SAHUARITA MIDDLE SCHOOL

Student Handbook 2024-2025 School Year

Dear Jaguars,

Welcome to the 2024-2025 school year at Sahuarita Middle School (SMS). We are looking forward to a great year of learning for all of us. We are excited to be "rebooting" our Positive Behavior Interventions and Supports (PBIS) based on stakeholder feedback and will be rolling out the new ROAR program this school year. Our goal is to grow engaged learners through positive, restorative, and student-centered practices, and more information will be shared about our PBIS program throughout the year. We are continuing our Character Counts and Kindness Initiatives 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 **ROAR** norms and the *Character Counts Six Pillars of Character (TRRFCC)* are below. At SMS we are:

Responsible
Owners of our own learning
All in
Respectful

***T**rustworthiness*
***R**espect*
***R**esponsibility*
***F**airness*
***C**aring*
***C**itizenship*

We will continue to recognize students for modeling the ROAR 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. We invite students and parents to review this handbook together 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

Ms. Stephanie Silman
Principal

Nicole McKay

Ms. Nicole McKay
Assistant Principal

Sahuarita Middle School Contact Information

Address: 350 W. Sahuarita Rd., Building 18, Sahuarita, AZ 85629

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

SMS Front Office Staff:

Reception Desk: Aggie Fisher, ext. 1400
Attendance Clerk: Isabel Correll, ext. 1407
Principal's Secretary: Kathlene Davis, ext. 1401
Assistant Principal's Secretary: Jessica Johnson, ext. 1446
Health Aide: Sandy Chavez, ext. 1409
Library Tech: Beverley Smith, ext. 1471

Administration:

Principal: Stephanie Silman, ext. 1402
Assistant Principal: Nicole McKay, ext. 1403
School Counselors: Nikki DeSouza, ext. 1405, & Kristin Sauceda, ext. 1406
Psychologist: ext. 1408
Speech Therapist: Lorri Andrews, ext. 1458
Social Worker: Ocean Attebery, ext. 1404

Teacher Contact:

Please call (520) 625-3502, ext. 1400, and you will be directed to the teacher's voicemail. Teachers' email addresses are either their first initial and last name or their full name separated with a period, depending on when they were hired. The domain is @sahuarita.net.

Example:

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

Or

Teacher Name: John Smith Email address: john.smith@sahuarita.net

School Mascot: Jaguar
School Colors: Navy Blue and Vegas Gold
Spirit Shirt: SMS Spirit t-shirts are available for $12-$16 in the front office.

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

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. If you need anything, please reach out to a teacher, counselor, administrator, or support staff member.

Expectations of Students

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.

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 ROAR 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 ROAR expectations, exhibiting the Six Pillars of Character, and demonstrating kindness through a variety of incentives and rewards throughout the school year. 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 and other students, faculty, administration, and support staff with respect.
3. Take responsibility for individual learning and behavior.
4. Be prepared for class by coming to school with needed supplies and completing work on time.
5. Follow classroom procedures established by the 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 8:00 A.M. with the first bell and ends with the final bell at 2:50 P.M., except for early release days and half days. Early release days are on specific Wednesdays (please see District website for District calendar). Early release Wednesdays end at 1:50 P.M. and half days end at 12:50 P.M.

The gates to the middle school open at 7:30 A.M. Please do not drop off your middle school student prior to 7:30 A.M., as there is no adult supervision on campus until 7:30 A.M. Students who are not participating in extended day activities need to be picked up at 2:50 P.M. (1:50 P.M. on early release Wednesdays) if they do not take the bus. Activity buses are provided only for students participating in extended day activities.

The school office hours are Monday-Friday (excluding holidays and summer) from 7:30 A.M. - 3:30 P.M.

Visitors to Campus

We value and enjoy having parents and community members visit our school. All visitors must ring the front office video doorbell upon arrival to campus and show a photo ID. Visitors who are buzzed through the locked front office security door will receive a visitor's badge to enter campus. Classrooms may only be visited with prior approval from the administration. Student visitors are not permitted at any time during the school day.

Breakfast and Lunch

The National School Lunch Program provided free meals for both breakfast and lunch for all students during the COVID-19 pandemic. That program has ended, and families will need to submit applications for free or reduced-price meals annually during the month of August. Applications, along with monthly menus and the link to the online meal payment system, are available online on the district website at: https://susd30.us/district/district-services/food-nutrition/

Middle school and high school students will be required to present their school ID card when getting a school breakfast or lunch. For new students, there will be a grace period of two weeks after school starts to get their school ID. Returning students can use their old school ID from last year during this grace period. The SMS Front Office will distribute new, current year school ID cards in the first two weeks of school in Period 1.

Families interested in P-EBT, please contact Ms. Sandra Ortega in the District Business Office at: sandra.ortega@sahuarita.net or at 520-625-3502, ext. 1167.

Students may only use their own ID cards to get food in the cafeteria and are prohibited from loaning their ID cards to other students. Students are not permitted into the cafeteria before 7:30 A.M.

Transportation

Students are considered to be on school grounds from the time they walk to the school bus stop in the morning until the time they are dropped off by the school bus and walk home or are picked up by a parent. Bus route information is online at https://susd30.us/district-services/transportation/.

Students are permitted to walk to and from school on their own as middle schoolers, and students are responsible for communicating with their parents how they plan on getting home at the end of the day, whether that be by bus, parent pick-up, or walking. Students may not return to campus once they have left campus to take the after-school activity bus home, as those buses are for students staying for after-school activities, such as sports practices or tutoring. SMS no longer requires walking passes for students to walk off campus after the school day has ended.

Students who arrive at school after 8:05 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 when boarding the bus.
8. The following items are prohibited on the bus: balloons, skateboards, weapons of any sort, glass items, except for eyeglasses.
9. Bus norms also apply at respective designated bus stops, as applicable.
10. Please arrive at your bus stop at least 5 minutes prior to your scheduled pick-up time.

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, we establish some progressive and logical consequences when a student chooses to violate the above-mentioned procedures and routines. It is understood that individual situations may require individual consideration. The goal is to provide logical consequences and to work with students and families to help students learn from their mistakes, accept responsibility, and grow from experience.

1. First Offense–Corrective Feedback
2. Second Offense–Warning Letter
3. Third Offense–Short-tem Bus Suspension (1-5 days)
4. Fourth Offense–Long-term Bus Suspension (6-10 days)
5. Fifth Offense–Long-term Bus Suspension or possible removal of bus privileges for the balance of the school year.

Please note: The District reserves the right, based on seriousness and unique consideration of an infraction, to bypass one or more of the progressive steps and administer a more severe disciplinary consequence, or otherwise modify the disciplinary outcome.

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 by the Transportation Department (not the school) 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 Transportation Department explaining the situation and requesting a bus pass.

Thank you 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

Daily attendance is important to a student's education. By state law, parents have the responsibility to send their children 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. Please keep your child home from school if they display any signs of illness or illness-like symptoms.

Excused Absences—Under Governing Board Policy JH absences shall be excused only for the following:

- Illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.
- The student's participation in a school-related activity.
- The student is suspended for misconduct.

Attendance Notification of Absence

- Please notify the school office by 10:00 A.M. the day of the student's absence by calling (520)625-3502, ext. 1407. You can also submit an absence notice to the attendance clerk at: https://susd30.us/schools/sahuarita-middle-school/resources/sms-report-an-absence/
- If a call or email is not sent by the parent/guardian, a messaging service will notify parents via text message, voicemail, or email of their child's absences.
- Professional documentation or a parent/guardian note must accompany the student upon his/her return to school. A note must be received within five days of his/her return to excuse an absence.
- Students who are not in attendance for school cannot attend after-school and extracurricular 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:

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

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.

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.

Parent/Student Telephone Messages, Cell Phones/Electronic Devices, and Deliveries

If you have an emergency or need to send a message to your child, 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. Students may use the front office phone if there is a need to contact parents. Students and parents are asked not to call or text each other via cell phone during class time, as this may cause a distraction to the learning environment.

SMS allows students who choose to bring their personal cell phone or electronic device to campus to use them during breakfast (7:30-8:00 AM) before the school day and during the student's lunch period. Cell phones and electronic devices will not be permitted during class time or during the four-minute passing periods during the school day, and we ask that during these times cell phones are kept on silent or turned off in order to minimize disruption to class time. SMS is not responsible for lost, stolen, or damaged personal cell phones or electronic devices that are brought to campus. Students are expected to exercise responsible use of cell phones and electronic devices at breakfast and lunch, including, but not limited to, viewing school-appropriate videos and websites, listening to music with earbuds (not wireless speakers), not engaging in cyberbullying, and not taking pictures or video of other students or staff without their consent. Cell phones and electronic devices are a ubiquitous part of our society, and students benefit from opportunities to practice the responsible use of these devices.

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.

Delivery of gifts will be held in the front office until the end of the school day. Some items, such as glass or balloons, are not 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 video recorded in the public areas on campus. Video cameras are also located on district buses.

Student Rights and Responsibilities

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

Below are guidelines for the consequences involved in the disciplinary process. Administrators will use their discretion in assigning an appropriate consequence for discipline infractions. Parents/guardians may be notified by phone or by mail depending on the nature of the situation and the relevant circumstances.

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

Prohibited Items

The following items are not permitted on the SMS campus. This is not intended to be a comprehensive list. Other items that pose a disruption or danger may also be prohibited from campus.

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

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, consequences may be assigned.

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.

Sale or Trading of Items

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

Drug/Alcohol/Tobacco/E-Cigarette/Vape/Weapon-Free School Zone

Sahuarita Unified School District is a drug, alcohol, tobacco, e-cigarette, vape, 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. A conflict resolution agreement may be utilized to ensure that respectful behaviors are maintained after the mediation with the counselor.

Conversely, *bullying* is defined as acts of 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 SMS Incident Report in the front office or use one of the forms at the back of this handbook, which are also available in the front office. Remember—if you see something, say something. We cannot help 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 laws 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 and 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.

Public Display of Affection

Public Display of Affection (PDA) is not allowed on campus or on school buses. Side hugs, elbow and fist bumps, and high fives are permitted as age-appropriate forms of PDA in order to maintain an appropriate level of decorum at school. The following forms of PDA are prohibited:

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

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 in order to receive 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 SUSD 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

- Solid white, gray, tan, blue, or red.
- Plain without writing or insignias. No logos larger than 2" x 2".
- Longer than the tips of the student's fingers or tucked in. Must not be longer than shorts/skirt.
- Not expose the midriff (with arms up or down) and no plunging necklines.
- 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 that promote schools, sports, clubs, organizations, etc. directly associated with SUSD #30. Please see spirit shirts for sale in the front office.

Pants, Shorts, Skirts, and Dresses

- Plain/solid white, gray, tan, black, or navy blue pants, jeggings, leggings, shorts, skirts, or dresses.
- Fit correctly at the waist (no over-sized bottoms or sagging past the waist-line).
- Must be hemmed (no cut-offs or torn/frayed hems).
- Plain jeans that are not faded and do not have tears, frays, holes, or decorations. Designs on pockets need to be minimal (less than 2 inches). Leggings must be worn under jeans/pants with tears/frays/holes.
- 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, or walking in order to be of appropriate length, the shorts or skirt are too short and do not meet the length requirements.

Shoes

- No open backed shoes, slides, 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.

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 (except at the 8th Grade Promotion and Promotion Dance).
- Dresses/skirts must pass fingertips.
- No plunging necklines.
- No exposed midriffs.
- No flip-flops or slippers.
- Shoes must be worn at all times.
- No sagging pants.

General Student 8th Grade Dance Dress Code Guidelines

- Any clothing that follows the district K-8 dress code is permitted.
- If a dress or top is strapless, a sweater or shawl is required.
- All shoes must be kept on throughout the dance 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 exposed midriffs.
- No spaghetti straps, tank tops, or strapless tops or dresses.
- No plunging necklines.
- No shorts or skirts shorter than dress code policy.

- No sagging pants.
- No slippers or flip-flops.
- Shirts and pants of any color may be worn.
- On themed 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 in-school detention (ISD).
3. Continuous violations will result in disciplinary consequences.

Physical Education

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

Academics

Reporting Student Progress

Report cards are mailed home twice a semester 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 following pages 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 that all SUSD schools follow. Parents are encouraged to access the free Beyond Textbooks Parent Portal webpage at the following link: https://www.beyondtextbooks.org/Parent_Portal

The portal contains videos, 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?

2024-2025 Rev. April 2024	GRADE WEIGHTING	RETEACH/RETEST	HOMEWORK & DUE DATES	ENRICHMENT
EIGHTH GRADE TEAM	**Language Arts, Science, & Social Studies** 70% Assessment-(40% Tests, 30% Quizzes) 30% Homework and Class work **Math** 70% Assessment-(20% Tests, 50% Quizzes) 30% Practice	**Science, Social Studies and Language Arts** will allow a retake or corrections on tests for a maximum of 80% (B) within one week. **No retakes on quizzes**. Individual circumstances per teacher discretion. **Math** will allow one retake for full credit on tests and quizzes. Students are responsible for the work that they miss if they are absent and need to get their work.	**Homework** is always due on its due date for all classes, but students will be allowed one week to turn in work for 80% percent. After one week, a zero will be entered in the grade book. Extenuating circumstances will be addressed on a case-by-case basis. **I-Ready Math/Reading:** Students will complete 30 minutes each week for a homework grade. Partial points for partial time and 0 points for no time.	**Math** will reteach during **R/E** class. All other classes will do enrichment activities. **Enrichment** classes will not include a make up time, as that will be included during regular instruction time. **Enrichment** class will be **Pass/Fail**.
SEVENTH GRADE TEAM	**Language Arts, Science, & Social Studies** 75% Assessment (40% Tests/Projects, 35% Quizzes) 25% Practice (Homework and Class work) **Math** 70% Assessment-(20% Tests, 50% Quizzes) 30% Practice	**Language Arts, Science, & Social Studies** will allow one retake on tests. The retake grade will replace the original grade if higher. **No retakes on quizzes.** **Math** will allow one retake for full credit on quizzes and tests.	Homework is always due on its due date for all classes, but students will be allowed one week to turn in work for credit (refer to syllabus for scoring guidelines). After one week, a 50% will be entered and the assignment marked missing in the grade book. Extenuating circumstances will be addressed on a case-by-case basis. **I-Ready Math/Reading:** Students will complete 30 minutes each week for a homework grade.	**Math** will reteach during **R/E** class. All other classes will do enrichment activities. **Enrichment** classes will use one day a week for make-up work, retest, and catch-up day. Students in **Enrichment** who do not have retakes or make-up work can read or do enrichment activities on this day. **Enrichment** class will be **Pass/Fail**.

			Partial points for partial time and 0 points for no time.	
SIXTH GRADE TEAM	**Language Arts, Science, and Social Studies** 80% Assessment (30% Tests/Projects, 50% Quizzes) 20% Practice (Teacher choice to break up %) **Math** 70% Assessment (20% Tests, 50% Quizzes) 30% Practice	**Science, Social Studies & Language Arts** shall permit ***test corrections*** (not retakes) on **tests** that originally have a score of **C, D** or **F.** Test corrections that have acceptable responses and/or explanations will receive ½ point each for a maximum score of 80% (B). The lowest grade possible will be 50% for all tests and quizzes. **No retakes on quizzes.** **Math** will allow one retake for full credit on quizzes and tests.	**Homework** is always due on its due date for all classes. Late work will be accepted up to the date of the assessment and/or the cutoff date for that particular topic/unit. Assignments not turned in will receive 0% and marked "missing." Chronic missing work will be considered on a case-by-case basis. **I-Ready Math/Reading:** Students will complete 30 minutes each week for a homework grade. Partial points for partial time and 0 points for no time.	**Math** will reteach during **R/E** class. All other classes will do enrichment activities. **Language Arts, Science, & Social Studies** will do a catch-up and retest day on Wednesday. Students in **Enrichment** that do not have retakes or make-up work can read or do enrichment activities on this day. **Enrichment** class will be **Pass/Fail**.
PE TEAM	25% Assessment 75% Formative (Homework, Class work, and Participation)	**One retake** will be allowed on a case-by-case basis for an acceptable reason (injury, illness, excused absence).		Enrichment will be provided during the **R/E** period. **Enrichment** class will be **Pass/Fail**.
SPED TEAM	70% Assessment (20% Tests and 50% Quizzes) 30% Practice	Assessments are modified to meet student IEP goals / accommodations. Teacher discretion on retakes.	Any unfinished class work becomes homework if incomplete at the due date.	Study Skills Support will be provided during the **R/E** period. **The Study Skills** class will be **Pass/Fail**.
ART TEAM	Assessment of all student work will directly address one or more of the art standards **create, present, respond,** and **connect**. All assignments will be graded on a 1-4 point scale: 1: Below Basic	Students may meet with the teacher for additional instruction or reteaching as needed. Any work reaccomplished will be eligible to be re-graded for additional credit.	Students have one additional week to turn the work in for full credit. Individual plans can be set up for students with chronic missing work on a case-by-case basis.	Enrichment will be provided during the **R/E** period. **Enrichment** class will be **Pass/Fail**.

	2: Basic 3: Proficient 4: Advanced Assessments and final projects may address multiple standards with each being scored on the 4 point scale.			
MUSIC TEAM	60% Assessment (written tests and performance recordings and/or live performances) 40% Formative (written assignments, practice reflections, rehearsal participation)	Students may retake tests if they score below a 70% and they request to do so.	Students will be allowed flexibility in time to turn in work for full credit, as determined on a case by case basis. No late assignments will be accepted after the progress report and quarter report card deadlines.	Enrichment will be provided during the **R/E** period. **Enrichment** class will be **Pass/Fail**.
SPANISH	<u>6th & 7th Grade:</u> 30% Quizzes and Tests 25% Classwork/Class Projects 25% Participation (Speaking/Bell Work) 20% Homework <u>High School Spanish I for 8th Gr.</u> 30% Quizzes and Tests 20% Classwork (Class Projects) 20% Final Exam 15% Participation (Speaking/Bell Work) 15% Homework	Will allow one retake on tests- Quizzes if they score below a 70% and they request to do so.	Any unfinished assignment/project or classwork becomes homework if incomplete at the due date. Students have one additional week to turn the work in for full credit.	Enrichment will be provided during the **R/E** period. **Enrichment** class will be **Pass/Fail**.
CTE, Technology, Photography and Yearbook, and Digital Media	25% Assessment 75% Formative (Homework, Class work, and Participation)	Students may retake tests if they score below a 70% and they request to do so.	Any unfinished projects or class work becomes homework if incomplete at the due date. Students have one additional week to turn the work in for full credit. Individual plans can be set up for students with chronic missing work on a case by case basis.	Enrichment will be provided during the **R/E** period. **Enrichment** class will be **Pass/Fail**.

Homework

Homework is a valuable aid in helping students make the most of their learning experience at school. It reinforces what has been learned in class, provides independent practice, and helps students develop essential study habits required for future success in high school and college. Completion of homework and other forms of practice is essential. It helps teachers to monitor students' progress in mastering the standards and helps students prepare for assessments. It shall be meaningful, not "busy work." The Homework Help program run by the Pima Public Library offers free help with homework at the Green Valley Library and at the Sahuarita Library. Please contact these libraries directly for their days and hours. We also encourage students to attend our Excel2 program, which is a free, 21st Century Community Learning Centers-funded before and after school tutoring from 7:00-8:00 AM and 2:50-4:40 PM Mondays through Thursdays. The Excel2 schedule will begin and be published by mid- to late-August.

Student's Homework Responsibilities

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

Parent's Responsibilities

1. Review your child's homework folder and checklist every day.
2. Explain the purpose of homework in order to help your child understand why homework is essential to the learning process.
3. Assist your child with assignments only when necessary.
4. Parents should feel free to initiate communication with the teachers if they have questions about what is being taught, homework, assessment, grading, or other questions or concerns.

Homework Guidelines for Extended Absences

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

1. Students are to check their teachers' Google Classroom for in-class materials and assignments while absent or upon their return and/or following the teachers' make-up work procedures in their syllabi.
2. Teachers are not expected to prepare these materials in advance of the absence, as lesson plans, homework assignments, and assessments may change.
3. The student is responsible for completing all make-up work upon their return.

Textbooks and School Equipment

Textbooks are used primarily as classroom resources and are not typically issued to students. Students are responsible for maintaining school materials issued to them in good condition. Students are also responsible for

returning all school-issued materials at the end of the school year or at the time of their withdrawal from SMS. Students will be charged for lost or damaged materials. Student fines and fees must be paid prior to promotion.

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.

Honors, Awards, and Recognition

Sahuarita Middle School recognizes outstanding achievement through the Principal's List and A/B Honor Roll. In order to qualify for Principal's List, a student must have straight A's, and for the A/B Honor Roll a student must have all A's and B's. Academic and behavior improvement is recognized through teacher nominations for the "Students of the Month" awards. Awards assemblies are held after the end of each quarter, and families will be invited to attend in the auditorium. Students are also recognized and rewarded through our PBIS and Character Counts programs for excellence in attitude, behavior, character, and work ethic. Students receive digital ROAR points, which they can redeem via the online ROAR catalog and enter into drawings for prizes and opportunities to participate in special school activities and field trips. Once a month, teachers also recognize one SMS student of the month as a District Leader in Character for demonstrating the Six Pillars of Character. Other recognitions of outstanding achievement also occur throughout the school year. Additionally, pep rallies highlighting our extracurricular and sports teams are scheduled throughout the year, as are spirit days and other themed out of dress code events to foster school spirit and Jaguar pride.

School-Home Communication

Communication is vital in the learning process. It should include teacher/student, teacher/parent, and parent/student ongoing feedback. Teachers will give clear directions for each assignment and provide feedback to students. Teachers will keep parents informed by returning student work on a regular basis and by contacting parents as necessary. In addition, for long-term projects, parents and students will be notified of project requirements and deadlines. Parents and students are encouraged to regularly check grades via the PowerSchool Portal and assignments via the teachers' Google Classrooms.

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

At SMS, we are committed to creating a climate where parents and family members feel a part of our school community. Newsletters are emailed home every four and a half weeks. Reminders and key dates are posted on our school marquee. Daily video announcements created by our Digital Media class are shared with students during the school day and posted on our website for parents to view. SMS also communicates about upcoming events and information on the school website, via ParentSquare email notifications and posts, and the official "Sahuarita Middle School" Facebook page.

SMS Facebook Page

The purpose of the Sahuarita Middle School Facebook page is to share important information about the school, such as upcoming events, volunteer opportunities, and important news. You can "Like" the page at

https://www.facebook.com/pages/Sahuarita-AZ/Sahuarita-Middle-School/192011690813439. The goals of the SMS Facebook page are:

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

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

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

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

Health Services

In the event your student requires medication at school, please contact our Health Assistant at SMS at 625-3502, ext. 1409. Online medical information can be viewed and updated at https://www.caredox.com/.

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

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

Hand sanitizer is available throughout the campus and in classrooms. Students are encouraged to wash their hands before and after eating, after using the restroom, after coughing/sneezing/blowing their nose, and anytime their hands are dirty. High-touch areas will be disinfected throughout the day, and the school will be cleaned nightly.

Chronic Illnesses

Please contact the health office if you have a child with a chronic illness (asthma, seizures, food allergies, diabetes, etc.) so we may know how to best meet your child's needs during the school day. Further medical documentation may be requested.

Illness at School

The classroom teacher, aide, or health assistant will tend to minor illness or injury. For more serious illness or injuries, parents will be contacted.

Students must not come to school if they are sick. Please monitor your child for any signs of illness each morning before sending them to school.

- Any student with a temperature (fever) of 100.0 degrees Fahrenheit or higher, will need to stay home until they are "fever-free" for 24 hours without the use of fever reducing medications.
- Any student with 2 or more "Flu-Like" or "COVID 19-Like" symptoms (or moderate to severe individual symptoms), must stay home until symptoms are resolved.
    - Cough, shortness of breath or difficulty breathing, sore throat, runny or stuffy nose, muscle or body aches, headaches, fatigue (tiredness), new loss of taste or smell
- Any student with vomiting will need to stay home until they are vomit-free for 24 hours without the use of vomit suppressing medications.
- Any student with diarrhea will need to stay home until they are diarrhea-free for 24 hours without the use of diarrhea suppressing medications.

Please report all absences per school attendance policy. Please be sure to notify your school health assistant if your child has been diagnosed with COVID-19, has a suspected case of COVID-19, or has had close contact with someone diagnosed with COVID-19. Students will need to stay at home if advised to quarantine and/or isolate. Students will have the opportunity to make up work missed due to symptoms of COVID-19. If you need to speak with the health aide, please call 625-3502 ext. 1409.

Immunizations

On January 1, 1992, the new Arizona State law of School Immunizations went into effect (ARS § 15-871). The law states that the school administrator shall suspend a pupil if the administrator does not have documentary proof of immunizations, or the student fails to receive immunizations as scheduled.

Lice

SUSD#30 has a "NIT-FREE" policy. Any student found to have lice and/or nits in their hair will be excluded from school. Parents should treat hair and remove ALL lice and/or nits from the hair, prior to returning students to school. Students should be accompanied to school by a parent/guardian and the health assistant will verify whether or not the student is able to return to class. As a precaution, students with long hair should wear it up, and all students should avoid sharing combs or hats.

Medications at School

All prescription and non-prescription medications must be brought to school by an adult. A medication administration consent form must be completed, and medications must be stored in a designated location and administered by the school health assistant. If your child needs to self-carry an albuterol inhaler, epinephrine auto injector, or other "life saving" medication, please contact the school health assistant.

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

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.

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

Service and Emotional Support/Therapy Animals on Campus

Sahuarita Middle School will be utilizing a service dog and an emotional support/therapy dog on our campus. The owners will always control the animal and will not leave them unattended. The animals have all the required vaccinations, and the animals are in good health. Please review with your student(s) that these animals are not pets. When they are working, they should not be approached or touched by anyone other than their handler. The only time these dogs can be touched is with the express permission of their handler. If your student is allergic to animals or is frightened of them, please notify the school administration. If you have any questions or concerns about your student being near service or emotional support/therapy animals on campus, please contact the school administration during school hours. Parents who wish to give permission for their child to interact with and participate in activities involving emotional support/therapy animals are asked to fill out a consent form on the last page of this handbook. The form may be returned to the SMS front office.

Lost and Found

Items that are found will be turned into the health office, and items found in the locker room will be turned into the PE teacher. They will be retained for 30 days before being turned over to a charitable organization.

Extended Day Activities

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

Clubs:

Weight-Training, Wrestling, Art, Music, Kindness, PBIS, Student Council, National Junior Honor Society, Gardening, and others. To start a new club, students need a staff sponsor and complete the new club paperwork.
Athletics:

1st Quarter: Flag football, girls volleyball, boys and girls cross-country, and cheerleading
2nd Quarter: Girls soccer, boys basketball, and cheerleading
3rd Quarter: Wrestling, girls basketball, boys soccer, and cheerleading
4th Quarter: Girls softball, boys baseball, and boys and girls track and field

A completed physical examination and emergency contact form are required in order to participate in after-school athletics and must be completed before a student is eligible to try-out. Forms are online at https://susd30.us/schools/sahuarita-middle-school/student-life/athletics/. Physical exams are valid from March 1 through the end of the following school year. Tryouts are closed to the public and parents.

Students who make a team are asked to pay the $25 pay-to-play fee, will be given a uniform, and are expected to return the uniform in good condition. If the uniform is not returned or is damaged, students will be charged for a replacement uniform. Please contact the front office if there is financial hardship in paying the $25 fee.

Students are expected to adhere to all student conduct policies, including bus rules, while participating in athletics. Ineligibility lists will be run through the school-wide grading system every week on Monday morning. There must be no D's or F's in order for the student to play. Students who have a D or an F grade will be ineligible to compete for the week. Also, if the student-athlete is assigned to the ACE program as a disciplinary consequence, he/she may not practice or compete the day(s) that he/she is in ACE. If a student-athlete has three disciplinary infractions or is placed on out of school suspension within the season, the student may be removed from the team and/or may not be allowed to participate in practice or games. Students, parents, guests, and spectators at SMS athletic competitions and extracurricular events are expected to exhibit good sportsmanship and respect. Spectators demonstrating poor sportsmanship or disrespectful behavior will be asked to leave. Please review the SMS Student Activities Handbook for more detailed information.

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

Campus Evacuation/Fire Drill Procedures/Lockdown Procedures

Announced and unannounced emergency drills will be conducted throughout the year to practice these procedures. These drills may include the fire and police departments.

Campus Evacuation/Fire Drill Procedures:

1. When the fire alarm goes off, all students will walk quietly in a line with their teachers to a designated area. If students are not in class (before school, lunch, or passing period), they should proceed to the designated area and line up with their 1st period teacher. The teacher will take attendance.
2. When the all clear signal is given, an announcement will be made for everyone to go back to class.
3. If the all clear is not given for some reason, students will either sit down on the field or stand quietly.
4. If deemed necessary, buses will load students to move them to an alternate location.

Lockdown Procedures

1. Over the intercom, an announcement will be made stating, "This is a lockdown," which indicates to teachers to lock their doors, close their window blinds, and barricade their doors.
2. Everyone is to remain quiet and not leave the classroom or enter hallways.
3. Crouch down or sit in areas that are out of sight from the doors and windows.
4. Students who are in an outdoor area should immediately go to the closest room.
5. Under no circumstances should anyone leave the building until the all clear is given.
6. When the lockdown is over, an announcement will be made for everyone to continue regular activities.

J-3632 © JII-EB

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

(To be displayed in school building and in student handbooks)

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

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

Provided that:

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

The guidelines to be followed are:

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

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

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

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

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

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

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

K1381©

PUBLIC CONCERNS AND COMPLAINTS

(This Form to be Submitted to the Superintendent)

Person(s) or group filing complaint _____

Complainant's address _____

_____

Complainant's Phone _____

Complainant's E-mail address _____

Date complaint is filed _____

Has the problem been discussed with the administration?

____ Yes ____ No Date _____

Summary of the charges (description of incident or event, including date, place, time, additional persons, alleged problem, and suggested solution):

_____

_____

_____

_____

_____

Identification of other witnesses or persons with information about concern:

_____

_____

_____

The projected solution:

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____

Signature of complainant Date

The administration shall give one (1) copy to the complainant and shall retain one (1) copy for the file.

Sahuarita Unified School District

Bullying Report Form

(File with school counselor)

Please Print

Name_____ Grade_____ Date_____

Date of alleged incident(s)_____

Where and when did the incident(s) occur?

_____

_____

List any witnesses that were present:

_____

_____

List the name(s) of the victim(s) (the person being bullied).

_____

_____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc); what, if any, physical contact was involved; etc.

_____

_____

_____

_____

_____

_____

_____

I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

Complainant Signature_____ Date_____

Received by_____ Date Received_____

Actions taken:

_____

_____

_____

_____

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 academic concussion management team called CoRTEx (Cognitive Return to Exertion). The purpose of the CoRTEx 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, ext. 1514 SHS or ext. 1815 WGHS) 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 CoRTEx 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
350 W. Sahuarita Road, Building 10
Sahuarita, AZ 85629-9000
Ph: (520) 625-3502 x1001
Fax: (520) 625-5380
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 academic 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 CoRTEx 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 SUSD #30's return to academic protocol and to be supported by the CoRTEx team. I also give consent for the CoRTEx team to be in contact with my child's medical provider(s) to coordinate care. I understand that the CoRTEx 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: _____

CoRTEx 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

Sahuarita Middle School
Emotional Support/Therapy/Service Animals
Informed Consent, Assumption of Risk, Liability Release and Indemnity Agreement

Student Name: _____
Parent/Legal Guardian Name: _____
Name of Guardian assuming responsibility for Student:_____
School: _____

As the parent or legal guardian of the above-named student, I give permission for my child to participate and interact in all activities involving emotional support/therapy animals. The activities include, but not limited to, students reading to animals, students brushing and/or grooming animals, students petting animals, playing games, and other interactions.

I acknowledge the potential for injury and have considered the health risks associated with such participation and interaction, including bodily injury, illness, or death. I am aware that Sahuarita Middle School and/or Sahuarita Unified School District No. 30 does not provide accident or health insurance coverage for my child and have independently determined whether I should obtain such insurance at my own cost.

I agree that Sahuarita Middle School may immediately remove my child from participating and interacting with emotional support/therapy animals for failure to comply with the event's rules, regulation, or procedures, even if such rules, regulations, or procedures are not in writing.

I hereby release, waive, discharge, and hold harmless Sahuarita Unified School District No. 30 and its employees, agents, representatives, and volunteers, past or present, from any claims, suits, liabilities, judgment, costs, and expenses for any property damage, property loss or theft, personal injury or illness, death, or other loss arising from or relating to my decision to allow my child to participate and interact with emotional support/therapy animals.

I agree to defend and indemnify Sahuarita Unified School District No. 30 and its employees, agents, representatives, and volunteers from and against any claims arising from or related to my or my child's acts or omissions while participating and interacting with emotional support/therapy animals.

In the event of an emergency, I authorize Sahuarita Middle School and/or Sahuarita Unified School District No. 30 and its employees and agents to seek medical treatment as deemed necessary.

If any term or provision of this Informed Consent, Assumption of Risk, Liability Release and Indemnity Agreement is held to be illegal, invalid, or unenforceable, or the application thereof to any person or circumstance shall to any extent be illegal, invalid, or unenforceable, then it is the express intention of the parties that the remainder of this agreement, or the application of such term or provision other than to those as to which is held illegal, invalid, or unenforceable, shall not be affected thereby and shall remain in full force and effect.

I have read this agreement and understand that it relates to surrendering and releasing valuable legal rights. I do so freely and voluntarily.

_____ _____
Parent/Legal Guardian Name Date