



Home Of The  
**BOBCATS**  
Sahuarita Intermediate School

# Parent/Student Handbook 2010-2011

350 W. Sahuarita Road  
Telephone: 625-3502 ext. 1200  
Fax: 648-6181

Mrs. Carol Roman, Principal  
Mrs. Erica Felix, Principal's Secretary

## **Mission Statement**

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

**NOTE: The last page of this handbook must be signed by parent and student for the student to receive bus and computer privileges. Please turn it into your child's teacher by August 20, 2010**

### **Absence from School**

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

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

### **Attendance Procedures**

- When a student is absent, a parent/guardian must notify the school attendance office by phone no later than 8:30 and leave a message at 625-3502 ext. 1200. ***\*Absence without a doctor's note is considered unexcused.***
- The parent/guardian must provide written documentation explaining the student's absence on the day the student returns to school. This will be placed in the student's file.
- Due to state policy, any student missing more than 10 consecutive days of school will be withdrawn. Parents must re-register if returning.

### **Arriving at School**

Since staff does not arrive prior to 7:00am and no supervision exists, students must not be dropped off before 7:00am. Students who ride the bus are dropped off at the loading/unloading area north of the school and those coming in a vehicle are dropped off in front of the school and are supervised as they make their way to their specified playground or breakfast room. For safety reasons and traffic congestion, no student should be dropped off at the west side of the school on the street or yellow gate/fire lane area.

Parents who choose to drive their children to school should drop off their children in the front of the school along the curb no earlier than 7 A.M. Please park in

the parking lot if you choose to walk your child onto the school grounds. If you need to get out of the car, for any reason, we ask that you do not park in the curb area. This curb space is limited to drop-off only and parking curbside will impede the flow of traffic. Students arriving to school after 7:30 should proceed immediately to the office with a parent, and obtain a late slip, before heading to the classroom. Phone calls or notes can not be accepted. A parent must sign in our permanent record log for auditing purposes.


### **Birthdays**

Individual birthday parties for students interrupt daily instruction and will not be allowed until the last 15 minutes of the day, per the teacher's discretion. Due to the number of students who are allergic to many food products, ALL items must be store bought and still in the package, with the ingredients listed. This helps us ensure the safety of all of our students.

### **Bus Discipline Procedures**

(See last Page for: Compact for Success)

### **Bus Routes**

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

- Any changes to the designated schedule must be in writing and given to the teacher at the beginning of the day. (i.e. doctor's appointments, etc) This information is then given to the front office to ensure accuracy. **NO PHONE CALL WILL BE ACCEPTED** to change departure information. Only emergencies will be approved through the school principal. Please call the front office at ext. 1200 in the event of an emergency.

## Cafeteria & Lunch

Breakfast and lunch are both provided daily. Students who qualify may receive meals free or at a reduced rate. Applications for free or reduced lunches are distributed at the beginning of the school year. If a family's financial situation changes during the year, free and reduced applications will be available in the office.

Meal prices are as follows:

**Breakfast** 7:00-7:25am

Cost \$0.75

(Reduced \$.30)

**Lunch**

Cost \$1.75

(Reduced \$0.40)

Milk \$0.30



Payment for lunches should be given to the teacher at the beginning of the day and can be in cash or check made out to *Sahuarita Schools*. Paying in advance (i.e. one week or one month at a time) is strongly encouraged. Students will be allowed to charge a negative balance up to \$5.00. After the child reaches this maximum, the cafeteria will send a note home with the child and the child will be given an alternative meal consisting of a sandwich and milk.

If you have questions please call the cafeteria at 625-3502 ex. 1023

## Cafeteria Rules

- Students are expected to use appropriate table manners.
- Excessive misbehavior or disrespect will be reported to the classroom teacher. Depending on the severity of the offenses, an administrator will be informed.
- Throwing food will not be tolerated.
- Students are not allowed to handle other students' food.
- Any inappropriate behavior not covered will be subject to disciplinary action.

## Communication

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

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

## Conferences

Parent/Teacher conferences are held in October and March. Please see the calendar for the dates. Your child's teacher will send home a sign-up sheet. You can also contact the school for a conference at any time.

## Dress Code

At SIS, we are committed to preparing our students for the future. This preparation includes academics, social, and job skills. The classroom is the student's "workplace"; we expect them to dress accordingly. The following dress code is a requirement for all students:

## General:

- Only natural colored hair. No green, pink, purple, bright red, etc. All students will be asked to wash their hair if non-natural colors exist.
- Clothes must not be ripped, torn or frayed.
- No hats allowed on campus.
- No body piercing except the ears.

## Shirts:

- Must be plain/solid white, gray, tan, light or navy blue.
- Must have sleeves and a collar.
- Must not have writing on the front or back.
- Must not be no longer than fingertips or it must be tucked in.
- Must not expose the midriff (with arms up or down) and no plunging necklines.
- Button up shirts must be buttoned up.
- Garments worn under dress code shirts must follow the dress code colors.

## Pants/Jeans:

- Must be plain/solid white, gray, tan, or navy blue.
- Must fit correctly at the waist (no over-sized). No sagging, no undergarments visible.
- 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, 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 fingertips for skirts or dresses.
- Must have hemmed bottom (no cut-offs or torn cuffs).

## Jackets:

- Jackets, which zip up the entire front of the garment, may be any color. Anything pulled over the head (i.e. sweatshirts, pull-overs, sweaters) must be within dress code colors.

## Hats:

- No beanies will be worn inside. Only beanies can be worn outside during cold months.

## Shoes:

- No opened backed shoes or flip-flops. If sandals are worn, they must contain a back strap. (No shoes with pop out rollers are allowed on campus. Wheels will be confiscated by administration and parents will have to come to school to retrieve wheels if students is caught rolling on sidewalks or hallways.)

## Dress Code Violation Policy:

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

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



## 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.

## Early-Release Wednesdays

The Sahuarita School District has early-release on most Wednesdays to allow for staff development. Dismissal time is 1:05. Please be sure to send in a note on Wednesday mornings if the student's final destination home changes for that particular Wednesday.

## Electronic Devices

Cell phones, iPod's, MP3 players, laser pointers, electronic games, and other electronic devices are **NOT ALLOWED ON CAMPUS**. If they 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.

### Emergency and Safety Procedures

The school safety committee has developed a policy and procedures manual in the event of an emergency at school. These policies are taught in the classroom. If you care to review the procedures, they are available in the principal's office. Lock downs and regular drills are conducted for fire and intruder alerts.

### Field Trips

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

### Fund Raising Sales

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

### Guidance Counselor

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

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

### Homework

Homework should:

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

6. Provide essential practice in skill acquisition.

### Homework Make-Up Protocol

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

### Illness at School

The nurse or health assistant will tend to minor scratches and scrapes, as well as sudden illnesses. For more serious injuries, she will contact you. Please be sure to send in any changes of contact numbers in case she needs to get in touch with you. If you need to speak with the health assistant, please call 625-3502 ext 1203.



In the event your child requires medication at school, please contact the school. Students may not have prescription or over the counter medications in their possession of school campus. When the licensed health care provider feels it is necessary for students to carry and self-medicate, the licensed health care provider shall provide written recommendations, to be attached to the signed "Request for Giving Medication at School," form.

### Lice

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

### L. I. N. K.

(After School Program)

L.I.N.K. provides before and after school care for children ages 4 thru 14. The morning L.I.N.K. program is from 6:30 a.m. until the school day begins. The after school program begins at school dismissal and closes at 5:30 pm. There is a fee for this program. This

program runs independently from SIS. To obtain more information call 625-3502 ext. 1212

## Lost and Found

It is suggested that you write or sew your child's first and last name in the clothing he/she wears to school. The school will hold lost clothing until the last Friday of every month, after that it will be donated to a charitable organization. Please come to the office and feel free to look through the lost and found at anytime.

## NCLB Notification

As you may be aware, the federal government has reauthorized the Elementary and Secondary School Act titled No Child Left behind (NCLB). The reauthorization has mandated several changes in Title I schools with an increased effort to inform parents. I am writing to let you know of some of your rights under NCLB. Under NCLB, you can request information concerning the professional qualifications of your child's teacher(s). To be more specific, you may request any of the following information, at a minimum:

- Whether your child's teacher meets Arizona teacher *qualifying and licensing* criteria for the grade level or subject area which the teacher teaches;
- Whether your child's teacher is teaching under *emergency or other provisional status* from the State Department of Education;
- The *baccalaureate degree major* of the teacher and any other graduate certification or degrees held by the teacher;
- Whether *paraprofessionals* (teacher aides) provide any services to your student, and, if so, you may request information on the qualifications of those individuals.

If you would like to request information about No Child Left Behind, please call the school at 625-3502 ext. 1200.

## Phone Numbers & Office Hours

625-3502	7:00-3:30pm
Front Office/Attendance	ext. 1200
Health Assistant	ext. 1203
Cafeteria	ext. 1023
Transportation	ext. 1127
District Office (7:30-4:00)	ext. 1000

## Personal items at school

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

Other items, such as toys, radios, sports equipment and excessive grooming items (lip gloss, hair accessories that don't stay in the hair all day, etc) are to say at home since they tend to get broken, lost or stolen, or can cause other problems in the classroom.

## Pick-Up Procedures: During School

Due to the number of students, and with safety in mind, **ALL INDIVIDUALS** will be required to show a picture ID when checking out students. Adults other than parents must be listed by name on the child's registration form or be written on a note sent in that morning. No person will be allowed to pick up a student without the authorization of a parent.

## Pick-Up Procedures: After School

Students who are not riding the bus home will be supervised on our front lawn area until a parent arrives. All students must be picked up by 2:15, or they will be brought into the front office. The parent will then have to come in the office to pick up the student. If your child is in the L.I.N.K. program they will be dropped off in our Gym by the classroom teacher. Parents who need to pick up their child prior to dismissal time are required to sign out their child in the office. No student will be called from the classroom with less than 20 minutes of school time remaining. The principal will approve an emergency situation that might arise. The office will then call the student from his/her classroom to the office. **Parents**



are not allowed to get their child directly from the classroom.

## Physical Assault

Some times students un-intentionally hurt other students in the course of physical activity or play. Per the administrations discretion, if any student knowingly caused harm to another student, the student will at minimum, be suspended from school for an appropriate amount of time.

## Pets on Campus

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

## Pledge of Allegiance

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

## Recess

Unstructured outside play is an important part of a student's physical and social development. Recesses are scheduled before school, during the morning (for third grade) and after lunch. Classroom aides are on the playground to supervise the students during recess periods.

## Report Cards

Report cards reflect the progress your child has made toward the class assignments, assessments, and the state standards. Parents/Guardians need to sign the student's report card each grading period and return to the school in the envelope provided.

## School Pictures

School pictures will be in the fall (Sept 10) and the spring (March 8). There will be several packages that you may choose from. Our school will receive a



portion of the sales price, thus school pictures benefit both the family and our school.

## Snacks

Children generally get hungry by mid-morning. Each teacher will send home a note explaining how snacks are done in their classroom. This should be a healthy snack that is quickly eaten, such as: crackers, fruit roll-ups, raisins, or fresh fruit.

## Specialists

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

## SIS School Rules



Be Safe



Be Responsible



Be Respectful



Follow all school rules.

## Supplies

A supply list will be provided to each student. There is a school wide "Bobcat Supply List" and possibly an individual list from the teacher. Please do your best to provide your child supplies when needed through out the school year.



## Tardy Policy

Parents must sign their child in at the office if they are tardy. Failure to do so, will result in a lunch detention for the student. On the 3<sup>rd</sup> (and subsequent tardy) to



school in a quarter, with or without a signature, the student will serve a lunch detention. The 5<sup>th</sup> tardy will result in after school detention. We want to help students learn to be on time.

### **Visitors and Volunteers**

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

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

### **Withdrawal Procedures**

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