unexcused)

## Tardies

Parents or guardians must sign their students in after 7:20 AM.

Consequences are as follows, per quarter, with or without parent/guardian signature:

- 4th tardy: lunch detention
- 8th tardy: after school detention and phone call to parent/guardian
- 12th and over tardy: out of school suspension pending parent/guardian conference

## Arriving at School

We believe in safety above convenience. Students can begin arriving at 6:50 a.m. No supervision is available prior to 6:50 a.m. Students who ride the bus are dropped off at the loading/unloading area north of the school and those coming in a vehicle are dropped off in front of the school and are supervised as they make their way to their designated area or to the cafeteria for breakfast. For safety reasons and traffic congestion, no student should be dropped off at the west side of the school on the street or yellow gate/fire lane area.

Parents who choose to drive their children to school should drop off their children in the front of the school along the curb no earlier than 6:50 a.m. Please park in the parking lot if you choose to walk your child onto the school grounds. If you need to get out of the car, for any reason, we ask that you do not park in the curb area. This curb space is limited to drop-off only and parking curbside will impede the flow of traffic. Students arriving to school after 7:20 a.m. should proceed immediately to the office with a parent, and obtain a tardy pass, before heading to the classroom. Phone calls or notes cannot be accepted. A parent must sign in our permanent record log for auditing purposes.

## Be Kind

Sahuarita Intermediate School is a Be Kind Campus.

Students at SIS are encouraged and expected to treat all members of the school as well as others with kindness and respect, regardless of any personal characteristic they have or group they identify with. Bothering others, bullying and interrupting learning will not be permitted. SIS is committed to providing a work environment where students, staff, and parents can work together comfortably and productively, free from harassment, intimidation and bullying.

Harassment and bullying is illegal under both state and federal law and will not be tolerated. This includes but is not limited to: verbal abuse that insults or humiliates others. Also included are name-calling and sexual innuendos, and using any personal characteristic or identity in a derogatory way or as an insult.

## Birthdays

Birthdays are an exciting time for elementary students. Please adhere to the following guidelines.

Birthday snacks must be store bought. Snacks should be delivered to the front office. Teacher discretion will be used as to when to distribute snacks, as to not interfere with instruction. Balloons, balloon bouquets or large stuffed animals are not permitted in classrooms.

## Bullying and Conflict

Is NOT tolerated at SIS. Bullying is defined as the activity of repeated, aggressive behavior intended to hurt another person, physically, verbally or emotionally. Students found to be bullying other students, will be disciplined by an administrator. We cannot fix it unless we know about it.

## Bus Discipline Procedures

See Compact for Success

<https://susd30.us/district/district-services/transportation/compact-for-success/>

## Bus Routes

All bus route information must be obtained through our transportation department at 625-3502 ext. 1127. It is the parent's responsibility to contact the transportation department in order to get correct bus route information so you may provide this to your child's classroom teacher. Teachers or the front office DO NOT have this information.

<http://www.infofinderi.com/tfi/address.aspx?cid=S2NSFVT1ND>

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. One bus stop will be designated for our bus drivers to deliver your child after school. Any changes to the designated schedule must be in writing and given to the teacher/attendance at the beginning of the day – [sis.attendance@sahuarita.net](mailto:sis.attendance@sahuarita.net). This information is then given to the front office to ensure accuracy. NO PHONE CALL WILL BE ACCEPTED to change departure information. Only emergencies will be approved through the school principal. Please call the front office at ext. 1200 in the event of an emergency.

## Cafeteria and Lunch

Breakfast is served every morning from 6:50 a.m. -7:20 a.m. For the 2021-2022 school year, break fast and lunch will be served at no cost to students. Our cafeteria serves nutritionally balanced meals each regular school day. Children may bring a packed lunch from home or eat a school lunch. A menu will go home each month and is posted online/via social media. Sodas are discouraged and energy drinks are not allowed at school during school hours.

The ability to check the balance of your child's lunch money account and make online payments is now available. All you need is your student's ID number. Go to the district website at [www.susd30.us](http://www.susd30.us), click "Parents" tab, select "Online Payments", select "Food Service Payments", then enter the information required and follow the steps provided. (There is a \$2 convenience fee for online payments). Students who qualify, may receive meals free or at a reduced rate. Applications for free or reduced lunches are distributed at the beginning of the school year. If a family's financial situation changes during the year, free and reduced applications will be available in the office.

Payment for lunches should be given to the teacher at the beginning of the day and can be in cash or check made out to Sahuarita Schools. Paying in advance (i.e. one week or one month at a time) is strongly encouraged. Children without lunch money will be given an alternative meal consisting of a sandwich and milk. If you have questions please call the cafeteria at 625-3502 ext. 1023

## Cafeteria Rules

Students should use appropriate table manners and maintain appropriate voice levels.

Excessive misbehavior or disrespect will be reported to the classroom teacher. Depending on the severity of the offenses, an administrator may be informed.

Throwing food will not be tolerated.

Students are not allowed to handle other students' food.

Any inappropriate behavior may be subject to disciplinary action.

## Communication

You are always encouraged to contact your child's teacher by email. You may email your child's teacher with any important information or questions. You can contact the main office at 625-3502, ext. 1200 to leave a message. The front office can also transfer you to the teachers' voice mail where you can leave a message.

Please be patient with teachers on returning your calls, they are very busy during the day with their students and may not have time to get to their messages until the end of the day.

## Conferences

Parent/Teacher conferences are scheduled twice a year. Please see the calendar for the dates. Your child's teacher will send out information to sign up. You can also contact the school for a conference at any time.

## Counselor

The elementary counseling program focuses primarily on classroom guidance, small group sessions, and, on a limited basis, individual sessions. Our counselor will help in any area where help is needed such as test taking skills, making new friends, coping with peer pressure, study skills and more.

Any student should feel free to talk to the counselor whenever they feel the need. Parents are also encouraged to communicate with our counselor and may call to schedule an appointment.

## Dress Code

At SIS, we are committed to preparing our students for the future.

Dress code standards are mandatory for all elementary school students. Clothing to meet the standards is available at the local Wal-Mart store and Tucson area store. The Amado Food Bank, White Elephant, Arivaca Human Resources, and the SIS Health Office may also have clothing items available.

### Shirts:

Solid blue, white, gray, tan or red

Must have sleeves and a collar

Must be no longer than fingertips or tucked in

Logos or insignias must be smaller than 2 in. by 2in.

Must be shorter than shorts or skirts

At SIS students are allowed to wear SIS Spirit Shirts and all District Spirit wear Monday through Friday

### Pants, Shorts, Skirts, Dresses:

Tan, navy blue, white, gray, or black pants, jeggings, leggings, shorts, skirts, or dresses

Skirts and dresses must be longer than students' fingertips

Shorts must be longer than the students' thumb tips

Pants and jeans must be fitted, no baggies

Pants and shorts must be hemmed

Pants should not have tears or rips

Solid colors, without patterns, logos, or insignia

### Hats:

Hats are allowed to be worn outside but should be removed inside the building

### Shoes:

Must have a back strap for safety reasons

We STRONGLY suggest on your child's PE day that athletic shoes are worn.

### Dress Code Violation Policy:

If student is out of dress code, it may result in a lunch detention.

If student is out of dress code numerous times it may result in further discipline. If in doubt, please call before sending your student to school possibly out of dress code.

## Discipline

At SIS, general school-wide expectations guide our behavior: Be Safe, Be Responsible, and Be Respectful, And Follow All Directions. When school rules are broken, a discipline report will be filled out. Consequences may include, but are not limited to parent notification, loss of privileges, lunch detention, after-school detention, in-school or out-of-school suspension, etc.

## Drug/Alcohol/Weapon Free School Zone Zero Tolerance School District

Sahuarita Unified School District is a drug, alcohol, and weapon free School Zone. Any student caught with, admitting possession of or under the influence of any of these may receive a 1-year suspension. If a student gives or sells drugs, alcohol or has a weapon on campus, he/she may be expelled from SUSD.

## Early Release Wednesdays

The Sahuarita School District has early-release on most Wednesdays to allow for staff development. Dismissal time is 1:05 pm. Please see the SUSD district calendar for the dates of the early-release Wednesdays.

## Electronic Devices

Electronic devices are not to be seen or used on campus by students between the hours of 6:50 a.m. – 2:05 p.m. (unless directed by the Teacher for educational purposes only; it may not be used for reward purposes). Any cell phone or smart watch needs to be turned to vibrate and/or silent. Students caught with a phone in hand will have their phone confiscated. A parent or legal guardian must pick up the phone if this is the second offense. Other Portable Devices not allowed on campus: These include iPods, MP3s, video game players, laser pens, cameras, **smart watches that have cell phones built in** and any other devices. The second time an item is confiscated, disciplinary action will be implemented.

If items are lost or stolen, SIS will not be responsible for the theft or investigation of these items.

## Expectations of Students

At SIS, school-wide expectations guide our behavior:

**Be Safe, Be Responsible, and Be Respectful Follow All Directions.**

Each student is expected to:

Exhibit regular attendance, punctuality and active participation in the learning process.

Contribute to a positive climate on campus by treating school property, other students, and all adults with respect and by demonstrating positive citizenship.

## Emergency and Safety Procedures

The school has developed policies and procedures in the event of an emergency at school. These policies are taught in the classroom. We will practice and become familiar with procedures before our first scheduled drill.

## Field Trips

Field trips are both fun and educational for students. We may need parent volunteers on the trips. Parents may not bring younger siblings with them on the field trip. A permission slip will go home before each trip.

## Fund Raising Sales

The school does not permit individual students to sell items at school, regardless of whether it is for personal profit or to be donated to a non-profit organization.

## Gum

Chewing gum is prohibited on campus and on the bus at all times.

## Homework

Homework should:

1. Promote growth, self-responsibility, and self-direction in learning;
2. Develop good work habits for students;
3. Enrich, enhance, or extend school experiences;
4. Bring students in contact with out-of-school learning resources (libraries, Internet, or computer programs);
5. Help children learn to budget time; and
6. Provide essential practice in skill acquisition.

Although the teacher can be a friendly reminder, it is the responsibility of the student to get all the make-up work the day the student returns to school. The student will have equal to the number of days absent to make up work. (I.e. if a student is absent 2 days, the students have 2 school days, to complete the work and turn it in for credit.)

## Illness at School

The nurse or health assistant will tend to minor scratches and scrapes, as well as sudden illnesses. For more serious injuries, she will contact you. Please be sure to send in any changes of contact numbers in case she needs to get in touch with you. If you need to speak with the health assistant, please call 625-3502 ext. 1203. In the event your child requires medication at school, please contact the school. Students may not have prescription or over the counter medications in their possession on school campus. When the licensed health care provider feels it is necessary for students to carry and self-medicate, the licensed health care provider shall provide written recommendations, to be attached to the signed "Request for Giving Medication at School," form.

## Lice

If your child is suspected of having lice or if nits are present, you will be notified and requested to pick up your child for immediate treatment. As a precaution, students with long hair should wear it up and avoid sharing combs or hats.

## **L. I. N. K. (After School Program)**

L.I.N.K. provides before and after school care for children ages 4 thru 14. The morning L.I.N.K. program is from 6:30 a.m. until the school day begins. The after school program begins at school dismissal and closes at 5:30 pm. There is a fee for this program. This program runs independently from SIS. To obtain more information call 625-3502 ext. 1212

## **Lost and Found**

Items that are found will be stored in the Library. It is suggested that you write or sew your child's first and last name in the clothing he/she wears to school. The school will hold lost clothing until the last Friday of every month, after that it will be donated to a charitable organization. Please come to the office and feel free to look through the lost and found at anytime. The district or school assumes no responsibility for lost or stolen items.

## **Newsletter**

SIS will send home a monthly newsletter and will post it the SIS social media outlets. For those who do not have technology access call the school to request a hard copy. The school/district calendar is posted on the SUSD website: [www.susd30.us](http://www.susd30.us). Some teachers send home weekly or monthly newsletters as well.

## **Personal items at school**

Students are encouraged to bring necessary items to school such as backpacks, jackets, etc. Please remember to label them with first and last name. Please remember classroom supplies are often shared as community items. If some school supplies are personal or of great value, we recommend that students use these items at home.

Other items, such as toys, Pokémon cards, sports equipment, and excessive grooming items (lip gloss, hair accessories that don't stay in the hair all day, etc.) stay home or only be brought to school with parent/teacher permission.

## **Pick-Up Procedures: During School**

With safety in mind, ALL INDIVIDUALS will be required to show a picture ID when checking out students. Adults, other than parents, must be listed by name on the child's registration form and we must have written authorization from a parent. No person will be allowed to pick up a student from school without the authorization of a parent.

## **Pick-Up Procedures: After School**

Students who are not riding the bus home will be supervised on our front walk way area until a parent arrives. All students must be picked up by 2:15 pm, or they will be brought into the front office. If your child is in the L.I.N.K. program they will be dropped off in our Gym by the classroom teacher. Parents who need to pick up their child prior to dismissal time are required to sign out their child in the office and show picture ID. Parents are not allowed to get their child directly from the classroom.

## **Physical Assault**

Sometimes students un-intentionally hurt other students in the course of physical activity or play. Fighting is unacceptable student behavior and will not be tolerated. Consequences may include but are not limited to loss of privileges, parent notification, mediation, after-school detention police involvement, in-school or out-of-school suspension. Students are encouraged to see an administrator or staff member if they are having issues with another student.

## **Pets on Campus**

Due to the unpredictability of some pets, all pets are restricted from campus. This ensures the safety of all individuals on campus.

## **Pledge of Allegiance**

Each school day students will be afforded the opportunity to recite the pledge of allegiance to the flag of the United States of America. Students participating in the recitation of the Pledge will be expected to stand, face the flag, and recite the pledge in unison. Students not participating in the Pledge may stand and refrain from reciting the Pledge. Non-participating students shall in no way conduct themselves in a manner which disrupts the observance of the Pledge of Allegiance.

## **PTP (Parent Teacher Partnership)**

SIS has a very active and engaged PTP that consists of parents and teachers. The function is to assist the school. Any parent or community member is encouraged to join. The PTP plans and organizes fundraising events, Family Fun Nights, and other school activities that support school and community culture. PTP also supports events such as Out of Dress Code Fridays, Teacher Appreciation Week, and more! Meetings will be published in newsletters and via social media. Families can purchase Spirit wear from the PTP Site <https://sahuarita-intermediate-school-ptp.square.site/>

## **Recess and Playground Expectations**

Unstructured outside play is an important part of a student's physical and social development. Recesses are scheduled for students throughout the day. Classroom aides are on the playground to supervise the students during recess periods. Students should play in the approved, safe areas of the playground. Games involving tagging, hitting, or tackling are not permitted. Students should remain on the playground with and SIS employee at all times. Report injuries immediately. Food, candy, or gum is not allowed on the playground. Students are not permitted to share food brought from home. Students are expected to follow all school rules while on the playground. Students breaking a rule may receive a Bobcat Behavior Notice from a adult on duty. These warnings or discipline notices will be communicated to the teacher and parents. They may result in further discipline.



## Report Cards

Report cards reflect the progress your child has made toward the class assignments, assessments, and the state standards. Report cards are provided at the end of every quarter. Parents are able to view their child's grades by using the PowerSchool Parent Portal. Information will be provided by the teacher and/or the front office.

## Snacks

Each teacher will send home a note explaining how snacks are done in their classroom. This should be a healthy snack that is quickly eaten, such as: crackers, fruit roll-ups, raisins, or fresh fruit, being mindful of classroom allergies and restrictions.

## Social Media

SIS Staff is very active on social media! Stay connected via Facebook @SahuaritaIntermediate or Instagram @SISBOBCATS to learn about events, activities, or the great news happening at SIS!



**@SAHUARITA INTERMEDIATE**



**@SISBOBCATS**

## Specialists

The SIS staff includes music, physical education, computers and library teachers trained to meet the needs of young children. Students attend these classes each week where the Arizona College and Career Readiness Standards are used to design lessons in these subject areas. Students do check out library books from the school library each week. It is the student's responsibility to care for and return their books each week. Lost or un-retained books will result in lack of check out privilege.

## Supplies

A supply list will be available for students. There are supply lists for 3rd, 4th, and 5th grade; a teacher may provide an individual list with additional items. Please do your best to provide your child supplies when needed through out the school year.

## Technology User Agreement and COPPA Verifiable Parental Consent

All SIS students and parents must sign the Technology User Agreement.

When the signed agreement is returned to the school, the student may be permitted use of electronic information services (EIS) resources.

<https://susd30.us/wp-content/uploads/2021/06/USE-of-TECHNOLOGY-RESOURCES-USER-AGREEMENT-1.pdf>

<https://susd30.us/wp-content/uploads/2021/06/COPPA-Form-for-Verifiable-Parental-Consent.pdf>

## Visitors and Volunteers

We value and enjoy having parents and community members visit our school. All visitors and volunteers must check in at the school office, present their ID, and get a badge upon arrival. It is the goal and responsibility of the school to create a safe learning environment. Classroom visits need to be pre-arranged with the teacher or principal. Student visitors are not permitted at any time during the school day.

Per SUSD protocol, all parent volunteers must be approved by the board. It is an easy 5 minute paperwork process that can be completed and turned in directly to the SIS office.

## Withdrawal Procedures

Parents should come to the office to officially withdraw their child from school. Lunch charges, and fees for lost textbooks or library books must be paid prior to withdrawal. Permanent Records will be sent to the student's new school upon their request. Any student, with 10 consecutive un-excused absences, will be withdrawn from our records.