

# Sahuarita Middle School

350 W. Sahuarita Rd.  
Sahuarita, AZ 85629  
Telephone 520.625.3502. Ext. 1400 Fax 520.393.7043  
Mrs. Terri Noe, Principal  
Mrs. Kerri Carlton, Asst. Principal

## SUSD Mission Statement

Sahuarita Unified School District will provide the highest quality education for all students to reach their maximum potential by using all resources available to the district and by providing a safe environment conducive to learning.

## Introduction

Sahuarita Middle School has dedicated teachers and staff that are committed to the academic, social and physical well being of all our students. Our school fosters personal responsibility and positive habits. We **“Reach for the Excellence Within.”**

## Community of Learners

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

## Expectations of Students

At SMS, Jaguars will:

- Be Safe
- Be Responsible
- Be Respectful

Follow all directions

Because as Jaguars we...

Get there on time.

Respect.

Own up.

Watch out.

Learn for the future.

In addition, each student is expected to:

1. Exhibit regular attendance, punctuality, and active participation in the learning process.
2. Contribute to a positive climate on campus by treating school property, other students, faculty, administration, and support staff with respect, by demonstrating positive citizenship and by refraining from disruptive behavior and inappropriate language.
3. Take responsibility for individual learning and behavior.
4. Be prepared for class.
5. Follow classroom procedures established by teachers.

## Consequences

We teach students that there are consequences, good or bad, for every choice. A good grade is an example of a good consequence for choosing to do the assigned work.

At SMS, we strive to help students take responsibility for their actions. Consequences for poor choices may include any of the following:

1. Discussion with student by teacher and/or administrator.
2. Phone call home
3. Parent conference
4. Lunch detention
5. Community service
6. Mediation or meeting with counselor or Prevention Specialist
7. Exclusion from privileges or other consequences that may be deemed appropriate.
8. ACE
9. Suspension
10. Expulsion

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

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

## SMS HARASSMENT POLICY

SMS is committed to providing a work environment where students, staff, and parents can work together comfortably and productively, free from harassment. Harassing behavior is illegal under both state and federal law and will not be tolerated on campus.

Harassment includes but is not limited to verbal abuse that insults or humiliates others. Some specific examples of inappropriate or illegal behaviors include:

- Negative or offensive comments, jokes, or suggestions or innuendoes.
- Slang, names, or labels that others find offensive.
- Talking about or calling attention to physical or sexual characteristics.
- Foul Language

## District ID'S

Students must wear their district issued ID at all times when on any SUSD campus or on the bus. The ID cannot be damaged (No cutting, bite marks, stickers, staples, altering of picture or information, etc.) or student will have to replace the ID at the cost of \$5.00. The ID is the property of SUSD.

### Appropriate Dress {Dress Code}

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"; we expect them to dress accordingly. The following dress code is a requirement for all students.

#### Shirts

- Must be solid white, light gray, tan, navy blue, or light blue.
- Must not have writing or pictures. No logos larger than 2"x2".
- Must be no longer than the tips of the student's fingers or must be tucked in.
- Must not expose the midriff {with arms up or down} and no plunging necklines.
- Must have collars and sleeves.
- Button up shirts must be buttoned up.
- Shirts worn under dress code shirts must follow dress code colors and length.

#### Pants

- Must be plain /solid white, light gray, tan, or navy blue.
- Must fit correctly at the waist {no over-sized}.
- No "Baggies" or "Wide-leg".
- Must have hemmed bottoms {no cut-offs or torn hems}.
- Plain jeans are okay if they are not faded, no stripes, holes, or other decorations.
- Leggings must follow dress code colors.

#### Shorts and Skirts

- Must be plain/solid white, light gray, tan, or navy blue.
- They must fit correctly at the waist.
- Must be no shorter than the tip of the thumb for shorts, and the tip of the fingers for skirts/dresses.
- Must have hemmed bottom {no cut-offs or torn cuffs}.

#### Shoes

- No open backed shoes or flip-flops.

#### General

- Only natural colored hair
- Clothes must not be ripped or torn.
- No hats allowed on campus.
- No body piercing except the ears
- No gang related clothing is allowed {no dangling belts, chains}.
- Anything pulled over the head {sweatshirts, sweaters}, must be within dress code colors. University or Sahuarita School logos only.

#### Dress Code Violation Policy

1. Warned and given a chance to correct.

2. Phone call to home will be made to notify parent/guardian that student is out of dress code. Until student is in dress code, he/she will be placed in ACE.
3. Continuous violations may result in further discipline.

The presence of any apparel, jewelry, accessory or manner of dress or grooming that by virtue of it's 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.

### TRANSPORTATION

Buses are provided, please call transportation for place and time at 625-3502 x1127.

#### Students may not walk or ride bikes to school.

Students may not walk to the other schools for any reason without the principal's permission.

### BUS PRIVILEGES

Students being transported are under the authority of the school bus driver and the Sahuarita Unified School District. It is the student's responsibility to wear his/her ID whenever riding the bus and to follow the set bus rules listed below. Students will not be allowed to ride the bus home without an ID.

#### Students are required to:

1. Students will remain seated on the 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 conversational voice (level 2) and use appropriate language.
5. Students will obey reasonable direction from 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 shall have their District issued ID card with them and visible when boarding the bus (grades 6-12).

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

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

**Infractions of bus rules are serious concerns, as student safety is our top priority.** In order to establish a positive and safe environment, the following sequences of consequences will be in place when a student chooses to violate the above-mentioned procedures and routines

**1<sup>st</sup> offence**-Driver will verbally warn student, giving specific feedback regarding the violation in question.

**2<sup>nd</sup> offence**-Driver will formally generate the first bus referral. He/she or his/her supervisor will make a parental contact and may impose bus specific discipline, which may include changing a seat assignment, bus clean up, conference with driver, or written apology.

**3<sup>rd</sup> offence**-Driver will generate an official referral, which will be expediently sent to the student's building administrator. The student will lose his/her bus privilege for 3 days.

**4<sup>th</sup> offence**-Driver will generate a referral to the student's school administrator. The student will lose his/her bus privileges for 2 weeks.

**5<sup>th</sup> offence**-Driver will generate a referral to the student's administrator. The student will lose his/her bus privileges for the remainder of the school year.

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

### School Hours

School is in session from 8:27 a.m. until 3:27 p.m., except on early release days. The early release time is 2:27 p.m. Students should not be on school grounds prior to 8:00 a.m. or after 3:45 p.m. unless involved in a supervised school activity.

### Attendance Procedures

**1. When a student exceeds 9 unexcused absences per semester, he or she may fail the class or classes missed.**

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

- The student's participation in a school related activity.
- The student's excuse for a religious purpose.
- Suspension from school.
- Absence due solely to illness, accident, or disease, when a student's absence is verified by a certified health professional. (Doctor or dentist)
- Documented court appearance or appointment.

**3. Attendance Procedures:**

- When a student is absent, a parent/guardian must notify the school attendance office by phone no later than 9 a.m. and leave a message at 625-3502 ext. 1407 or email [smsattendance@sahuarita.k12.az.us](mailto:smsattendance@sahuarita.k12.az.us)
- If a call is not made by the parent/guardian, an attempt will be made by the school to verify the absence.
- Students who are not in attendance for school cannot attend after school and extra curricular activities unless authorized by the principal.

**4. Unexcused absences/Tuancy: A student is considered to have an unexcused absence if any of the following occurs:**

- An absence without parental or guardian permission.
- Student is on or near campus and is not in his/her classroom without legitimate permission.

**5. Tardies:**

It is important that students be on time everyday. If a student is tardy, the following consequences may occur:

- On the 1<sup>st</sup> and 2<sup>nd</sup> - Warning
- On the 3<sup>rd</sup> and 4<sup>th</sup> - Lunch Detention

- On the 5<sup>th</sup> and more – Student will be referred to an administrator

**6. Absentee Consequences:**

- On the 4<sup>th</sup> absence, the school attendance clerk will send out the 1<sup>st</sup> warning letter to the parent/guardian.
- Upon the 7<sup>th</sup> absence, a second letter will be sent out to parent/guardian.
- Upon the 9<sup>th</sup> absence, an officer may be requested to visit the home and the Pima County Attorney's office may be notified.
- Excessive absences may result in failed class(es) and possible retention.

**7. Make-up Work:**

- It is the responsibility of the student to obtain make-up work. The student will have as many days as they were out to make up the work plus one extra day.
- If the absence is unexcused, credit may be awarded at the discretion of the teacher.

### Messages and Phone Calls

The office staff will accept incoming messages for students in **emergency cases only**. If you call after 1:30 p.m. we **cannot** guarantee your student will get the message. **(No cell phones may be used on campus.)**

### Visitors to Campus

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

### 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.

### Bicycles, Skateboards and In-Line Skates

The use of all above is prohibited at all times at SUSD. Please leave them at home.

**Aerosol deodorant or other sprays are prohibited on campus.**

### ACADEMICS

#### Reporting Student Progress

Report cards are mailed home twice a quarter during the school year.

#### Grading

A {90-100} Exceptionally good achievement  
B {80-89} Better than average achievement  
C {70-79} Average achievement  
D {60-69} Below average achievement

F {59-below} failure to meet requirements

### Honors and Recognitions

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, for the A&B Honor Roll must have all A's and B's. As a reward for the first 3 quarters, students who receive a 3.5 or better and have not been suspended or been in ACE will be eligible for the PIP {Positive Incentive Program}. The program may include fun field trips, a carnival, or a movie.

### Homework

Homework is a valuable aid in helping students make the most of their experience at school. It reinforces what has been learned in class, prepares students for up-coming lessons, extends and generalizes concepts, teaches responsibility, and helps students develop essential study habits.

#### Student's Homework Responsibilities

1. **A due date is a due date.**
2. Students must understand how your teacher's homework system works.
3. Understand the purpose of your homework. If you don't, ask your teacher.
4. Keep your SMS student planner with you at all times, and write down all homework assignments and due dates.

#### Parent's Responsibilities

1. Parent should review student handbook and sign form.
2. Explain the purpose of homework in order to help your child understand why homework is essential to the learning process.
3. Assist your student with assignments only when necessary.
4. Expect on-going communications. Parents should feel free to initiate communication with the teacher as needed.

### 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.

### Late Work Guidelines

At SMS we have a policy that a due date is a due date. All work assigned must be turned in on time or students may receive a zero for the assignment.

### Homework Guidelines Trips

Attendance in school is essential to the academic progress of students; therefore, excessive absences, either excused or unexcused, disrupt the educational process. It is understood that there are rare occasions when parents determine other activities

are vital to student's development and in some cases students will need to be excused from school to participate in those activities. When this occurs the following guidelines should be followed.

#### Guidelines:

1. Parents are responsible for contacting the school in writing at least one week in advance of a planned absence.
2. The classroom teacher is responsible for collecting copies of materials and assignments given to class during absence. **Teachers are not expected to prepare these materials in advance of absence.**
3. The student is responsible for picking up all make-up work upon returning to school.

### Textbooks and School Equipment

Students will be issued textbooks at no charge. Students are responsible for maintaining texts and school materials issued to them in good condition. Students are also responsible for returning all texts and school materials at the end of the school year. Students will be charged for lost or damaged books and materials

### Physical Education

All students are required to change into exercise clothing that allow for freedom of movement and safe participation during physical education classes. The required PE clothing is **plain navy blue shorts** and a **plain gray t-shirt** or the purchased PE ensemble will be available in the front office (See Below). Students, who for any reason are unable to participate in PE, must bring a note from parents 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.

The PE Ensemble consists of a gray T-shirt with SMS logo, a navy blue shorts and a matching drawstring bag and may be purchased in the front office.

### Health Services

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

In the event your child is ill, you will receive a phone call from our health aide. If the child is sent home, this will be an excused absence.

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

### Medications at School

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

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

### EXTENDED DAY ACTIVITIES

Sahuarita Middle School offers a wide variety of after-school activities during the year. **Studies have shown that students who actively participate in extracurricular activities are more likely to succeed and excel in school.**

#### Clubs

Chess, National Junior Honor Society, Student Council, Lady Hoosiers, Weight Club, Varsity Club, Reading Club, Wrestling Club, Art Club, and others.

#### Athletics

**1<sup>st</sup> quarter**-boys flag football, girl's volleyball, and cheerleading.  
**2<sup>nd</sup> quarter**-girls soccer, boy's basketball, and cheerleading  
**3<sup>rd</sup> quarter**-boys wrestling, girl's basketball, boy's soccer, and cheerleading.  
**4<sup>th</sup> quarter**-girls softball, boys and girl's track and field, and cheerleading.

A physical examination is required in order to participate in after-school athletics.

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

Students are expected to adhere to all student conduct policies, including bus rules, while participating in athletics. Eligibility sheets will be issued to each participating student and will be turned in to coaches every two weeks. There must be no D's or F's in order for the student to play.

#### Lunch

Students have the options of bringing or buying their lunches. Students may only use their own ID cards to purchase their lunches and are prohibited from loaning their ID cards to other students.

### MISCELLANEOUS

#### Planners

All students at SMS are issued a planner free of charge at the beginning of the school year. The student is expected to use the

planner to keep track of his/her assignments. If a student loses his/her planner, he or she must pay \$5 for a replacement.

#### Fund Raising Sales

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

#### Electronic Devices

Cell phones, iPod's, MP3 players, laser pointers and other electronic devices are **NOT ALLOWED ON CAMPUS**. If they are seen or heard, **this includes items carried in pockets**, they will be confiscated and can be picked up by a parent in the office. The second time an item is confiscated; it may be picked up at the end of the quarter. If devices are lost or stolen, the school **will not be responsible** since they are not permitted on campus.

#### Lost and Found

Items that are found will be turned in at the school health office and will be retained for 20 days before being turned over to a charitable organization.

#### Fire/Lockdown Procedures

##### Fire:

1. When the fire alarm goes off, all students will walk 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 1<sup>st</sup> period teacher.
2. Immediately line up and your teacher will take attendance.
3. When the all clear is given, an announcement will be made for everyone to go back to class.
4. If the all clear is **not** given for whatever reason, students will either sit down on the field or stand quietly until the all clear is given.
5. If deemed necessary, buses will load students to move them to an alternate location.

##### Lockdown:

1. Over the intercom an announcement will be made stating that, "This is a lockdown," indicating that the school is in lockdown.
2. Everyone is to remain quiet and not enter hallways.
3. Crouch down or sit in areas that are out of sight from the doors and windows.
4. Students who are in an outdoor area should immediately go to the closest room.
5. Under no circumstances should anyone leave the building until the all clear is given.
6. When the lockdown is over, an announcement will be made saying, "All clear."

#### Teacher Contact

Please call 625-3502 ext. 1400. We will connect you to the teacher's voice mail of your choice.