

# STUDENT & PARENT HANDBOOK 2024-25



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**Sahuarita Digital Pathways Academy**

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# Welcome

Welcome! We are so happy that you've chosen Sahuarita Digital Pathways Academy for your child this year. We know that you have many options, more options now than ever before, and we're thrilled that you're here with us.

This user guide is a living document and may be updated throughout the year. We hope that it will answer your questions and help you navigate the online portals in which your student will be working. But, we know that you may still have questions. Please do not hesitate to contact us at any time.

## Overview

What is Sahuarita Digital Pathways Academy?

From our very first day of planning and designing for SDPA, we started with a core value. The principle that guided all of our design was that the only difference between the SDPA school experience and the experience at any other school is the location of our online learning environment. We strive to provide the same high quality instruction that our traditional Sahuarita Unified School District campuses offer, but from the comfort of your own home. Sahuarita Digital Pathways Academy is excited to offer your child the opportunity to learn, grow, and meet their educational goals. Our Sahuarita Digital Pathways Academy teachers are prepared to offer your child a structured digital learning experience utilizing district adopted curriculum, consistent platforms, and frequent communication.

Virtual learning, while different from the traditional brick and mortar classroom, shares some similarities. Students who are working at home still have daily attendance and schedules that need to be followed, coursework to complete. Communication is required between home and school. Digital learning affords for greater customization to the home learning environment, movement breaks, snacking while working, and the ability to have immediate parent support throughout the day.

Parents and guardians play a key role in digital learning and are expected to be actively engaged in their child's school day. They will serve as their child's learning coach and will take on the role of documenting daily attendance, helping to redirect their child's attention to their online lessons, supporting time management, answering their child's questions, and serving as tech support for any needs as they arise.

# School Information

## Sahuarita Digital Pathways Academy

350 W. Sahuarita Rd, Sahuarita, AZ 85629

520.625.3502 x1053 • [sdpa@sahuarita.net](mailto:sdpa@sahuarita.net) • [sdpa.attendance@sahuarita.net](mailto:sdpa.attendance@sahuarita.net)

## HOURS

### Kindergarten - 5th Grade Students:

8:05am - 2:50pm (1:50pm on Wednesdays)

### 6th - 12th Grade Students:

8:50am - 3:35pm (2:50pm on Wednesdays)

### School-wide Lunch Break:

11:50am - 12:50pm

## Meet our Kettle:

SDPA Teachers are available on school days throughout the day. Some have shared duties at brick and mortar sites. Please allow them 24 business hours to respond to emails and phone calls.

### Elementary:

Holly Smith, x 3002

[hsmith@sahuarita.net](mailto:hsmith@sahuarita.net)

- **K-1 Homeroom**
- K-5 ELA

Elyssia Chavarria, x 3003

[elyssia.chavarria@sahuarita.net](mailto:elyssia.chavarria@sahuarita.net)

- **2-3 Homeroom**
- K-5 Science and Social Studies
- K-2 Phonics
- K-5 Writing

Bisma Aizaz, x 3001

[baizaz@sahuarita.net](mailto:baizaz@sahuarita.net)

- **4-5 Homeroom**
- K-5 Math

### Counseling:

Cayenne Towne (K-5),

[cayenne.towne@sahuarita.net](mailto:cayenne.towne@sahuarita.net)

x1335

Megan Anderson (6-12),

[megan.anderson@sahuarita.net](mailto:megan.anderson@sahuarita.net)

x1595

### Secondary:

#### **6th-12th Grade English:**

Veronica McCarthy,

[vmccarthy@sahuarita.net](mailto:vmccarthy@sahuarita.net)

x 3005

#### **6th-12th Grade Mathematics:**

Elisabet Richardson,

[elisabet.richardson@sahuarita.net](mailto:elisabet.richardson@sahuarita.net)

x 3007

#### **6th-12th Grade Science:**

Tammy Kempton,

[tkempton@sahuarita.net](mailto:tkempton@sahuarita.net)

x 3011

#### **6th-12th Grade Social Studies:**

Jonathan Eves,

[jonathan.eves@sahuarita.net](mailto:jonathan.eves@sahuarita.net)

x 3010

#### **6th-12th Grade Electives:**

Glenna Harrel, [gharrel@sahuarita.net](mailto:gharrel@sahuarita.net)

x 3009

Mary Collins (Spanish),

[mcollins@sahuarita.net](mailto:mcollins@sahuarita.net)

x 1831

Devon Hammer (ASL),

[devon.hammer@sahuarita.net](mailto:devon.hammer@sahuarita.net)

### **Director:**

Elizabeth Flores,

[eflores@sahuarita.net](mailto:eflores@sahuarita.net)

x 1055

### **Registrar:**

Yesenia Soto,

[yesenia.soto@sahuarita.net](mailto:yesenia.soto@sahuarita.net)

x 1053

### **Tech Support:**

Elsa Morales,

[emorales@sahuarita.net](mailto:emorales@sahuarita.net)

x 1054



# Virtual Classrooms & Online Learning

Kindergarten through 5th grade students will participate in a Virtual Classroom with a live Virtual Classroom Teacher. Learning Coaches provide support both online and with offline extension activities.

6th through 12th grade students will participate in Online Instruction via Imagine Edgenuity's online courseware. Online Learning Teachers and Learning Coaches provide daily support both online and offline.

## General Expectations

- Students at SDPA will follow a daily class schedule 5 days a week, and have live interactions with SDPA teachers and classmates. Teachers will provide students and their families with their specific weekly schedule.
- Students are expected to have stable, working internet connection on a daily basis.
- For our youngest learners, it is expected that an adult learning coach be available to supervise and assist with their online learning.
- Students should participate in instruction in an environment that is conducive to learning. Please limit distractions in the environment such as extra electronics, videos, streaming, when attending classes to ensure success with participation and learning.
- Students are expected to attend each class daily. If students are unable to participate for any reason, the student and/or the parent should communicate with the school registrar and homeroom teacher.
- Parents are expected to complete a daily attendance log reflecting minutes spent working both online and offline on schoolwork. This log is to be submitted on a daily basis via the SDPA Daily AOI Attendance Minutes Log form, emailed daily.
- Parents should log academic time spent offline/outside of live sessions, but this is not a substitute for participating in live instruction. Students who do not attend live instruction (K-5) or participate within Imagine Edgenuity (6-12) are considered absent.
- Students are expected to leave their cameras on and microphones on mute, unless otherwise directed by a teacher.
- Students are expected to utilize all technology tools (student Google account, Chromebooks, etc.) with responsibility and for educational purposes only.
- Students, parents, and guardians are expected to monitor emails on a daily basis. As a virtual school, this is SDPA's primary method of communication. This means your inboxes should be able to receive incoming mail.
- Students and parents will not record or take photos of any classes or video sessions.

# School Calendar 2024-25

## 2024-2025 School Calendar



**Sahuarita Unified  
School District #30**

JULY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Holidays/Vacations/No School  
(28 Days)

First Day of School  
August 5, 2024

Teacher Special Assignment/  
Records Days/No School  
(5 Days)

Early Release Days - Wednesdays  
(36 Days)  
\*Exceptions- 12.18.2024 & 5.21.2025

Student Half Days  
(7 Days)

School in Session  
180 Days

Teacher Work Days  
185 Days

New Teacher Work Days  
189 Days

First Semester	
July 25-30	New Teacher Induction
July 31-Aug. 2	Returning Staff
Aug. 5	First Day Students - Full Day
Sept. 2	Labor Day/No School
Oct. 4	End of 1st Qtr. (44 Days) Half Day Students
Oct. 7-11	Fall Break
Oct. 14	First Day of 2nd Qtr.
Oct. 17-18	Parent Teacher Conferences/K-8 Half Days
Nov. 11	Veterans Day/No School
Nov. 28-29	Thanksgiving Break /No School
Week of Dec. 16	Final Exam Week
Dec. 19	End of 2nd Qtr. (46 Days) Full Day
Dec. 20	Records Day/No School - Full Day Staff
Dec. 23-Jan. 3	Winter Break

Second Semester	
Jan. 6	First Day of 3rd Qtr.
Jan. 20	MLK Day/No School
Feb. 20-21	Rodeo Days/No School
Mar. 7	End of 3rd Qtr. (42 Days) Half Day Students
Mar. 10-14	Spring Break/No School
Mar. 17	First Day of 4th Qtr.
Mar. 20-21	Parent Teacher Conferences/K-8 Half Days
Apr. 18	Spring Holiday/No School
Week of May 19	Final Exam Week
May 21	SHS/SDPA Graduation - 7:00 p.m
May 22	WGHS/SDPA Graduation - 7:00 p.m.
May 23	End of 4th Qtr. (48 Days) Last Day/Half Day
	Records Day/Full Day Staff

\*No Early Release on 12.18.2024 and 5.21.2025 for: SPS, ATS, CVES, SIS, SOP, SMS, WRS

Board Approved 11.09.2022



# A

## **Absence Notification**

If a student is absent from school, the parent/guardian must notify the Attendance Office via email, [sdpa.attendance@sahuarita.net](mailto:sdpa.attendance@sahuarita.net), within 48 hours of the absence. As a courtesy, please notify your child's homeroom teacher as well. Please indicate the date/times and reason for the absence. Whenever possible, doctors' notes or other professional documentation should be provided to the Attendance Office within 48 hours of the student's return to school.

## **Academic Guidelines and Procedures**

Sahuarita Digital Pathways Academy is SUSD #30's online school designed to allow students the opportunity to work from the comfort of their home while completing their required educational program. While classes are offered online, students are still expected to abide by and complete coursework with academic integrity. Therefore, students are expected to turn in their own work at all times. This prohibits academic dishonesty on assignments, tests and quizzes, plagiarism, copying and pasting text and presenting it as your own, improper use of AI, and failure to cite references. Academic dishonesty is a violation of our code of conduct and will be taken seriously; resulting in Academic Probation. Repeated offenses may result in you being removed from SDPA.

Sahuarita Digital Pathways Academy is excited to offer students the opportunity to learn, grow, and meet their goals while online. While online learning is different from the traditional classroom, the two experiences share some similarities. Even though students are working at home, a daily routine needs to be followed and scheduled coursework must be completed. Communication is required between home and school. Parents or guardians play a key role in digital learning and will need to be actively engaged with their child's learning.

## **Academic Probation**

Academic Probation is a probationary period initiated when a student is struggling to meet the criteria established in order to remain enrolled as a student. This includes, but is not limited to, failure to make academic progress and/or committing academic integrity violations such as plagiarism, etc. Students will be given 10 school days to demonstrate improvement. If improvement criteria is not met, students may be removed from SDPA.

## **Activities**

Students are encouraged to participate in 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 is linked to positive attendance, grades, and behavior. Some activities are school related while others are outside of the regular school program in which students do not receive grades or credit and are voluntary in nature, including athletics and activities sponsored by the Arizona Interscholastic Association (AIA). In person school days, field trips, and events are scheduled throughout the year.

## **AP, CTE, Dual Credit, and Honors Classes**

Advanced Placement (AP), CTE, Dual Credit, and Honors classes are available with SDPA. The majority are offered in person at the brick and mortar high school sites. These courses require a

**year-long commitment.** Students will not be allowed to withdraw from such classes. Continuity of classes is critical to success. Additionally, students enrolled in an AP class are required to take the respective AP Exam for each class, given in May. Currently, the cost of each exam is \$95.00 and must be paid for during the fall semester. Please see the [course catalog](#) for more information. \*In the event of financial hardship, contact the school office for additional information and support.

## **Annual Public Notification of Nondiscrimination**

Sahuarita Unified School District does not discriminate on the basis of race, color, national origin, sexual orientation, age, or disability in admission or access to, or treatment or employment in its educational programs or activities.

Sahuarita Unified School District's Career and Technical Education department does not discriminate in enrollment or access to any of the programs available: Audio Visual, Automotive Technology, Business, Construction, Culinary, Photography, Robotics, and Sports Medicine.

Inquiries concerning Title VI, Title II, or Title IX, Section 504, and Americans With Disabilities Act may be referred to Mr. Scott Downs, Assistant Superintendent ([sdowns@sahuarita.net](mailto:sdowns@sahuarita.net)), or Mrs. Jessica Banhie, Director of Student Services ([jessica.banhie@sahuarita.net](mailto:jessica.banhie@sahuarita.net)), at 350 W. Sahuarita Road, Sahuarita, AZ 85629, (520)-625-3502.

## **Attendance Policy**

Attendance is a vital part of your academic success. Arriving to your virtual classes and meetings on time, and remaining engaged for the entirety of your scheduled school day, allows you to maximize your instructional opportunities and prepares you for future expectations.

Students will follow the same daily start time as at our brick and mortar schools. All K-5 students begin at 8:05 am, logged into their class meeting/homeroom. All 6-12 students begin at 8:50am with mandatory homeroom. Following these initial logins, students will follow a daily schedule discussed and established with homeroom teachers.

Elementary students can expect a combination of live whole group instruction, small group instruction, and independent practice. During independent practice, students will have access to class materials and videos. These portions of the class may be completed offline. Parents are required to keep a daily log of time spent working, including online and offline work. This total time gets submitted in the daily attendance log. Even though teachers do not formally mark students absent or tardy, they will be monitoring students to ensure attendance and participation. It is the expectation that students are logging in daily and participating in online instruction. Attendance minutes, submitted by parents, should accurately reflect the time a student spends in live instruction as well as offline.

Absences may be considered excused if we are notified in writing (parent/guardian note or parent/guardian email) within 5 days of the absence. The note must include the date, time, and reason for the absence. District policy states that absences may not be excused after 5 days of returning from the absence. After 5 days, **ALL** absences are considered unexcused. Please be sure to provide proper written documentation within the 5-day window. Excused absences may be due to illness, bereavement, other family emergencies, or the observance of major religious holidays of the family's faith. Absences for any other reason are considered unexcused.

Families will be notified after five consecutive absences and again after 10 consecutive absences. Parents will have 24 hours to update attendance logs or risk their child being withdrawn, after the 10th consecutive absence, per [board policy](#). If a child is withdrawn due to absences more than once, they will not be given the opportunity to re-enroll with Sahuarita Digital Pathways Academy.

## **Athletics**

The Sahuarita Digital Pathways Academy strives to create a positive academic environment where students can benefit from the positive impact participating in high school athletic programs had on self-esteem, motivation, and work ethic. Sahuarita Digital Pathways Academy students in grades 6-12 may participate in sports at their school of residency. Students will need to follow the home school's policies and procedures. This is an AIA policy, and exceptions cannot be made. Eligibility grade checks will be done. For more information please contact your homeroom teacher.

## **B**

### **Bullying**

**Bullying will NOT be tolerated.** Conflicts and harassing behaviors must be reported immediately. Bullying is defined as the activity of repeated, aggressive behavior intended to hurt another person physically, verbally, or emotionally and where there is an imbalance of power. Students found to be bullying other students, will be disciplined by an administrator. As a school, we document any aggressive activity through Incident Reports. If you feel your child has been a victim, please contact their teacher or counselor, and your student must fill out an Incident Report. We cannot fix it unless we know about it. **Cyberbullying will NOT** be tolerated. This includes, but is not limited to writing mean or inappropriate things online, sending unwelcome emails or hangout messages, threats, sexual harassment, hate speech, ridiculing someone publicly, posting lies, rumors, or gossip and encouraging other to distribute that information.

## **C**

### **Checks**

When writing checks out for payments, please make sure the check is made out to SUSD #30. Payments can be dropped off at any brick and mortar school site or at the district main office. Additionally, payments can be made online via the PowerSchool Parent Portal, however there is an additional fee.

## **Concerns**

Your child's teacher is the best source of information about individual classroom procedures, progress, questions, or concerns. Please contact the teacher directly prior to contacting the director.

## **Class Rank & GPA**

High school class rank and grade point average (GPA) are based on the cumulative results of credit earned during all eight semesters of high school. If high school credits are earned in middle school, they are included when computing GPA. If a student fails a course and subsequently completes the course successfully, the passing grade is used in computing the GPA and rank in class.

## Conferences

We recognize that open communication between home and school are critical for a child's success. School-wide parent conferences are scheduled twice a year. These are designated half days to accommodate conferences with parents. If you feel it is necessary to have additional conferences with your child's teacher, please send them an email. The teacher will communicate to arrange a suitable time for a conference to be held. Since teachers have classroom obligations, no conferences will be scheduled when children are in class.

## Counseling

SDPA has two counselors, one for K-5 and the other for 6-12. Counselors can assist with educational and career planning, and in the solution of personal and/or school-related problems. Our 6-12 counselor is also the College and Career Counselor available to meet with students and assist with questions regarding graduation, scholarships, and/or post college plans.

If your child experiences a mental health emergency, they should be taken to the Crisis Response Center (2802 E. District Street Tucson, AZ 85714; near Ajo and Country Club; Phone: 520-301-2400). If it is unsafe to transport them, they are not willing to go, or you are unable to transport them to the Crisis Response Center, you should call 911 immediately.

For students: If you are experiencing thoughts of suicide, you can also text **741741** or chat online with someone if you do not have a phone at <https://www.crisistextline.org/>, call or text the Teen Lifeline **602-248-TEEN (8336)** or call The National Suicide Prevention Lifeline at **1-800-273-TALK (8255)**. They are open 24 hours a day, 7 days a week, 365 days a year.

Note: The Crisis Response Center, Crisis Textline, Teen Lifeline and National Suicide Prevention Lifeline are in no way affiliated with, sponsored or endorsed by Sahuarita Unified School District.

## Community Resources

We care deeply about our Sahuarita Digital Pathways Academy students and families. The following community resources are available to assist with various needs:

- **For life-threatening situations, call 9-1-1**
- [CDC Order to Halt Evictions](#)
- [Housing | Rent Assistance](#)
- [Utilities](#)
- [Tech Access for Low-Income Individuals and Families](#)
- [Help for Displaced Workers](#)
- [Food Resources](#)
- [Medical Care](#)
- [Social & Emotional Services](#)
- [211: https://www.211.org/](https://www.211.org/) 211 is a free, confidential referral and information helpline and website that connects people of all ages and from all communities to the essential health and human services they need, 24 hours a day, seven days a week. 211 can be accessed by phone or computer.
- <https://teenlifeline.org> Teen Lifeline's hotline has been a connection of hope for teens in crisis. Some call just needing a listening ear or a shoulder to cry on; others call as a last resort. No matter the reason, Teen Lifeline and their counselors are available 365 days a year ready to listen and help. Call 602.248.8336. Texting hours are also available Monday-Friday: Noon- 9 PM; Saturday & Sunday: 3 PM - 9 PM

- <https://suicidepreventionlifeline.org/> The National Suicide Prevention Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved one, and best practices for professionals. 1.800.273.8255
- If you or a loved one is facing a Behavioral Health Crisis, call the Crisis Line for your area. A crisis is any situation in which a person's behavior puts them at risk of hurting themselves or others and/or when they are not able to calm the situation without trained assistance. The Crisis Line can connect you to in-home supports within 2 hours in most areas of Arizona.
  - Maricopa County and Pinal Zip Codes 85120, 85140, 85143, 85220, 85240, 85243: 1-800-631-1314
  - Apache, Coconino, Gila, Mohave, Navajo and Yavapai Counties: 1-877-756-4090
  - Cochise, Graham, Greenlee, La Paz, Pima, Pinal, Santa Cruz and Yuma Counties: 1-866-495-6735

## Curriculum & Resources

Ready Reading  
 i-Ready Reading  
 Magnetic Reading  
 Heggerty Phonemic Awareness  
 Saxon Phonics  
 Ready Math  
 i-Ready Math

Discovery Science  
 Studies Weekly  
 Imagine Edgenuity  
 Seesaw  
 Google Classroom  
 Google Meets  
 Google for Education Apps

## D

### Discipline

At SDPA, general school-wide expectations guide our behavior: **Be Safe, Be Responsible, and Be Respectful, and Kind.** Students are expected to comply with reasonable requests from all school employees. They are expected to do so both online and when in person at any school functions. 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, etc. Physical or verbal abuse, threat of harm to a school employee or student will be handled by administration. Charges may be filed.

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

SDPA 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/they may be expelled from SDPA.

### Devices

**Students who are participating in this program must have access to a digital device (laptop, computer, tablet, cellphone, etc.) and working Internet access in order to participate in this online program.** Assistance may be available for students with limited access. It is highly recommended that students have a designated laptop, desktop computer, or Chromebook to use for

online instruction and coursework. Tablets may be utilized, though our students tend not to recommend them as they aren't as functional for completing assignments. Please refer to the Technical Requirements section for specific information about program needs.

Sahuarita Digital Pathways Academy has a very limited number of Chromebooks available to families who do not have a device for their child. Please contact our office for more information. Please note that device checkouts come with a [user contract](#).

## Dress Code

At Sahuarita Digital Pathways Academy, we are committed to preparing students for the future. Part of that preparation is establishing a dress code for students that is appropriate for an online learning environment. Students will be participating in live video conferences with their classmates at various times throughout the school day, so it is important that students are dressed for success.

While we do not require our students to be in the traditional district uniform, **we do require that your child and anyone else in the room with them during live instruction meet the following dress code requirements:**

### Clothing & Accessories

- Polo shirts, t-shirts, dresses, or shirts with a strap on each shoulder/sleeves that sit on the shoulder are allowed as long as they meet the following requirements:
- Shirts should not expose areas of the stomach, sides, lower back, or chest.
- Must not depict inappropriate or negative pictures, messages, symbols, lettering or anything deemed inappropriate or unsafe.
- There can be no depiction of sex, alcohol, drugs, or weapons.
- There can be no gang-related clothing, symbols, or lettering on students' personal belongings.
- Pants/shorts/skirts must be worn and should not expose undergarments or the buttocks.
- Hats (including hoodies, wool caps, and beanies) may be worn off camera, but not during instruction.

## E

### Early Release

The Sahuarita Unified School District has early-release on most Wednesdays to allow for staff development. Please refer to our bell schedule and the SUSD calendar for dates of the early release Wednesdays.

## Email

You may email your child's teacher with any important information or questions. Teacher emails differ, so please reference the School Information provided or the school's website for accuracy. Professional response time for emails includes a 24-hour return email during business days to exclude weekends. Teachers in grades 6-12 do not monitor email via the Edgenuity platform, so please only use their district email address.

**Students and parents are expected to monitor their email on a daily basis, as an online school, this is our primary method of communication. Please ensure your inbox is able to receive incoming mail.**

## **Emergency**

If your home or work number changes, please inform the attendance registrar office and teacher as soon as possible so that you can be located quickly in case of an emergency. This includes keeping your general contact information updated and accurately on file with the school.

## **F**

### **Fines & Fees**

**8th graders** with outstanding fines/fees

- cannot participate in 8th grade promotion related events and activities unless paid in full
- will not receive class schedules for the start of 9th grade until paid in full

**12th graders** with outstanding fines/fees

- cannot walk at graduation unless paid in full

**Incoming transfers to SDPA, K-12, must have all outstanding balances paid in full before enrollment will be complete.**

## **Fundraising**

The school does not permit individual students to sell items at school regardless if the fundraising was for personal profit or to be donated to a non-profit organization. Fundraising events must be approved by the Governing Board and the director.

## **G**

### **Gifted Education**

Sahuarita Digital Pathways Academy is accessible to all learners. We are partnered with our District's gifted education teacher to provide enhancements and social/emotional support for our gifted learners at the elementary level (Grades 2-5). Gifted testing occurs twice a year. Please reach out to your child's teacher if you would like to request testing. At the middle school level, Advanced Math courses are offered in an effort to provide extended learning opportunities for our gifted and advanced learners. At the high school level, Honors, AP, and Dual Enrollment courses are offered.

# Grading Policy

K-5 students are graded using a standards based scale. Standards based report cards reflect the link between standards, instruction, and curriculum. They allow students and parents to see achievement on grade level standards as well as a continuum of progress.

## Standard and Expectation Performance Indicators Key

<b>4</b>	<b>Exceeds</b>	<p>Student consistently grasps, applies, and <i>extends</i> key concepts, processes, and skills. Works <i>beyond</i> standards and expectations.</p> <ul style="list-style-type: none"> <li>• Evidence of a Depth of Knowledge (DOK) that demonstrates mastery and that the student has exceeded the grade level standard.</li> <li>• Extended thinking: In addition to exhibiting level 3 performance, student's responses demonstrate in-depth inferences and applications that go beyond what was taught in class.</li> <li>• Works consistently and accurately at higher grade level standards.</li> </ul>
<b>3</b>	<b>Meets</b>	<p>Student grasps and applies key concepts, processes, and skills. <i>Meets</i> standards and expectations.</p> <ul style="list-style-type: none"> <li>• Student's responses demonstrate no major errors or omissions regarding any of the information and/or processes at the appropriate level of expectations.</li> <li>• Depth of Knowledge (DOK) includes: Recall, Basic Application, and Limited Strategic Thinking.</li> </ul>
<b>2</b>	<b>Approaches</b>	<p>Student is beginning to grasp and apply key concepts, processes, and skills. <i>Approaches</i> standards and expectations.</p> <ul style="list-style-type: none"> <li>• Evidence of a Depth of Knowledge (DOK) that demonstrates the student has not yet achieved the standard or is approaching the standard.</li> </ul>
<b>1</b>	<b>Does Not Meet</b>	<p>Student is not grasping key concepts, processes, and essential skills. <i>Area of concern.</i></p> <ul style="list-style-type: none"> <li>• Student produces limited evidence of meeting grade level standards. More time and practice are needed to help improve understanding of concepts and skills.</li> </ul>
<b>NA</b>	<b>Not assessed at this time.</b>	

6-12 students are graded on an A-F Scale using the below percentage thresholds. Colleges and scholarship organizations require a Grade Point Average (GPA) and ranking based on the point system. Only Honors and Advanced Placement classes will earn weighted credit (+1.0).

Grade & Percentage	Points Toward GPA	What the Grade Means	Credit
A = 90%-100%	4.0	Excellent	Earns Credit
B = 80%-89%	3.0	Good, Above Average	
C = 70%-79%	2.0	Average	
D = 60%-69%	1.0	Poor	
F = Below 60%	0.0	Failing	No Credit
P	0.0	Pass	Earns Credit
NG	0.0	No Grade	No Credit



Loss of credit may be appealed by a parent/guardian and the student. If there are extenuating circumstances beyond the control of the student, an appeal committee will hear the appeal. If the committee has verified that extenuating circumstances are involved, they may recommend to the Principal that the policy be waived for a student. The recommendation will also contain an explanation of the unusual circumstances involved. The committee will use the historical documentation provided within the student's attendance file to draw reasonable verdicts for each appeal. The NO GRADE (NG) - loss of credit appeal must be filed within 2 weeks of the grade reports being mailed home. Due to graduation, senior grade appeals second semester must be filed prior to graduation. If the parents are dissatisfied with the committee's decision, they may appeal to the Superintendent within three (3) school days. If the parents are dissatisfied with the Superintendent's decision, they may appeal to the school board within three (3) days. Their appeal shall be written in a letter, and the letter shall describe in detail all objections to the Superintendent and committee's decision. The Governing Board shall consider this appeal within twenty-five (25) days of receipt of the appeal.

## **Graduation**

Students must meet the graduation requirements that are mandated by the State of Arizona. Currently, students must earn 22.0 credits in specific categories in order to earn their high school diploma. Additional information regarding graduation ceremonies can be found on the school website and will be shared with students and parents via Parent Square, email and/or Google classrooms. You are responsible for knowing the information provided.

## **H**

### **Health**

Please let your child's homeroom teacher know of any special circumstances which may affect your child. Please additionally contact the registrar if you have a student with a chronic illness. Documentation will be requested in order to best support their academic needs.

### **Homeroom**

Secondary, 6-12, students are required to attend a mandatory homeroom class meeting each morning. Elementary, K-5, students are required to attend homeroom meetings as well as scheduled instructional sessions.

### **Homework**

At Sahuarita Digital Pathways Academy, homework may be assigned to review previously learned skills and is intended to develop effective work habits and promote responsibility. It is also a way to develop a strong home-to-school connection. Homework is intended to practice familiar concepts and skills as well as foster a love of content. While homework expectations will likely vary from year to year, the goal of homework is never to cause frustration, nor should it take an unreasonable amount of time to complete. If concerns arise regarding your child's homework, please contact your child's classroom teacher right away.

## **Honor Roll & Recognitions**

SDPA acknowledges outstanding student achievement by awarding students with various awards throughout the school year. There are additional recognitions for graduates meeting various criteria.

- Hawk Honors- earning all As in a semester (6-12)
- Teal Tribute- earning all As and Bs in a semester (6-12)
- Kettle Kudos- earning all 1s in a quarter, no Ns (K-5)
- Student of the Month- outstanding work ethic, participation, improvement, and character
- Leader in Character- outstanding leadership, work ethic, and character

## I

### **Immunization Policy for School Attendance**

On January 1, 1992, Arizona State law of School Immunizations went into effect (ARS 15-871). A student's immunization record must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. A student shall not be allowed to attend school without submitting documentary proof of compliance to the school administrator unless the student is exempted from immunization. Upon enrollment, the school administrator shall suspend that student if the administrator does not have documentary proof of compliance and the student is not exempt from immunization. A student who fails to comply with the immunization schedule shall be suspended from school attendance until documentary proof is provided to the school administrator.

## J, K

## L

### **Lunch**

SDPA students have a school wide, daily lunch break from 11:50am - 12:50pm.

### **Learning Coaches**

Parents and guardians, also referred to as Learning Coaches, play a valuable role on our SDPA team. Please visit our [Tips for Learning Coaches website](#) for a helpful video and more information about the important role that you play in your child's online learning.

## M

### **Make-Up Work**

All students, including those with special accommodations, shall be permitted the same amount of time as they were absent to finish make-up work. A request for class assignments must be made for any extended non-school activities. It is the student's responsibility to initiate make-up scheduling for work missed. Being that SDPA is an online school, essentially all work is accessible at all times. Absences do not excuse you from the work you missed.

# Mascot : We are the HAWKS

**Mascot: Hashtag the Hawk**

## **Mission statement**

Here at SDPA, we provide a safe and flexible learning environment, so each student can spread their wings and soar to new heights.



## **Hawk Expectations**

- H**ave a positive attitude
- A**cademic integrity at all times
- W**ork smart & persevere
- K**indness soars
- S**how respect to yourself and others

## **N**

### **NCAA/NAIA Athletic Eligibility**

For both NCAA and NAIA, students must create an account for NCAA ([www.eligibilitycenter.org/](http://www.eligibilitycenter.org/)) or NAIA ([www.playnaia.org/](http://www.playnaia.org/)) as soon as freshman year but before the end of junior year in order to determine eligibility. If you believe that you will potentially play sports in college, let your counselor know as soon as possible, so they can make sure you are taking acceptable classes. To find the exact requirements for NCAA and NAIA, please talk to your counselor and check the websites listed above. [NCAA Eligibility Center COVID-19 Response FAQs--2020-2021 Academic Year](#)

## **O**

### **On-Campus Courses**

Sahuarita Digital Pathways Academy students are eligible to participate in on-campus AP and CTE courses at our partner high schools. Please see our [course catalog](#) for more information. Other in-person classes, including Band, Orchestra, Choir, and Dance are not available to SDPA high school students.

## **P**

### **Paperless School**

SDPA cuts down on paper usage to save costs and the environment. [Parent Square](#) notifications will be used for the majority of communication. Check your emails daily for important school information. Please ensure your inbox is able to receive incoming mail. Verify that your current contact information is also on file. Information will also be available on our district website and social media pages to the best of our ability. [SDPA Website](#) [SDPA Facebook](#) [SDPA Instagram](#)

## **Pets**

Pets are allowed at SDPA. They can sit on your lap, lay next to you or be at your feet. However, please do not let them interfere with your focus and progress.

## **Policies**

Policies and procedures not listed in this document will mirror those of our partnering schools.

## **PowerSchool**

Power School is the school district's electronic student management system where student information is collected and stored. The Parent Portal gives parents and students access to real-time information that may include attendance, grades, detailed assignment descriptions, and school bulletins. For more information, please visit <https://susd30.powerschool.com/public> to set up your account for viewing.

## **Q**

## **R**

## **Report Cards**

Report cards reflect the progress your child has made toward class assignments, assessments, and state standards. Kindergarten through 5th Grade students will be provided with a formal report card at the end of each quarter. 6th through 12th Grade students will be provided with a formal report card at the end of each semester. Progress Reports will be shared with families on a regular basis. Families of middle and high school students will receive a weekly progress report directly from Imagine Edgenuity.

## **S**

## **Schedules**

Once schedules have been made, there is a 10 day window when they can be changed. After that time, schedule changes cannot be made.

## **Sexual Misconduct/Harassment to a School Employee or Student**

Sexual misconduct and/or harassment to a school employee or student will be handled by administration. Charges may be filed.

## **State Assessments**

SDPA will participate in state assessments, and are required to take these assessments in person at an SUSD facility. Information specific to state assessments will be available later this school year and is provided well in advance so families can plan accordingly.

## Strategies for Success

The use of technology in education has helped to open the possibility of online learning to thousands of people around the world. The flexibility of online learning allows students to engage in their education anywhere, at any time. Based on having experienced online classes firsthand, and through continuous research, we would like to share some proven strategies with you and your family in order to help you be successful from your first day.

### STUDENT:

- **Organize your work area.** Keep ALL of your work materials together. This way, your body, and mind will become accustomed to this setting for doing schoolwork. Choose a place that is non-distracting and not where you like to relax.
- **Keep a regular schedule.** This means finding what time of day works best for you and your family. Your online classes are replacing in-person classes on campus, so your online school feeday will mirror an in-person day.
- **Ask for help!** As soon as you realize you're having difficulty with something, contact someone for help. Be sure you know how to contact your teacher, Mrs. Flores, and/or Technical Support. When in doubt, call or email!
- **Set Goals.** Use a calendar to set goals and monitor deadlines- by class and by day. Also, discuss your goals with your parents/guardian so they can help you be successful.

### PARENT:

- **Support good strategies.** As the adult in your student's life, your role is critical to his or her success. The best thing an adult can do is to help develop and reinforce the strategies in the student section (above).
- **Talk with your student EVERYDAY about school.** Online learning can be difficult for some students and hence it is easy to lose interest. By showing that you have an interest in their learning and success, it helps your student to view their online classes as a priority in their education.
- **Help the student set up their work area.** It should be free from distractions such as TV, video games, cell phones, siblings, pets, etc.
- **Check on your student throughout the day.** Your elementary student will require your support throughout the day in order for them to maintain their schedule, log into coursework, and participate in meetings. Your middle and high school students may be able to work more independently. If you are able to be home while your middle or high school student is working, check regularly to be sure your student is remaining focused and not experiencing any issues. If you are not at home, consider calling, texting, or emailing to check in regularly.
- **Discuss progress BEFORE it becomes a problem.** If your student is having difficulty making progress in a class, help the student identify what the challenge is and how they can get help. If you need assistance with strategies to use, call or email your child's teachers.
- **Check the student's progress at least weekly.** It is your responsibility to monitor PowerSchool and/or Edgenuity progress report emails. However, have meaningful conversations with your child. Ask them to show you their progress screen for every class. If you ever have any questions, contact your child's teachers.
- **Talk with your student about how they are feeling about their online classes.** Students who are performing well and on track will generally feel positive about their classes. Students who are behind, struggling with content, or not making the time for their classes may feel frustrated. Knowing how your student feels and finding ways to support them will help make this a successful semester for them.

## Supplies

We have a list of school [supplies](#) posted on our district website.

## School Authority

Off school grounds: Schools do have the broad authority to control and discipline student acts that are detrimental to the good order and best interests of the school, regardless if the acts are committed during school hours or non-school hours. When the safety of students is compromised, school-based discipline clearly extends to activities beyond the classroom. School authorities may discipline pupils for out of school misconduct having a direct effect on school, students and/or staff.

## Sports

Sahuarita Digital Pathways Academy students in grades 6-12 may participate in sports at their school of residency. Students will need to follow the home school's policies and procedures. This is an AIA policy, and exceptions cannot be made. Eligibility grade checks will be done. For more information please contact your homeroom teacher.

## Student Chromebook User Agreement

For all qualifying students checking out a Chromebook. Both students and parents will need to read and agree with terms and conditions of the [user agreement](#). Parents and students will be liable for any damage to the Chromebook. Please contact Mrs. Morales ([emorales@sahuarita.net](mailto:emorales@sahuarita.net)) for further information.

## T

### Tax Credit Donation

Tax Credits are an opportunity for extracurricular programs to be brought to our students. To claim your Arizona State School Tax Credit, just make a donation in an amount you feel comfortable contributing. Whatever amount; you give will be offset by a dollar-for-dollar tax credit for the applicable tax year - up to \$400 per tax return for joint filing (\$200 for single filing). The schools and programs you support are entirely your choice. A tax donation for SDPA may be completed [online](#) or stopped by the District Administration or our office to make a donation for our school!

## Technical Requirements

A computer with a reliable internet connection is required for participation in Sahuarita Digital Pathways Academy learning activities. Students in grades K-8 will need to be able to access the i-Ready online diagnostic and learning program with their home device. Please ensure that your child's device meets these [i-Ready system requirements](#). You may also check the configuration of your device via i-Ready's System Configuration Check website: <https://cdn.i-ready.com/systemcheck>

Students in grades 6-12, using Imagine Edgenuity, can verify the technical requirements of their device [here](#).

## **Transcripts**

Transcript requests are made through Parchment, an electronically secure service. Please complete your [request](#) via this method. If you have questions, email [sdpa@sahuarita.net](mailto:sdpa@sahuarita.net).

## **Textbooks**

Some books are provided to students as consumables while others must be returned. All textbooks must be returned on or before the day of their finals in that class. For those students who are responsible for returning books, They may not turn in another student's book. It does not clear their account, as they are logged by barcodes. Students with textbooks that have been lost or unreturned must pay for a replacement book. If returning a damaged book you will be assessed a fee.

## **Tutoring**

Many SDPA teachers volunteer their time during lunch, before, and after school to tutor students. Students are advised to take advantage of this service and should check in with their teacher for tutoring days and times.

## **U**

## **V**

## **Video/Audio Recording**

Please note that virtual learning sessions may be recorded and posted to your child's Google Classroom/Seesaw account for reteach and review purposes. By participating in this program, you are consenting to the sharing of these recordings in your child's virtual class.

## **W**

## **Withdrawing from School**

Per Arizona regulations, parents/guardians are required to officially withdraw a student if the student is leaving the district. You must email [sdpa@sahuarita.net](mailto:sdpa@sahuarita.net) or call 520-625-3502 x1053. Student records will not be released until the student is officially withdrawn.

We are required to withdraw students after 10 consecutive school days of inactivity and/or not completing attendance for 10 consecutive school days. Therefore, attendance must be submitted daily. Please be sure that you are logging in and completing assignments in all classes each weekday. If a student is dropped after the 10th day of enrollment, they will earn a grade of an F for the course attempt and this grade will be recorded on the student's transcript. The student will not be able to log into the system and a parent will have to contact Sahuarita Digital Pathways Academy to discuss the situation, including possible re-enrollment or other educational opportunities. If a child is withdrawn due to absences more than once, they will not be given the opportunity to re-enroll with Sahuarita Digital Pathways Academy.

## **X, Y, Z**