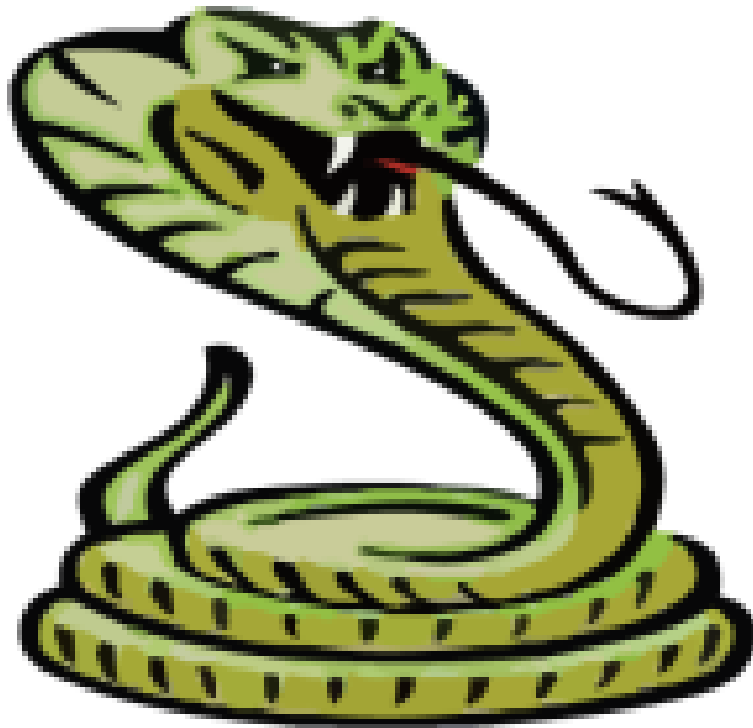


# **SOMERTON MIDDLE SCHOOL**

1011 N. Somerton Avenue  
Somerton, AZ 85350



## **Student/Parent Handbook**

**2023-2024**

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# Elementary School District No 11

343 N Carlisle Ave • Somerton, AZ 85350 • [www.ssd11.org](http://www.ssd11.org) • 928-341-6000

## 2023

## CALENDAR

## 2024

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

**JULY 2023**  
Independence Day Holiday ..... July 4  
New Teacher Inservice ..... July 14  
Returning Teacher ..... July 24

**AUGUST 2023**  
First Student Day ..... August 1  
Galileo Testing Window (1-8 Grades) ..... August

**SEPTEMBER 2023**  
Labor Day Holiday ..... September 4  
Student Minimum Days (Conferences and Meetings) ..... September 5-8  
40th Day ..... September 26

**OCTOBER 2023**  
End of 1st Quarter (44 days) ..... October 2  
Fall Break ..... October 9-13

**NOVEMBER 2023**  
Student Minimum Days (Conferences and Meetings) ..... November 6-9  
Veterans Day Holiday ..... November 10  
Thanksgiving Holiday ..... November 20-24

**DECEMBER 2023**  
Galileo Testing Window (K-8 Grades) ..... December  
Winter Break ..... December 18-29

**JANUARY 2024**  
Winter Break ..... January 1-5  
Classes Resume ..... January 8  
End of 2nd Quarter (45 days) ..... January 9  
Martin Luther King, Jr. Holiday ..... January 15  
100th Day ..... January 25

**FEBRUARY 2024**  
Presidents Day Holiday ..... February 19  
Student Minimum Days (Conferences and Meetings) ..... February 20-23

**MARCH 2024**  
End of 3rd Quarter (45 days) ..... March 14

**APRIL 2024**  
AASA Testing (Detailed testing schedule pending) ..... April  
Spring Break ..... April 1-5

**MAY 2024**  
Galileo Testing Window (K-8th Grades) ..... May  
8th Grade Promotion (Student Minimum Day) ..... May 23  
End of 4th Quarter (46 days) ..... May 24  
Last Day of School Minimum Day for Students and Teachers ..... May 24  
Memorial Day Holiday ..... May 27

**SCHEDULE**  
SMS 7-8 8:00 AM - 3:15 PM  
Minimum 8:00 AM - 12:45 PM  
Grades K-6 8:00 AM - 2:45 PM  
Minimum 8:00 AM - 12:00 PM  
OGE K-6 & SVS K-6 7:45 AM - 2:30 PM  
Minimum 7:45 AM - 12:00 PM

| First/Last Student Day | Holidays | End of Quarter | Minimum Days Parent/Teacher conference | Add'l. Min. Days - PD, School mtgs |
|------------------------|----------|----------------|--|------------------------------------|
|------------------------|----------|----------------|--|------------------------------------|

Minimum Days: Wednesdays, Conference and 8th Grade Promotion Day  
180 Student Days • 87 1st Semester • 93 2nd Semester  
Contract Days 185.5 Teacher Days • 191.5 New Teacher Days

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

DATE ADOPTED: 2/14/23

**GENERAL INFORMATION SCHOOL DAY**

Staff on duty.....7:40 a.m. - 3:40 p.m.

First bell rings.....7:55 p.m.

Instructional day begins.....8:00 a.m.

Instructional day ends.....3:15 p.m.

**Regular Schedule**

| 7th Grade         |                                |               | 8th Grade         |                                |               |
|-------------------|--------------------------------|---------------|-------------------|--------------------------------|---------------|
| <i>First Bell</i> | <i>7:55 a.m.</i>               |               | <i>First Bell</i> | <i>7:55 a.m.</i>               |               |
| 1st               | 8:00 a.m. - 9:00 a.m.          | <i>60 min</i> | 1st               | 8:00 a.m. - 9:00 a.m.          | <i>60 min</i> |
| 2nd               | 9:03 a.m. - 9:56 a.m.          | <i>53 min</i> | 2nd               | 9:03 a.m. - 9:56 a.m.          | <i>53 min</i> |
| 3rd               | 9:59 a.m. - 10:52 a.m.         | <i>53 min</i> | 3rd               | 9:59 a.m. - 10:52 a.m.         | <i>53 min</i> |
| <b>LUNCH</b>      | <b>10:52 a.m. - 11:27 a.m.</b> | <i>35 min</i> | 4th               | 10:55 a.m. - 11:48 p.m.        | <i>53 min</i> |
| 4th               | 11:30 a.m. - 12:23 p.m.        | <i>53 min</i> | <b>LUNCH</b>      | <b>11:48 p.m. - 12:23 p.m.</b> | <i>35 min</i> |
| 5th               | 12:26 p.m. - 1:19 p.m.         | <i>53 min</i> | 5th               | 12:26 p.m. - 1:19 p.m.         | <i>53 min</i> |
| 6th               | 1:22 p.m. - 2:15 p.m.          | <i>53 min</i> | 6th               | 1:22 p.m. - 2:15 p.m.          | <i>53 min</i> |
| 7th               | 2:18 p.m. - 3:15 p.m.          | <i>57 min</i> | 7th               | 2:18 p.m. - 3:15 p.m.          | <i>57 min</i> |

**Title I Tutoring**

Sessions may be offered 3:20 p.m. - 4:15 p.m.

**EARLY DISMISSAL HOURS**Somerton Middle School students will be dismissed early on Wednesdays. Early dismissal time is at **12:45 p.m.****Early Release Schedule**

| 7th Grade         |                               |               | 8th Grade         |                                |               |
|-------------------|-------------------------------|---------------|-------------------|--------------------------------|---------------|
| <i>First Bell</i> | <i>7:55 a.m.</i>              |               | <i>First Bell</i> | <i>7:55 a.m.</i>               |               |
| 1st               | 8:00 a.m. - 8:35 a.m.         | <i>33 min</i> | 1st               | 8:00 a.m. - 8:35 a.m.          | <i>33 min</i> |
| 2nd               | 8:38 a.m. - 9:11 a.m.         | <i>32 min</i> | 2nd               | 8:38 a.m. - 9:11 a.m.          | <i>32 min</i> |
| 3rd               | 9:14 a.m. - 9:47 a.m.         | <i>32 min</i> | 3rd               | 9:14 a.m. - 9:47 a.m.          | <i>32 min</i> |
| <b>LUNCH</b>      | <b>9:47 a.m. - 10:22 a.m.</b> | <i>32 min</i> | 4th               | 9:50 a.m. - 10:23 a.m.         | <i>32 min</i> |
| 4th               | 10:25 a.m. - 10:58 a.m.       | <i>32 min</i> | <b>LUNCH</b>      | <b>10:23 a.m. - 10:58 a.m.</b> | <i>32 min</i> |
| 5th               | 11:01 a.m. - 11:34 a.m.       | <i>32 min</i> | 5th               | 11:01 a.m. - 11:34 a.m.        | <i>32 min</i> |
| 6th               | 11:37 a.m. - 12:10 p.m.       | <i>32 min</i> | 6th               | 11:37 a.m. - 12:10 p.m.        | <i>32 min</i> |
| 7th               | 12:13 p.m. - 12:45 p.m.       | <i>32 min</i> | 7th               | 12:13 p.m. - 12:45 p.m.        | <i>32 min</i> |

**BREAKFAST SCHEDULE**Breakfast is available between **7:40 a.m. - 7:55 a.m.** Check monthly school lunch menus.Students **should not arrive** at Somerton Middle School before **7:30 a.m.**

The menu is posted in each classroom and sent home monthly with each child. Eligible students receive free or reduced breakfast and lunch on school days. Parents are welcome to eat breakfast and/or lunch in the cafeteria. Parents **must purchase their own meals.**

**The following rules are to be followed while using the cafeteria:**

1. All students will follow procedures: students will conduct themselves in a respectful manner at all times.
2. All students will walk in a responsible & respectful straight line to the cafeteria with teachers' supervision.
3. All students must wear their school ID on a daily basis-students who do not bring their IDs will still receive regular lunch, but they will be seated after the students who do bring IDs.

**Dress Code Consequences will follow if no ID is worn/provided/obtained**

4. All students will dispose of trash and help keep the lunch area clean.
5. All students will cooperate with all cafeteria personnel and school staff.
6. Students may not take food out of the cafeteria.
7. Students will not be allowed to bring candy, snacks, or drinks from home.
8. All students are encouraged to eat the meal of the day including two servings from the salad bar.

## **STUDENT DISCIPLINE**

Students, parents, and school staff will work together to encourage every student to be responsible, respectful, and reflective. We care about the worth in every person and respect the rights and properties of each other. The information in this handbook needs to be read and understood so we can all be consistent in requiring proper student conduct. All students will receive due process, which includes being informed of the infraction and having the opportunity to explain in writing, and provide a verbal account of what happened from their own perspective.

## **Somerton School District Attendance Regulations**

### **Somerton Middle School**

Students are expected to be in school every day and on time to class. The Somerton School District, along with Yuma County, has established guidelines for student attendance. **Student attendance is the responsibility of both the parent and student.** Please read the regulations for student attendance:

- Excused absences are absences with a defined reason. Only confirmed cases of illness or certain types of appointments for the student are grounds for excused absences and must be verified with the school office. Unexcused absences are absences in which there is no defined reason for a student to miss school.
- Parents are required to call the school the day of their child's absence, or in the case of a doctor's appointment, notify the school in advance so that arrangements can be made to provide the student with make-up work. Students who are absent are required to bring a doctor or appointment notice/excuse upon return to school.
- Arizona State Law requires schools to carefully monitor student attendance. Once a child has 5 or more unexcused absences (or a combination of 10 or more excused/unexcused absences) (or 10 or more tardies) the school may file a referral with the Juvenile Court and Yuma County Attorney's Office.
- Protocol for attendance:
  1. 5 or more absences—a letter is sent home to parents
  2. Continued absences—parents will meet with principal and or truancy officer
  3. Referral to Juvenile Court

Students who have a combined total of 18 or more excused and/or unexcused absences during the school year may be retained in their current grade level for the following school year.

**Students will only be released to an authorized adult (over 18 years of age) with a valid identification who is listed in the information management system as an authorized guardian.** Please keep your personal information updated in the school's management system. Parents/guardians must come into the school's office to add or remove emergency contacts. Adults arriving to check out a student from school must sign in at the school's main office and present valid, unexpired, photo identification to the office staff. Please keep in mind that picking up a student before dismissal time is disruptive to the learning environment.

### **Information**

In order to protect students' instructional time, we will not interrupt classes for the following:

- **Forgotten Items-** If your child has forgotten an important item at home and he/she needs it for school, we will leave the item in the office. It is the student's responsibility to check with the office on his/her own lunch time to retrieve the item(s).
- **Messages-** Parents who call our office requesting to relay a message to his/her child will also be informed that we will not relay any messages. **Phone messages to students should be limited to emergencies only.**

Again, keep in mind that our strict policies are to ensure both our teachers and students maximize instructional time.

## **STUDENT RECORDS**

Parents/guardians are allowed to examine their child's school records when needed. Parents should call the front office to make an appointment.

## **WITHDRAWAL FROM SCHOOL**

Parents should notify the school office, in writing or by phone, 341-6100, at least two days prior to the student's last attendance day. All school materials loaned to the student (example: iPad, charger, iPad case, keyboard, adapter, etc.) must be returned and/or paid for before leaving. Items that are lost or damaged should be paid for before the student is withdrawn.

## **TITLE IX COMPLIANCE STATEMENT**

It is the policy of the Somerton School District No. 11 not to discriminate on the basis of gender in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the District Administration, Somerton School District No. 11, P.O. Box 3200, Somerton, Arizona, 85350 (telephone number 341-6000) or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

## **GRADING SYSTEM/RETENTION & PROMOTION**

Grades reflect how well students are doing in school. They can point out areas where students need to improve. Student grades are always visible on PowerSchool & parents are encouraged to monitor their child(ren)'s progress. Each nine weeks, students receive an average grade in each subject. Every three weeks, a progress report is sent home. Quarterly, grades are based on standards taught and by productivity scale. Promotion to the next grade level at SMS includes accomplishment of the Arizona Standards in reading, written communications, mathematics, science, and social studies. In addition to Arizona Standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion. A goal of Somerton Middle School is to help each student complete the requirements for promotion to the next grade in school.

### **Academic Performance Indicator Scale:**

|                    |                      |
|--------------------|----------------------|
| <b>HP</b>          | Highly Proficient    |
| <b>P</b>           | Proficient           |
| <b>PP</b>          | Partially Proficient |
| <b>MP</b>          | Minimally Proficient |
| <b>*(asterisk)</b> | Modified             |

### **Productivity Scale:**

|          |                   |         |
|----------|-------------------|---------|
| <b>E</b> | Excellent         | 90-100% |
| <b>S</b> | Satisfactory      | 80-89%  |
| <b>I</b> | Improving         | 70-79%  |
| <b>N</b> | Needs Improvement | 60-69%  |
| <b>U</b> | Unsatisfactory    | 0-59%   |

## **EIGHTH GRADE PROMOTION CEREMONY PARTICIPATION**

Students whose suspension extends to the end of the school year may not participate in the promotion ceremony and activities.

**Promotion participation may be withheld for academic, disciplinary, or administrative reasons.**

## **REPORT CARDS**

Report cards may be distributed a week after the quarter ends.

## **HOMEWORK AND MAKEUP WORK**

Homework is an important part of education because it strengthens what was learned in class. Homework is assigned as needed. A student who is absent or suspended will be expected to complete makeup work. Students need to be responsible for asking teachers for makeup work after an absence. Parents need to call the school to ask for makeup work for students who are absent for several days. Please allow at least 24 hours for teachers to compile classwork/homework assignments to be picked up in the front office.

### **Homework Schedule (SY 23.24)**

As we provide opportunities for student agency via AVID, our campus will be piloting a new homework schedule. This schedule will allow students to focus on areas of need while reinforcing areas of strength.

Our new homework schedule is as follows:

- Monday & Wednesday–English, Reading, & Social Studies
- Tuesday & Thursday–Math, Science, & Electives
- Friday–Students will not be assigned homework.

As a result of specifically assigned days for homework, we will be asking students to leave their iPad on campus for the weekend, holidays, and testing weeks. Student iPads will be placed on charging stations so that they are ready for student use upon students' return to campus.

Students may earn opportunities throughout the year for a no homework day or week. We will notify parents via social media and mass messaging if students will have additional days they will earn to store their device at school. Any student that is absent throughout the week, will have one day per absence to make up any classwork/homework missed and will have their iPad available as needed.

## **POWERSCHOOL**

Parents/guardians may access students grades and information through the PowerSchool website, which is available 24 hours a day. Parents/guardians may call the front office to get their child's password to log on to PowerSchool. To access the information online, go to the following Internet website: ([www.ssd11.org](http://www.ssd11.org)) click on **PowerSchool** then click on **public**, and then complete the **username** and **password** sections.

## **CONFERENCES**

Conferencing is a positive way to develop a two-way communication between home and school on how students are performing regarding academic and social development skills. Parents can request conferences through the front office/parent liaison. Review the school calendar in front of the handbook for the scheduled conferences for the current school year.

Parents/guardians should feel free to conference with teachers as necessary. Please contact the school to set up a parent/teacher conference. Allow at least a day in advance notice when requesting to see a teacher in regards to a special individual conference. This is important since teachers are involved each day in team and individual planning, in addition to staff meetings. **Parents must first conference with the teacher(s) and or academic coaches prior to contacting an administrator regarding a student concern.**

### **COMMUNICATIONS**

Calendars, brochures, flyers, school marquee, school newsletter, Facebook, SchoolMessenger, and school website ([www.ssd11.org/sms](http://www.ssd11.org/sms)). Please check with your child daily. District application- more information on the web page [www.ssd11.org](http://www.ssd11.org).

### **SCHOOL BOUNDARIES**

All students must stay within school boundaries as set within the fencing.

### **STUDENT IDENTIFICATION CARD-LUNCHES**

Students will be issued an identification card at the beginning of the school year. There will be a \$5.00 replacement cost for lost, misplaced, and/or vandalized (cut, defaced, damaged, etc). Students may complete school community hours to earn a new school ID card. IDs must be kept intact or they will need to be replaced. An ID contract will be issued to each student & parents at the beginning of the school year.

### **FEES AND FINES**

Students who owe money cannot participate in extracurricular activities or receive a promotion certificate. Students must pay for damaged school property, library fines, athletic equipment, iPads (**refer to school issued device contract**). The cost of some school items is as follow:

- |                      |                |
|----------------------|----------------|
| • Replacement ID     | <b>\$5.00</b>  |
| • P.E. Shirt/Uniform | <b>\$10.00</b> |
| • Spirit shirts      | <b>\$12.00</b> |

### **CLOSED CAMPUS**

For the protection and safety of our students, Somerton Middle School is a closed campus. The campus is open between 7:30 a.m. and 3:30 p.m. Students should not be on campus before 7:30 a.m. Parents and guardians need to sign out their children in the main office any time a student leaves the campus during school hours. Students may not sign themselves out (including lunch time). Students are not to be on campus after 3:30 p.m. unless participating in a school supervised function. Students that are found on campus in an unsupervised/unauthorized situation can be charged with trespassing by the police and will be subject to disciplinary action and/or arrested.

Student drop-off and pickup areas are in the front of the school campus. Please follow the directions of the signs. Do not use the bus entrances. (North/South entrances).

### **VISITORS**

Adult community members and parents are invited to visit our school. We do not allow student visitors. All visitors must sign in and obtain a visitor's pass in the main office and obtain a badge- must be worn at all times to identify the visitor. Visitors who do not have a pass will be asked to go to the main office to get one. This requirement allows us to identify visitors and ensure your child's safety.

**Prior administrative approval is necessary if parents/guardians request to observe their child in the educational environment; such observation is limited to 30 minutes at a time, unless administrators approve additional time based on educational/behavioral needs determined by the parent/teacher/ & administrative team. Proper identification card must be presented at the time of visit.**

### **VOLUNTEERS**

Somerton Middle School encourages parent and community volunteers. If interested in volunteering, it will be required to visit our District web page and apply to volunteer, provide a fingerprint clearance card, and pay a fee. You may volunteer once the District has confirmed the clearance to the school. Volunteers must sign in when arriving and sign out when leaving the school grounds. This not only helps us credit the volunteers for their service, but also allows us to locate them in the event of an emergency. Please call the school office at 341-6100 for more information. Badges are issued and must be worn to identify volunteers. This requirement allows us to identify volunteers and ensure your child's safety.

### **PERSONAL ITEMS/RESTRICTED ACTIONS**

The safest place for a personal item is at home. These items are, but are not limited to cell phones, ear phones (earbuds), headphones, media players, MP3 players, techdeck skateboard (fingerboard), iPods, laser pointers, candy, energy drinks, **gum**, seeds, simulated guns, stuffed animals, blankets and pillows, flowers, toys, spray paint and money not needed for school.

**Water in a clear plastic bottle is the only beverage allowed on campus.** Students are prohibited to bring candy and snacks for consumption in the classroom during daily instruction. Students are prohibited to bring the above items to school. Students who continue to bring these items will receive disciplinary action for defiance of authority. **The school district is not responsible for these items if they are lost, stolen, damaged or held by a teacher or administrator.** A parent must pick up items that are held due to continued violations and speak with an administrator. Selling, borrowing, or lending money or personal items on campus is also not allowed.

***Birthday presents, balloons, or flowers are not allowed during school hours and will not be delivered but held in the office. Balloons are not allowed on buses.***

***Should a student choose to bring a forbidden item and the item is lost or misplaced, the school is not obligated to take a report or conduct an investigation into the matter.***

### **CELL PHONES AND AIRPODS**

The safest place for cell phones is at home. Cell phones for medical purposes should be cleared by the school nurse and approved by an administrator. However, if cell phones are brought to campus, students will be asked to turn them off and place them in their backpacks for the entire school day. If a cell phone is visible or heard vibrate/ring, it will be confiscated. Parents who need to contact a student during classes should contact the front office.

Cellular telephones that are confiscated during the school day are subject to the following:

- ❖ First offense = staff will confiscate the cell phone from the student, label it with student's information, and take it to the front office. Students may pick up the phone in the office at the end of the day.
- ❖ Second offense = confiscate cell phone from student, label it with student's information, and a parent/guardian must pick the phone. Teacher will make contact with parents.
- ❖ Third offense = confiscate cell phone from student, label it with student's information, and **only a parent or guardian may pick up the cell phone or device. Parents must meet with an administrator prior to recovering the cell phone.**

**Any item that impedes the learning process will be confiscated and addressed accordingly by administration.**

**Schools are not responsible for a loss, damage, or theft of cellular phones. Somerton Middle School is not obligated to conduct an investigation or file a police report.**

**If a student chooses to bring a cellular phone to school, the school reserves the right to review its content.** Parents with questions about cell phones should contact their child's teacher or the school principal.

**AirPods (earbuds/earphones) are not allowed.**

### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Being overly affectionate in school creates an environment that is not conducive to concentration and learning; therefore, students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are expected to show good taste and conduct themselves respectfully at all times.

Inappropriate public displays of affection will not be tolerated. This behavior will result in a parent meeting and possible ALC or suspension if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, consideration & respect for others is the guideline for appropriate behavior.

### **DRUGS AND ALCOHOL**

It is the responsibility of all school employees to report to an administrator any suspicion of the use, possession, or sale of drugs or alcohol. When there is probable cause that a student is involved in any of the above, administration, law enforcement authorities, and parents/guardians shall be contacted, and the student shall be subject to suspension or expulsion. A student who has been involved in a drug or alcohol related offense will be referred to the Superintendent for further action. Students who have been involved with drug situations while at the Alternative School will be referred for expulsion.

### **GANG ACTIVITY/ASSOCIATION**

It is the district's position that gangs start and encourage activities that threaten the safety or well being of persons or property on school grounds or disrupt the school in ways that are harmful to education. Also, it is the district's position that **the use of verbal statements, hand signals, graffiti, or the presence of any clothing, caps, body piercing (including but not limited to nose, lip, eyebrow, tongue, ear for boys) jewelry (long chains, oversized earrings), accessories, manner of dress or grooming that because of its color, arrangement, or anything else that shows or suggests membership or similarity to such a group is not allowed.** For these reasons, the following activities are not allowed and will cause any student doing them to receive disciplinary action and may be reported to the authorities:

- a. Any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others.
- b. Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participation in activities that intimidate or adversely affect the educational activities of another student or the orderly operation of the school.

Students can be referred to the School Resource Officer (SRO) to document any gang related behaviors and will be registered in the Somerton Police Gang file.

**SCHOOL RESOURCE OFFICER (SRO)**

The School Resource Officer has been placed on campus not only to enforce the laws but to ensure the Health, Safety, and Welfare of all students and staff. The SRO's constant visibility on campus and throughout the classrooms assists the staff to ensure the students receive an education in the safest learning environment possible. In order to achieve this constant order, a "Zero, Zero, Zero Tolerance" program has been implemented. Zero Tolerance of violence on campus (especially involving gang activities or any affiliation with gangs), Zero Tolerance for any disruption in the classroom that affects the teachers' ability to educate, as well as Zero Tolerance for safety issues brought into the school or developed on school grounds that may or will cause harm to anyone.

**STUDENT SEARCH**










To ensure the school is safe for all students, it is sometimes necessary for school officials to search students and their personal belongings. There is no expectation of privacy in your personal items. Parents will be notified if a student was searched. We have a need, by law, to do searches whenever there is reasonable suspicion that a student may have broken school rules or the law. Having the student empty his/her pockets, socks, purse, or backpack is an example of a student search. At least two adults will be present during this search.



# SMS School Dress Code

## SY 2023-2024



| Uniform Policy  | Guidelines  | Where Can You Find These Clothes?  |
|---|---|--|
| <p>-Students will wear <b>GREEN, GOLD, or NAVY BLUE</b> school appropriate, colored polo shirts (a polo shirt is a 2-4 buttoned, collared, short sleeve shirt). <b><i>Clothing logos cannot be bigger than a quarter coin on uniform attire.</i></b></p> <p>-University/college t-shirts (AWC, NAU, ASU, UofA) can be worn on Thursdays. Any school spirit/club shirt or sweatshirt with the official SMS logo may be worn on Fridays.</p> <p>-Long sleeve t-shirts may be worn under the polo or spirit shirt as long as it is a solid color and features no design. No short sleeve shirts may be worn over polo shirts.</p> <p>-Any clothing recognized by administrators as gang affiliated will not be permitted.</p> <p>-Pants, shorts, capris and/or skirt color and material will be dark blue, black, khaki colored or jean fabric.</p> <p>-Clothing &amp; accessories may not have logos or any lewd, vulgar, obscene or plainly offensive language or symbols.</p> | <p>-Shorts and/or skirts must be standard appropriate length, which are at or approach knee length.</p> <p>-Shirts or tops may be worn untucked as long as they fit properly.</p> <p>-<b>All clothing must be properly fitted.</b> Prohibited items of clothing include: oversized clothing, extremely baggy clothing, or improperly fitted clothing.</p> <p>-Prohibited: <u>cargo pants &amp; joggers</u> including any uniform item that is <u>torn/ripped or saggy</u>. <b>All bottoms must be worn at the waist.</b></p> <p>-Hats, caps, or beanies are prohibited.</p> <p>-No opt-outs to the dress code will be allowed, except for religious or medical/disability reasons.</p> <div data-bbox="678 1749 961 1927" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <div style="display: flex; justify-content: space-between;"> <span><b>ID CARD</b></span>  </div> <div>             Name _____<br/>             Info _____<br/>  </div> </div> <p style="text-align: center;">→Student IDs should be worn/visible at all times.</p> | <p>-SMS sells spirit wear, including t-shirts and sweatshirts.</p> <p>-Some local vendors may carry clothing students need for Somerton Middle School uniform.</p> <div style="display: flex; flex-direction: column; align-items: center;">       </div> <div style="text-align: center; margin-top: 20px;">  <p><b>NO OPEN TOE SHOES,<br/>FLIP FLOPS, OR SANDALS</b></p> </div> <p style="text-align: right;">Revised 7/05/23</p> |

### Dress Code Continued

- ❖ In the interest of student safety, shoes must be worn at all times. Bare feet are never acceptable. Flip-flops, sandals, **Crocs**, high heels, and/or slippers are **not allowed**.
- ❖ Jewelry shall not be worn if it presents a safety hazard to self and/or others. **Facial and body-piercing jewelry**, other than normal size earrings, **is prohibited**. No spiked jewelry or belts are allowed.
- ❖ **No bandannas** of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing "colors" or other gang related apparel.
- ❖ No head coverings are allowed on campus.
- ❖ **Torn/ripped jeans of any color are prohibited.**
- ❖ **Students may wear hoods and gloves outdoors only in cold weather. However, these garments may not be worn inside the building or during warm weather. Jacket hoods must not be worn in the classroom.**
- ❖ Tattoos, hickies, and writing on skin are not acceptable.
- ❖ **Students must utilize a solid color backpack.**

As noted above, a student's first offense is a warning to allow the student the opportunity to correct the violation before consequences are assigned. It is recognized that there may be instances when students wear clothing that is in violation of the dress code, and staff does not notice the inappropriate clothing. The fact that this may sometimes occur in no way will prevent the staff or administration from imposing disciplinary consequences when a student is found out of compliance with the dress code.

### GRAFFITI

The only thing that will be written on the outside of all school materials, including this agenda, is the student's name. Students will need to replace materials confiscated for violating this rule. **There is to be no writing on students' skin at school.** Students who write on school property or buildings may be arrested and/or charged for damages.

### EXTRACURRICULAR ACTIVITIES

There are a wide variety of activities offered to students after school. Some of these include; basketball, wrestling, softball, soccer, volleyball, Robotics, and Journalism. Some of the clubs offered may include Drama, Science, Yearbook, Anime, Student Council, Health Ambassadors, and Chess. Eligibility for each of these activities requires that certain academic and behavioral standards be met. The requirements for each activity will be explained by its sponsor. For sports, please refer to our code of conduct on page 11 & 12.

**All students participating in extracurricular activities must have passing grades. Students with grades lower than 70% (productivity scale = Improving ) will not be allowed to participate in any games or after school events.**

### AFTER SCHOOL SPORTS/EVENTS

The policy for staying after school for Somerton Middle School home games is as follows:

- Students must be academically and behaviorally eligible to attend any school sporting or extra-curricular events.
- An adult must accompany any non-student.
- Students are expected to stay at the game location and not be wandering around campus.
- Students are expected to behave in accordance to all Cobra Pride (respectful, responsible, and reflective) and exhibit good sportsmanship towards the visiting teams.
- Any student or visitor in violation of the Cobra Pride during after school events may be removed by any staff member, reported to the police, and may be arrested.
- Students must follow all school rules and district policies.

## **Somerton Middle School Athletic Code of Conduct 2023-2024**

Congratulations to your son/daughter for making a Somerton Middle School Wrestling Team! This is a big commitment not only for your son/daughter, but also for you as parents/guardians. The following information provides you with expectations as an active member of our team.

### **Code of Conduct Contract terms:**

**Student Athletes are subject to ALL District and campus code of conduct expectations in addition to the following mentioned below.**

### **Grades:**

All Wrestlers are called: ***Student Athletes***. The Athlete is derived from the Student and as such our Student Athletes are expected to perform to the best of their ability in and out of the classroom. Our *Student Athletes* will be expected to earn no lower than a C (70%-79% = Improving) average in any one class. If a Student has an average lower than a C on any grade check during the season, the Coach will not allow the Student to participate in practice, instead he will be doing extra conditioning. If the student has not improved his average within the time designated by the Coach, the student will not participate in the upcoming game(s). The Student will be required to do one or all of the following:

- attend tutoring if needed during practice,
- meet with the teacher of the failing class to get help on the material during practice,
- or complete class work during practice in the Coaches' presence.

Also, the Coach will not allow the Student to dress out on game days, sit on the bench during the match, or travel on the bus to away games. However, the Student is required to sit with the general public at home games.

### **Athlete Conduct:**

All Athletes will conduct themselves in a respectful manner regardless of the location, time, or situation. Athletes will respect all Faculty & Staff, Coaches, Teammates, Opposing Team, Parents and Themselves. Swearing, rude behavior, mouthing off, or any attitude that could demean or offend anyone is not permitted. This behavior could result in any or all of the following disciplinary actions:

- an apology to the offended party,
- extra conditioning,
- loss of playing time,
- if the problem persists, removal from the team.
- **Bullying or cyberbullying is an automatic removal from the team.**

### **Fundraisers:**

All Athletes are required to participate in any fund raising activities. Failure to do so will result in loss of playing time or may require the Student to pay their own expenses when traveling or participating in any event that requires payment outside of school sponsored activities, equipment, or materials needed.

### **Athletic Attire/Game Protocols:**

All Athletes will wear an athletic jersey or Somerton t-shirt on game days (the tuck in rule still applies). The jerseys cannot be worn during P.E. class. Every Athlete and Coach not only represents Somerton Middle School, but also Somerton School District and Yuma County as well.

All Athletes will be required to ride the bus to and from games/competitions. A verbal and written notice must be provided to the Coach, with ample time, prior to any of the following occurrences. Please take into consideration that if the Student is not present for practice/match/game, Coaches must make arrangements or changes to schedules. Parents or legal guardians must sign out their Student Athlete before taking them from an away game. Failure to do so will result in the Athlete forfeiting their participation in the next game. Parents or legal guardians must provide a signed note in order for another parent to take their

Student Athlete home from an away game. Failure to follow this safety protocol will result in the Athlete not participating in the next game.

All Athletes are required to support their team by staying until the end of the game/match. If an Athlete leaves without having permission from the Coaches, he will not participate in the next match and will be assigned extra conditioning. This will be waived in case of family emergency. The Coach may request to speak with the parent to ensure the safety of the Student Athlete. If an Athlete misses a game and the excuse is not reasonable, the Athlete will sit the bench for the following game. Coaching staff will determine any and all consequences on a case by case basis.

### **Practice:**

All practices are ***closed*** practices. They are mandatory and require the attendance of all team members. Attendance is mandatory for all team building activities, such as practices or meetings scheduled by the Coaches. Remember, any unexcused absence will result in loss of playing time. During practice, no cellphones are to be used. An **unexcused absence** is any absence where the Athlete does not inform the Coaching Staff that they will miss a practice or if a Coach has been contacted, but the Coaching Staff deems it to be inexcusable. Unexcused absences are determined by the Coaching staff and may be excused under certain circumstances. Being absent from school for illness or injury is considered excused, but the Athlete is still required to notify the Coach of the absence. If the student is absent from school due to illness, the student will not participate in that day's match/game. Unexcused absence, particularly the day before a game, will result in loss of participation in the next game and additional conditioning. After a 5th absence, the Athlete will be dismissed from the Somerton Middle School Wrestling team. Being late for practice will not be tolerated, and will result in extra conditioning and can result in loss of participation in a match. The Coaching Staff will determine the type of action to be taken that will occur.

### **Team Unity:**

The success of our team is not determined solely on the physical ability of the team, but on the unity of the team as well. The Coaches are concerned with the well-being of every Athlete, in turn the Athlete should also be concerned with the well-being of each of their teammates. We are a team and require our Athletes to respect and look out for one another. Any action performed either physically or verbally to another team mate that is not in harmony with the spirit of this team will result in loss of playing time and or removal from the team. If the problem persists, the Athlete will be dismissed from the team.

### **Team Captain:**

A Team Captain may be chosen by the team or the Coach at the beginning of the season. In addition to enforcing and maintaining the team concept, the Team Captain will be expected to follow and maintain ALL rules set forth by the Coaches found within this Code of Conduct. Any Captain, who does not follow the Code of Conduct, is unsupportive of the team or Coaching Staff, will be removed as Captain. All Athletes will be expected to respect and follow instructions given by the Captain.

### **Playing Time:**

It is the sole decision of the Coaches to determine the playing time for any Athlete. In regards to an Athlete's playing time during the games, it is ultimately the Coaches decision. The Coaches will take into consideration the Athletes conduct on and off the court/field as well as their performance during practice and games.

## **STUDENT COUNCIL**

Somerton Middle School has a Student Council. The responsibility of the Student Council is to help make decisions on programs and improvements to the school. Student Council provides an opportunity for students to develop leadership skills, responsibility, and pride in themselves and their school.

The Council shall consist of a president, vice-president, secretary, treasurer, and publicity chair. The positions are filled through student elections.

## **BAND**

Somerton Middle School band is a yearlong elective class. Members of the band are divided into different levels according to their instrument groups. As members of the SMS band program, students are expected to participate in various concerts during the school year, numerous parades in Yuma and Somerton, and fund-raising activities.

## **SPORTS**

The following sports may be available during the school year for 7th and 8th grade students:

- Girls Softball
- Coed Wrestling
- Boys and Girls Soccer
- Girls Volleyball
- Coed Flag Football
- Boys and Girls Basketball

## **NOTE: RELIGIOUS PRACTICES AND NON-ACADEMIC SCHOOL ACTIVITIES**

The Somerton School District #11 is sensitive to the fact that participation in certain non-academic activities at school is not practiced by some students due to religious preferences. The Somerton School District honors that belief and does not require a student to participate in any activity that is contrary to that belief. Parents or guardians are requested to inform the child's teacher in writing of the decision to exercise this choice.

## **REWARDS AND INCENTIVES**

Students are given rewards and incentives frequently and for a variety of reasons. Some of these rewards are for exemplary use of the agenda, excellent behavior, academic success, students of the month, fast track, cafeteria behavior, extracurricular participation, high grade point average, honor roll, open house participation, recognition by teams and/or teachers, recognition by the leadership team, recognition by PTSO, athletic contests, Galileo celebrations. Examples of rewards include but are not limited to movie passes and gift items.

## **STUDENT PROGRAMS/RECOGNITIONS**

- Honor Roll
- Student of the Month
- Fast Track (AWC)
- Cobra Cash
- Sports Awards

\*Donations are welcomed to sponsor these programs. Tax credit/donation information is available by calling Somerton Middle School or District at 928-341-6000 or 928-341-6100.

## **SPECIAL EDUCATION AND 504 SERVICES**

Somerton Middle School provides many services for students who may need special programs. Somerton Middle School complies with state and federal regulations under the Individuals with Disabilities Education Act (IDEA). Parents as well as staff can refer a student for review. A student may need adaptations in the educational program or may be eligible for special education services.

At parent/guardian or staff request, the principal convenes a team to review the student's progress and areas of concern. A child suspected of having exceptional needs and educational requirements can be referred for a comprehensive evaluation through the district's Special Programs Office. Screenings and evaluations to determine special education needs are free and all information is kept confidential. Parents can also contact the Special Programs Office directly at 341-6041. The district provides special education programs with trained staff, speech, occupational, and physical therapies, specialized transportation, and other specific individualized services. Some students who are not eligible for special education services may be eligible for protections under a federal law: Section 504 of the Rehabilitation Act of 1973. A professional team makes the determinations and develops, with the parent/guardian, a written plan for the student. Additional information is available upon request.

Special education services are provided in the district for preschool through middle school age children who have been identified as having a disability.

Screening for possible disabilities will be completed within 45 calendar days after notification to the public agency by the parents/guardians of the child, or after any student enrolls in our school without appropriate records of screening, evaluation, and progress in school. The staff will look at the child's ability in the area of academics, vision, hearing, adaptive living, communication, social/emotional, and motor skills.

If the screening process indicates a possible disability, the name of the student will be submitted to the administrator for possible referral for a full and comprehensive individual evaluation or other service. A parent/guardian may request an evaluation of the student. All information is strictly confidential.

If, after consultation with the parent/guardian, the responsible public agency determines that a full and individual evaluation is not warranted, the public agency will provide required notices to the parent/guardian within 60 calendar days.

An initial, comprehensive evaluation of a child being considered for special education will be completed, at no cost to the parent/guardian, as soon as possible, but may not exceed 60 calendar days from receipt of informed written parent/guardian consent.

In the case of a student who is identified with a special education need, a reevaluation of that need is conducted every 3 years, or more frequently if requested by the student's parent/guardian or teacher.

Some students who are not eligible for special education services may be eligible for support under a federal law: Section 504 of the Rehabilitation Act of 1973. A professional team makes the determinations and develops with the parent/guardian a written plan for the student.

Additional information can be obtained by contacting the Special Programs Office at 341-6041 or 341-6044 for information regarding preschool services.

### **CHILD FIND**

It is the Somerton School District's responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities aged 3 through 21 years and how to access those services. In addition we have a responsibility to provide information regarding early intervention services for children birth through 2 years. We are responsible for identifying, locating, and evaluating all children with disabilities including children aged 3 through 21 and for referring children from birth through 2 years of age to Arizona Early Intervention Program (AZEIP) for evaluation and appropriate services. We are also responsible for providing a free and appropriate public education (FAPE), which includes special education and related services to children with disabilities at public expense, under public supervision and direction and without charge to the parents. For all new students to the district, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, and social/emotional and motor skills. If any concerns are noted the child may be referred for additional help. Children birth through 2 years of age who are receiving early intervention services and will be participating in preschool programs for children with disabilities will be assured of a smooth transition into that program.

### **HEALTH SERVICES/SCHOOL NURSE**

Health Services are provided to students in our District by a Registered Nurse, four Certified Nursing Assistants, and one health assistant who are assigned to each of the schools in our District. Supervision and oversight are provided by the R.N. to the non-licensed staff in order to provide safe care to all of the students in the District. The R.N. together with the help of the Nursing Assistants will work with parents to ensure that students who have chronic health problems, and acute health problems receive the basic nursing care they need, to promote optimal health during the school day. Parents will be notified when their child has a medical condition that needs to have further evaluation and treatment by their physician. If your child needs skilled nursing care that is normally provided by a licensed nurse, you may be asked to sign a release stating that you are aware that the school health provider is not a licensed nurse, but has received adequate training and direction to perform the skilled service safely, and has your permission to perform the service. If you have any questions or concerns about your child's health needs being met at school, please ask the Nursing Assistant at your child's school to contact the R.N. Coordinator to set up a meeting, so that the parent and the staff can develop a plan for your child's school health care provider to follow.

The School Health Center has two main functions. The first is to care for the general health of the child while he/she is at school; and the second is to conduct health screenings of children in required grade levels, special programs, and for other students as time permits. Hearing & vision screening is required to be done on all Kindergarten, 1st, 2nd, and 6th graders, all Special Education students, any new students to our district, and any students who failed screening in either of these areas in the previous year. If a student does not pass a health screening for vision or hearing notification is sent to parents. Any parent that doesn't want their child screened needs to submit a written letter to the nurse to be kept in the child's record.

A student needs to be at his/her optimum health level to gain the most benefit from the learning process. It is strongly suggested that students have a complete health appraisal before school starts with immunizations and boosters brought up-to-date.

In order to be at his/her learning best, a child needs adequate sleep, plenty of rest, and a good breakfast. If your child has a specific health problem or needs regular medication, please discuss it with the school health care provider, so that regular provisions for his/her care can be made. School and district policies are as follows:

### **HEALTH RELATED DISMISSALS FROM SCHOOL**

When a student becomes ill or injured a staff member will give the student a pass to report to the nurses office. Students must not leave the school for any reason without the permission of the nurse or principal, and only after the parent or responsible person on file has signed the student out.

**Students are not allowed to use classroom phones or cell phones to call their parents to inform them that they are sick and/or need to be picked up.** The student must go through the nurse's office and it will be at the Nurse's discretion to contact a parent for the student's release. The nurse will notify the staff when the student needs to go home.

### **ADMINISTERING MEDICINE TO STUDENTS**

If a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

1. Written instructions, signed by the parent, will be required and will include:
  - a. Child's name
  - b. Name of medication
  - c. Purpose of medication
  - d. Time to be administered
  - e. Dosage
2. All medication must be provided in the current prescription container with the doctor's instructions for dosage on the label.
3. The parent of the child must assume responsibility for informing the school nurse of any change in the child's health or change in medication.
4. The School District retains the discretion to reject requests for administration of medicine.
5. According to ARS. 32-1901, the State of Arizona does not allow medication from Mexico to be given by nurse or school personnel, unless it was prescribed by a Doctor in the United States, and only filled in Mexico. However, the parent may give medicine from Mexico if they come to the school to administer it.
6. Tylenol may be given by the nurse when deemed appropriate for pain or fever if there is a written permission by the parent or guardian on file. Tylenol dosage based on manufacturer's recommendations per child's age.
7. Pepto Bismol will only be provided to students who are 12 years old or older per manufacturer's recommendations, with a signed parent permission slip on file.

### **IMMUNIZATIONS**

Arizona Law of every child requires an immunization history at the time of enrollment. Each child must be current on his immunization schedule. **Please keep the school nurse informed of any new immunizations your child has received at a clinic or private doctor's office so that the health records can be kept up-to-date.**

The following is the immunization record required for school enrollment

1. Arizona State Law requires that a child, upon first entering school, must have a record of immunization against preventable childhood diseases--diphtheria, whooping cough, tetanus, polio, measles and rubella, hepatitis B, Varicella, and Hib up to age 5 years old, and one (optional) TB Skin test.
2. A permission slip will need to be signed by parents in case of a waiver in part or in full for medical or religious cases, or for personal beliefs.
3. In all cases, a parent must file either a record of immunization or request a waiver of immunization.
4. All students at the age of 11 yrs. or older are required to have the Tdap, and Meningitis vaccines, also known as MCV4.

### **HEALTH EXCLUSION FROM SCHOOL**

1. It is recommended that you keep your child home from school when he/she has any of the following conditions:

|               |   |
|---------------|---|
| Fever > 100.6 | Head Lice                                 |
| Vomiting      | Pink Eye (Conjunctivitis)                 |
| Diarrhea      | Any Rash/ or contagious condition         |
| Hacking cough | Serious Cold/Severe Sore throat           |
| Earache       | Severe toothache, not relieved by Tylenol |

2. If a child is found to have any of the above conditions while in school, parents will be notified and the child will be sent home for treatment.

### **School Board Policy: Communicable/Infectious Diseases**

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R.S. 36-621 et seq, appropriate regulations of the State Department of Health Services, and policies of the County Health Department.

Parents will be requested to provide a history of the communicable diseases for each student, and such records will be kept and maintained by the District.

A student suffering from a communicable disease shall be excluded from school to protect the student's own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. The administrator or county health director shall make the decision for exclusion and readmission.

#### **Pediculosis (Lice Infestation)**

Students with pediculosis shall be excluded from school until treatment specific for pediculosis has been initiated and the student is symptom free.

- Arizona Laws Pertaining to Pediculosis Screening- A.R.S. 15-802. Compulsory school attendance; exceptions, violation; classifications

#### **PHYSICAL EDUCATION EXCLUSIONS**

Requests in writing for students to stay indoors during scheduled Physical Education and/or free periods should be either approved by the school nurse or principal. We assume that the child who is well enough to be in school is well enough to play or sit outdoors.

#### **EMERGENCY CARDS**

Pupil data cards, which include medical conditions and emergency information, are to be completed for each student. **Please see that the information is complete and kept up-to-date as to address, phone number, emergency number, etc.** The nurse to reach the parent in case of an emergency uses these cards. They also include Tylenol consent and emergency care consent.

#### **SCHOOL ATTENDANCE AND HEALTH-RELATED ABSENCES**

Please keep your child home if he/she is ill. This helps prevent the spread of diseases. Students may return to school when their temperature has been normal for twenty-four hours. If they had been treated for head lice or pink eye, students need to be seen by the nurse before returning.

#### **PHYSICAL EXAMS**

Physical exams are required for any student who will participate in any sports activity, including Spirit line. Proof of the exam is required and is to be submitted to the nurse. Physical exam is only valid for 2 years. (This doesn't apply to the elementary grade levels at this time, only the Middle School)

#### **INSURANCE**

**Insurance papers can be completed during iPad distribution/sent home the first week of school. This optional insurance covers students in case of an accident while in school. SMS encourages all parents to purchase insurance to avoid paying full price for damaged school devices.**

#### **BOOKS**

Textbooks and workbooks are furnished without charge. If any textbook is lost or damaged due to negligence, the student will be required to pay for it. A book price list is available in the school office.

#### **LIBRARY**

The Somerton Middle School library is an important educational resource, and we encourage its full use. The library is open during scheduled school hours to all students for pleasure reading or reference work. Books may be checked out.

We ask your cooperation in encouraging your children to return books when due in order to keep books in circulation. All library books must be returned or paid for when a student is withdrawn from school. Students will be responsible for lost or damaged books. Charges for lost or damaged books will reflect the condition and age of the book at the time it was checked out.

**School Devices:** Somerton Elementary School District provides access to district technology resources for educational purposes. This access may be taken away at any time for abusive or inappropriate conduct related to the use of district technology resources.

Failure to comply with the District policies or guidelines in this document for care and use of student devices may result in the loss of device privileges. All use must comply with the following policies:

- Anti-Bullying Policy
- Technology Usage and Safety Policy
- Guidelines for Acceptable Use of Technology by Students
- Student Behavior Policy
- Rights and Responsibilities Handbook

All policies may be viewed in their entirety at <http://ssd11.org>

**Student devices are the property of Somerton Elementary School District and as a result may be seized and reviewed at any time.**

### **iPads**

The Student/Parent Technology Handbook and Contract is located at

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/125335/Handbook\\_SMS\\_ipad\\_7-25\\_copy.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/125335/Handbook_SMS_ipad_7-25_copy.pdf)

Device User Agreement Contract:

[https://drive.google.com/file/d/1a8iaUxNcuJHSGH8IU6A11\\_-4ciWCk0y/view?usp=sharing](https://drive.google.com/file/d/1a8iaUxNcuJHSGH8IU6A11_-4ciWCk0y/view?usp=sharing)

Spanish Version of Contract:

<https://drive.google.com/file/d/1q1cdag6cZtuPnPKmDxabYlhWntwuPubk/view?usp=sharing>

### **LOST AND FOUND**

The school is not responsible for articles lost or stolen. Students should not leave money or valuables in their desks. **Valuables should not be brought to school.** Any found items can be sent to the office. At the end of the school year, we will send all remaining lost and found items to a charitable organization.

### **FIRE, EMERGENCY DRILLS, AND LOCKDOWNS**

Fire, emergency drills and lockdowns are held at irregular intervals throughout the school year. An alarm will be sounded over the speaker system. We have drills often to teach students the safest, quickest route for departure from school buildings.

### **WALKERS**

Students will follow "safe walking" procedures.

### **BICYCLES AND SKATEBOARDS**

SMS students may ride their bicycles or skateboards to and from school, if they follow basic safety rules.

**Students must leave their bicycles and skateboards immediately upon arrival at the designated area.** It is strongly recommended that each student riding a bicycle or a skateboard have a lock for daily use. Safety equipment is encouraged. The school does not assume responsibility for stolen or damaged bicycles. Failure to follow school and safety rules will result in loss of bicycle riding privilege.

### **BUS REGULATIONS & SAFETY RULES**

Riding a school bus is a privilege. Students are required to follow the school rules in the bus at all times (this includes dress code). Proper conduct is required for continued use of the bus. Students will be issued Behavior Reports when they violate the safety and behavior rules. Continued disorderly conduct or refusal to respect the authority of the bus driver shall be sufficient reason for the student to be denied transportation

Violations are as follows:

1. Fighting
2. Littering
3. Vulgarity, rudeness, cursing
4. Threatening to commit harm to another student or adult
5. Eating and drinking on the bus
6. Unnecessary noise
7. Disobeying the driver
8. Defacing or damaging the bus
9. Part of the body hanging out of the window
10. Not sitting in the assigned seat
11. Dress code

***Students may be suspended from the bus on the first offense, if their behavior so warrants.***

Safety Rules:

1. Arrive at your bus stop at least ten minutes early.
2. Line up in an orderly, respectful manner and have school I.D. ready to ride the bus.

3. Keep all items and hands to yourselves.
4. Keep balloons, toys, pets and other animals at home.
5. Be respectful and follow the Cobra Code when lining up.
6. Listen attentively to the directions and instructions given by the bus driver. Bus drivers deserve our respect.
7. Remain seated until the bus has come to a complete full stop.
8. If you must cross the highway or street, cross in front of the bus, but never behind the bus.
9. Only "Bus Students" attending Somerton Middle School may ride the school bus.

### **SOMERTON MIDDLE SCHOOL EXPECTATIONS/RULES/DISCIPLINE**

The purpose of these guidelines is to maximize the educational opportunities available to all students and to insure operation of an orderly, successful school. All students are required to comply with certain standards of behavior.

#### **EXPECTATIONS FOR ALL STUDENTS**

ALL SMS Cobras will follow the **PBIS Expectations:**

##### **COBRA PRIDE:**

- 1. Be Responsible**
- 2. Be Respectful**
- 3. Be Reflective**

Keeping close consideration to:

- Be courteous and respectful to all adults and classmates
- Give their personal best
- Be on time to school and all classes daily
- Take pride in our school and help make it the best
- Take responsibility for actions, attitudes and achievements
- Students who do not follow our rules and PBIS expectations may be placed in ALC based on our matrix
- Students in ALC may assist with beautification of the school (cleaning).

#### **STUDENT ALTERNATIVE PROGRAM AND LONG TERM SUSPENSION**

Students who have gone through the long term suspension process or have been placed in the classroom will return to the Alternative School setting to complete his/her 7-8 grades.

Administration reserves the right to continue with the Alternative School setting, if the student's academic or behavioral goals are not met.

## Point System for students in SAP = Pending

## Somerton Middle School Compact

The Title I Program is designed to develop each student's potential for intellectual, emotional, and physical growth. In order to achieve this, the home and school must be willing to recognize and agree upon the responsibilities of each party in the learning process.

### STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

1. Come to class on time and prepared to work;
2. Respect the rights of others to learn without distraction and disruption;
3. Show respect and cooperation with all adults in the school;
4. Complete all assignments to the best of my ability;
5. Show respect for people and school property;
6. Spend time at home daily studying or reading;
7. Know and follow the directives of the student handbook.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### PARENT GUARDIAN AGREEMENT

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

1. See that my child attends school regularly and on time;
2. Establish a time and place for homework;
3. Help my child become a responsible person;
4. Know and encourage my child to follow the directives of the student handbook;
5. Attend parent-teacher conferences and other school activities.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### TEACHER AGREEMENT

It is important that students achieve. Therefore, I shall strive to do the following:

1. Help each student achieve to his/her fullest potential;
2. Provide an environment conducive of learning, with efficient use of the learning time;
3. Supply clear evaluations of student progress and achievement to both students and parents;
4. Ensure students understand and follow directives of the student handbook;
5. Regularly provide homework opportunities to promote student learning.

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### PRINCIPAL AGREEMENT

I support this form of parent involvement. Therefore, I shall strive to do the following:

1. Provide an environment that allows for positive communication between the teacher, parent/guardian, and student;
2. Encourage teachers to regularly provide homework opportunities to promote student learning;
3. Support families in helping their children work to their best ability;
4. Enforce the student handbook policy.

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Acuerdo de la Escuela Secundaria Somerton Middle School

El programa Título I está diseñado para desarrollar el potencial de crecimiento intelectual, emocional y físico de cada estudiante. Para lograr esto, el hogar y la escuela deben estar dispuestos a reconocer y acordar las responsabilidades de cada parte en el proceso de aprendizaje.

### ACUERDO DE ESTUDIANTE

Es importante que trabaje lo mejor que pueda. Por lo tanto, me esforzaré por hacer lo siguiente:

1. Llegar a clases a tiempo y preparado para trabajar;
2. Respetar los derechos de los demás de aprender sin distracciones ni interrupciones;
3. Mostrar respeto y cooperación hacia todos los adultos en la escuela;
4. Completar todas las tareas, trabajos y proyectos lo mejor que pueda;
5. Mostrar respeto por las personas y cualquier propiedad escolar;
6. Pasar tiempo en casa diariamente estudiando o leyendo;
7. Conocer y seguir las directivas del manual del estudiante.

Firma del estudiante: \_\_\_\_\_

Fecha: \_\_\_\_\_

### ACUERDO DE PADRE O TUTOR

Quiero que mi hijo/a alcance un buen aprovechamiento académico. Por lo tanto, lo alentaré haciendo lo siguiente:

1. Asegurarme de que mi hijo/a asista a la escuela regularmente y a tiempo;
2. Establecer un horario y lugar para hacer la tarea;
3. Ayudar a mi hijo/a a convertirse en una persona responsable;
4. Conocer y alentar a mi hijo/a a seguir las reglas del manual del estudiante;
5. Asistir a las conferencias de padres y maestros y otras actividades escolares.

Firma del padre/tutor: \_\_\_\_\_

Fecha: \_\_\_\_\_

### ACUERDO DE MAESTRO

Es importante que los estudiantes alcancen su mejor desempeño académico. Por lo tanto, me esforzaré por hacer lo siguiente:

1. Ayudar a cada estudiante a alcanzar su máximo potencial;
2. Proporcionar un ambiente adecuado para el aprendizaje, con uso eficiente del tiempo de aprendizaje e instrucción;
3. Proporcionar evaluaciones claras del progreso y rendimiento académico a estudiantes y padres de familia o tutores;
4. Asegurar que los estudiantes entiendan y sigan las reglas del manual del estudiante;
5. Proporcionar oportunidades de tareas para fortalecer su aprendizaje.

Firma del maestro/a: \_\_\_\_\_

Fecha: \_\_\_\_\_

### ACUERDO DE DIRECTOR

Apoyo esta forma de participación de los padres. Por lo tanto, me esforzaré por hacer lo siguiente:

1. Proporcionar un entorno que permita una comunicación positiva entre el maestro, el padre/tutor y el estudiante;
2. Alentar a los maestros a proporcionar oportunidades de tareas para fortalecer su aprendizaje.
3. Apoyar a las familias para que ayuden a sus hijos a trabajar de la mejor manera posible;
4. Hacer cumplir la política del manual del estudiante.

Firma de la directora: \_\_\_\_\_

Fecha: \_\_\_\_\_

**SCHOOL-WIDE RULE**

I have read with my parents this student handbook. I understand the consequences if I choose any of the undesirable behaviors described in this handbook. In signing, I am indicating an awareness of the student discipline system.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Teacher Signature**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**REGLAMENTO ESCOLAR**

He leído con mis padres esta guía de estudiante/padre. Entiendo las consecuencias si elijo no seguir los comportamientos aceptables. Al firmar, reconozco y entiendo el sistema de disciplina del estudiante, reglas y consecuencias.

\_\_\_\_\_  
**Firma del Estudiante**

\_\_\_\_\_  
**Fecha**

\_\_\_\_\_  
**Firma del Maestro**

\_\_\_\_\_  
**Firma del Padre**

\_\_\_\_\_  
**Fecha**

\_\_\_\_\_  
**Fecha**

## **GLOSSARY**

**Alcohol and Non-Prescribed Drugs** - Possessing, selling, offering to sell, using or being under the influence of alcohol or drugs (except that use of medication is allowed if it is prescribed by a physician, used in accordance with the prescription and Governing Board Policy and is administered from the Health Center).

**Destruction or Defacement of Property** - Destroying or defacing objects or materials belonging to the school, school personnel, or other persons.

**Disorderly Conduct, Including Profanity and Obscene Behavior** - Conduct and/or behavior that is disruptive to the orderly educational procedure and process of the school.

**Disrespect** - Failure to be respectful to another person.

**Dress Code** - Failure to comply with the published dress code of the school.

**Endangerment/Fighting** - Engaging in conduct that endangers, or threatens employees or students. This includes physical contact for the purpose of inflicting harm.

**Forgery** - Writing and using the signature or initials of another person.

**Gambling** - Participating in games of chance for the purpose of gaining money.

**Harassment** - This can be in relation to other school students or staff.

**Insubordination** - Failure to comply with a reasonable request.

**Dishonesty** - Giving false information or information calculated to mislead.

**Obscenity** - The use of defamatory or obscene words or phrases, or distribution of defamatory or obscene materials.

**Play Fighting** - "Rough Housing", causing accidental harm to others. This will be categorized as fighting.

**Tardiness** - Arriving late to a scheduled class.

**Theft** - Taking or concealing property that belongs to others.

**Threats** - Any type of conduct, including verbal or physical threat, insult, abuse or fighting with any student, teacher, administrator, school visitor or any other person. This includes borrowing or attempting to take or borrow property from another person by an expressed or implied threat.

**Tobacco** - The use, sale or possession of tobacco of any kind.

**Unexcused Absence and Ditching** - Any absence that has not been both excused by a parent or legal guardian and approved by the appropriate school official.

**Weapons** - The possession or use of firearms, weapons, explosives, fireworks, knives, lasers, matches, cigarette lighters, bullets or any other instrument reasonably capable of harming any person or property or reasonably susceptible of creating the impression of such harm.

## **FORBIDDEN ITEMS NOT ALLOWED AT SCHOOL**

|                     |                      |                               |                             |
|---------------------|----------------------|-------------------------------|-----------------------------|
| guns (real or toy)  | knives (any type)    | box cutters                   | permanent markers           |
| cigarette lighters  | weapons              | hats/caps                     | matches                     |
| roller skates       | walking roller shoes | lasers                        | personal headphones/earbuds |
| hard balls          | bats (any type)      | e-cigarettes/cigars           | AirPods                     |
| cigarettes          | radios               | cameras                       | camera phones               |
| mini skateboards    | contraceptives       | alcohol                       | iPods/ personal tablets     |
| any electronic game | CD players           | video games                   | MP3 Players                 |
| toys                | cellular phone use   | drugs                         | spray paint                 |
|                     | or outside backpack  | therapeutic/homeopathic items | gum                         |

## **DISCIPLINARY ACTIONS**

Students involved in inappropriate behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions may be taken by school officials:

**Informal Talk** - A school official will talk to the student and try to reach an agreement regarding how the student should behave.

Conference - A formal conference is held between the student and one or more school officials. This conference will be documented.

Detention - 7th and 8th graders will serve lunch/or after school detention and a note will be sent home with the student to be signed.

Parent Involvement - Parent or guardian is notified by telephone, personal contact, behavior referral form, letter or certified letter. A conference may be conducted between the student, parent or legal guardian, appropriate school personnel, and any other concerned individuals. This conference will be documented.

Alternative Learning Center (ALC)- (In-school detention/ suspension) to be served during recess, lunch, before or after school, at the discretion of the administration. This will be documented. Students may participate in school beautification (cleaning).

In-School Suspension (ISS) - The student is temporarily removed from one or more classes but remains at school during these class periods. Students will be sent to the Alternative Learning Classroom (ALC) for one or more class periods as determined by staff and or administration. This will be documented.

Short Term Suspension - The student is informed that he/she is subject to a short-term suspension (ten days or less). The student's parent or legal guardian is notified by telephone or certified letter that the student is subject to a short-term suspension. This notification will be documented.

Long Term Suspension - The student is informed that he/she is subject to a long-term suspension (eleven days or more.) The student's parent or legal guardian is notified by letter and telephone contact will immediately be attempted. This action will be documented.

Summary Suspension - The student is immediately suspended pending further administrative action. Suspensions of this type are only made when it is necessary to remove the student from school in order to eliminate any potential and present danger to student and staff. The student's parent or legal guardian is notified by telephone and/or letter regarding the action of the school district. This action will be documented.

Expulsion - The student is informed that he/she is subject to permanent removal from school. The student's parent or legal guardian is notified by telephone and letter that the student is subject to expulsion. The district Superintendent, or her/his designee, will recommend to the Governing Board the student be expelled.

SAP – Somerton Alternative Program

#### **MULTIPLE SUSPENSIONS**

**If a student receives a second suspension, the student and their parent/guardian will be required to complete a meeting with the Principal before he or she may return to school and review information on SAP.**

**If a student receives three suspensions during a school year, the student may be referred for a long-term suspension hearing in which the administration may recommend a one calendar year suspension. If the student is referred to long-term suspension hearing, the student will be placed in ALC after serving the third suspension pending the long-term suspension hearing.**

#### **RIGHTS OF HOMELESS STUDENTS**

Somerton School District shall provide an educational environment that treats all students with dignity and respect. Every student experiencing homelessness or transition shall have access to the same free and appropriate educational opportunities as students who are not homeless. This may include tutoring, free lunch, transportation or other services the School feels are appropriate. If you have any questions, please contact your school or the District Homeless Liaison, Jessica Lizarraga-Martinez at 341-6024.

El Distrito Escolar de Somerton proporcionará un ambiente educativo que trate a todos los estudiantes con dignidad y respeto. Todos los estudiantes sin hogar o en transición tendrán acceso a las mismas oportunidades educativas gratuitas y apropiadas que los estudiantes que no tienen hogar. Esto puede incluir tutoría, almuerzo gratis, transporte u otros servicios que la escuela considere apropiados. Si tiene alguna pregunta, comuníquese con su escuela o con el enlace de personas sin hogar del distrito, Jessica Lizarraga-Martinez at 341-6024.



## **Somerton Middle School**

### **Parent Permission Form for Publication of Student Work/Photo/Name/Video Clip**

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

We understand that our child's artwork/writing/photo/video clip and/or first name may be considered for publication as part of school-related projects. Publications may occur on the Internet as part of our school's web page during this school year. We also understand that all work will appear with a notice prohibiting the copying of any student's work for our photo without express written permission of the school, the student and his/her parents.

No student's full name, social security number, student number, home address, telephone number, or e-mail address, or those of the student's family members, will be published without separate permission of the parent.

We grant permission for the publication of our son/daughter's artwork/writing/photo/video clip and/or first names as part of school related projects for the school year 2023-2024. Publication may include the school's web page. A copy of the web page containing our child's artwork/writing/photo/video clip and/or first name may be printed out and sent home at the request of the parent.

- ☐ Yes, I agree with the information above.
- ☐ No, I don't agree with the information above.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### **Permiso Para la Publicación de Trabajo/Fotografía/Nombre/Video Clip del Estudiante**

Comprendo que el trabajo de arte/escritura/fotografía/video clip y/o el nombre de mi hijo/a puede ser considerado para publicación como parte de trabajos escolares. Dichos trabajos pueden ser publicados durante este año escolar en Internet como parte de la página en la red del distrito escolar. También comprendo que todos los trabajos aparecerán con una nota prohibiendo el derecho de copiar el trabajo o fotografía del estudiante sin permiso por escrito de la escuela, el estudiante y los padres.

El nombre, número de seguro social, número de identificación del estudiante, dirección, número de teléfono, o dirección electrónica (email), del estudiante o los miembros de la familia no se publicarán sin permiso de los padres.

Doy permiso para que la publicación de trabajo de arte/escultura/fotografía/video clip/ y/o nombre de mi hijo/a como parte de trabajos relacionado con proyectos escolares para el año escolar 2022-2023. La publicación puede incluir la página de la red del distrito escolar. A petición de los padres, una copia de la página en la red que contenga el trabajo de arte/escritura/ fotografía /video clip y/o nombre de mi hijo/a puede ser imprimida para enviar a casa.

- ☐ Sí, estoy de acuerdo.
- ☐ No, estoy de acuerdo.

\_\_\_\_\_  
Firma de Padre

\_\_\_\_\_  
Fecha



## SOMERTON MIDDLE SCHOOL Anti-Bullying Pledge

I, \_\_\_\_\_, student of **Somerton Middle School** agree to join together to stamp out bullying at our school.

I believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be pushing, shoving, name calling, picking on, making fun of, laughing at, excluding someone, and trying to intimidate by violating someone's personal space. Some bullying acts are considered assault and are suspendable. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids", "just teasing", or any other rationalization. The victim is never responsible for being a target of bullying.

**By signing this pledge, I agree to:**

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision, such as bathrooms, locker rooms, and pod areas.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.

***I acknowledge that whether I am being a bully or see someone being bullied, if I don't report or stop the bullying, I am just as guilty.***

**Signed by:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Somerton Middle School Promesa de Anti-Acoso

Yo, \_\_\_\_\_, como estudiante de **Somerton Middle School** me comprometo a combatir y a no promover el acoso en contra de ningún estudiante o personal de la escuela.

**Creo que cada estudiante debe disfrutar de nuestra escuela, y sentirse seguro y aceptado sin tener en cuenta color, raza, género, popularidad, capacidad atlética, inteligencia, religión, o nacionalidad.**

El acoso incluye empujar, poner sobre nombres, burlarse ('echar carrilla'), excluir a alguien, y tratar de intimidar al invadir el espacio personal de alguien. Algunos actos de acoso son considerados un delito, y el estudiante puede ser sujeto a ser suspendido. El acoso causa dolor y tensión a las víctimas y nunca es justificable con argumentos como "solo son niños," "estábamos jugando," "así nos llevamos" o alguna otra razón.

**Firmando esta promesa, yo estoy de acuerdo a:**

1. Valorar las diferencias de los estudiantes y tratar a mis compañeros con respeto.
2. No involucrarme en situaciones de acoso o ser un acosador.
3. Estar consciente de las reglas de la escuela y sistema de apoyo en cuanto al acoso.
4. Reportar honestamente e inmediatamente todos los incidentes de acoso a los maestros o personal de la escuela.
5. Estar alerta en sitios alrededor de la escuela en donde hay menos supervisión por parte de un adulto. Por ejemplo, los baños, vestuarios y áreas de los 'pods'.
6. Apoyar a estudiantes que han sido víctimas de acoso.
7. Dirigirme a profesores y padres sobre preocupaciones y cuestiones en cuanto al acoso.
8. Me comprometo a trabajar con otros estudiantes y personal de la escuela para ayudar a evitar el acoso.
9. Me comprometo a pedirle o alentar a mis maestros a hablar sobre cuestiones acerca del acoso.
10. Me comprometo a ser un ejemplo a seguir para otros estudiantes y a apoyarlos cuando sea necesario.
11. Me comprometo a participar y contribuir en asambleas que traten sobre el acoso y cómo evitarlo..

***Reconozco que si soy un testigo o un estudiante que acosa, soy igualmente culpable al no reportarlo.***

**Nombre:** \_\_\_\_\_

**Firma:** \_\_\_\_\_

**Fecha:** \_\_\_\_\_

## SOMERTON ELEMENTARY SCHOOL DISTRICT PARENT/STUDENT DEVICE CONTRACT

Somerton Elementary School District provides students with access to district technology resources for educational purposes. Students must adhere to all district policies and guidelines, including *Technology Usage and Safety, Guidelines for Acceptable Use of Technology by Students, Student Discipline Policy*, and the *Student Rights and Responsibility Handbook*, in order to maintain that access. Failure to comply with these guidelines and those outlined in the *Parent/Student Handbook* may result in the loss of take home privileges.

### BE RESPONSIBLE

- I will keep my device in the district-issued case at all times, and not place anything between the case and display.
- I understand that the device is vulnerable to damage if dropped, thrown, or crushed and I will take care when placing it in my school bag, backpack, or locker. I will not throw or swing my backpack containing a device.
- I will keep my device away from food, beverages and other liquids.
- I will use only a soft, lint free cloth to clean the device, instead of liquids, cleansers, or household cleaning products.
- I will keep my device in places where the temperature is between 32° and 95°F. For example, I will take it inside with me instead of leaving it in the car on a hot day.
- I understand that many services and products are available for a fee and acknowledge that I will be financially responsible for any expenses incurred without district authorization.

### BE RESPECTFUL

- I will not use my device to bully, harass, harm, or spread lies or misinformation about others.
- I will use the camera and microphone to take appropriate, **academic pictures, videos** and audio recordings.
- **I understand that my use of the camera in a bathroom or locker room is strictly prohibited.**
- I will use my device to access, submit, post, publish, or display material that is legal, true, non-threatening, free of racially offensive content, and does not hurt someone's reputation.

### BE REFLECTIVE

- I will ensure my device is fully charged for school every day.
- During instructional time, I will only use apps and websites as directed by my teacher or as required for my assignments.
- I will always have enough memory on my device to download, access, and create any educational applications or files required by my teachers. I understand that I may need to delete any personal content on my device if I am running low on memory.
- I will use the device to do my own work and avoid plagiarism by giving credit to my sources.
- I will respect my iPad and follow iPad rules.

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Apps, Web-based Services and Parental Consent

In order for Somerton Elementary School District to facilitate a 1:1 personalized learning environment, the District will utilize applications (apps) and web-based services operated by third parties to provide students with access to online communication and collaboration tools and other instructional tools and materials. The District is required to comply with the federal regulations that require parental consent for students under age 13.

By signing below, I consent to allowing Somerton Elementary School District to issue a device to my child named above, to create any accounts necessary for my student to utilize district-approved applications and web-based services, and to share limited personal information with any third-party providers, including school issued Apple IDs and email.

Parent / Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **DISTRITO ESCOLAR DE SOMERTON/CONTRATO DE DISPOSITIVO PARA PADRES Y ESTUDIANTES**

El Distrito Escolar de Somerton proporciona a los estudiantes el acceso a los recursos tecnológicos del distrito para propósitos educativos. Los estudiantes deben cumplir con todas las políticas del distrito, incluyendo el Uso de Tecnología y Seguridad, Reglas para el Uso Aceptable de Tecnología de los Estudiantes, Política de Disciplina del Estudiante y los Derechos de los Estudiantes y Manual de Responsabilidad, con el fin de mantener ese acceso. El incumplimiento de estas reglas y las señaladas en el Manual de Padres y Estudiantes puede resultar en la pérdida de privilegios para llevar y traer el dispositivo a casa.

### **SER RESPONSABLE**

- Mantendré mi dispositivo en todo momento, y no colocaré ningún objeto que pueda dañar la pantalla.
- Entiendo que el dispositivo es vulnerable a los daños en caso de caída o golpe, y voy a tener cuidado al colocarlo en mi bolsa escolar, mochila, o casillero. No voy a jugar o tirar la mochila que contiene un dispositivo.
- Mantendré mi dispositivo separado de alimentos, bebidas y otros líquidos.
- Voy a utilizar únicamente un trapo suave libre de pelusa para limpiar el dispositivo, en lugar de líquidos, o productos de limpieza para el hogar.
- Voy a mantener mi dispositivo en lugares donde la temperatura está entre 32° y 95° grados F. Por ejemplo, llevaré mi iPad conmigo en vez de dejarla en el carro en un día caluroso.
- Entiendo que muchos servicios y productos están disponibles por una tarifa, y también entiendo que seré financieramente responsable por todos los gastos efectuados sin la autorización del distrito.

### **SER RESPETUOSO**

- No voy a intimidar, acosar, dañar o difundir mentiras o información errónea acerca de los demás.
- Voy a utilizar la cámara y el micrófono para tomar fotografías apropiadas, videos y grabaciones de audio con propósitos educativos únicamente.
- Entiendo que mi uso de la cámara en un baño o vestuario está estrictamente prohibido.
- Voy a utilizar mi dispositivo solo para acceder, enviar, o publicar material de pantalla que es legal, cierto, no amenazante, libre de contenidos racialmente ofensivos y que no hagan daño a la reputación de nadie.

### **SER REFLEXIVO**

- Me aseguraré de que mi dispositivo esté completamente cargado para la escuela todos los días.
- Durante el tiempo de instrucción, solo voy a utilizar las aplicaciones y los sitios web según las indicaciones de mis maestros o como se requiera para mis tareas o trabajos escolares.
- Siempre tendré suficiente memoria en el dispositivo para descargar, acceder y crear todas las aplicaciones educativas o archivos requeridos por mis maestros. Entiendo que puedo necesitar eliminar cualquier contenido personal en mi dispositivo si me estoy quedando sin memoria.
- Voy a utilizar el dispositivo para hacer mi trabajo y haré lo posible por evitar el plagio dándole crédito a las fuentes necesarias.
- Respetaré y seguiré las reglas del iPad en todo momento.

**Nombre del estudiante:** \_\_\_\_\_

**Número de identificación del estudiante:** \_\_\_\_\_

**Firma del estudiante:** \_\_\_\_\_

**Fecha:** \_\_\_\_\_

### **Aplicaciones, Servicios basados en la Web y Consentimiento de los Padres**

A fin de que el Distrito Escolar de Somerton facilite servicio y un ambiente de aprendizaje personalizado, el Distrito utilizará aplicaciones (apps) y servicios basados en la Web operados por terceros para proporcionar a los estudiantes el acceso a las herramientas de comunicación y colaboración en línea y otras herramientas de enseñanza y materiales. El Distrito está obligado a cumplir con las regulaciones federales que requieren consentimiento de los padres para los estudiantes menores de 13 años.

Al firmar abajo, doy mi consentimiento para permitir que el Distrito Escolar de Somerton otorgue un dispositivo para el estudiante nombrado anteriormente, para crear las cuentas necesarias para que mi hijo/a pueda utilizar aplicaciones aprobadas por el distrito y servicios basados en la Web, y para compartir información personal limitada con proveedores de terceros, incluyendo identificaciones de Apple y correo electrónico.

**Firma del Padre / Tutor:** \_\_\_\_\_

**Fecha:** \_\_\_\_\_

## PARENT VOLUNTEER INFORMATION

School (**Check One**): ☐ ELC ☐ DSS ☐ TDS ☐ OGE ☐ SMS

### Parent/Guardian Information:

|   |  |  |
|---|--|--|
| Personal Information for: (Check One) <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian   |  |  |
| Full Name: _____  |  |  |
| Address: _____ Apt. _____ City _____ State <u>AZ</u>  |  |  |
| P. O. Box _____ City _____ State <u>AZ</u>  |  |  |
| Contact Information:  |  |  |
| Home: (____) _____ Work: (____) _____ Cell: (____) _____ Message: (____) _____  |  |  |
| Language Preference: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other _____   |  |  |
| Please call my: (Check all that apply) <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Message   |  |  |
| Best Time To Call: (Check all that apply) <input type="checkbox"/> During School <input type="checkbox"/> After School <input type="checkbox"/> Afternoon <input type="checkbox"/> Evenings <input type="checkbox"/> Weekend <input type="checkbox"/> Other _____ |  |  |
| Email Address: _____  |  |  |

### I Pledge to take personal responsibility for my child's safety and education. I can volunteer a minimum of:

(Check all that apply)

☐ 5 hrs each semester ☐ 10 hrs each semester ☐ 15 hrs each semester ☐ Special Events

### Informacion de el Estudiante(s):

| Student Name | School | Grade | Student Name | School | Grade |
|--------------|--------|-------|--------------|--------|-------|
|              |        |       |              |        |       |
|              |        |       |              |        |       |
|              |        |       |              |        |       |

### Survey of Volunteer Interests (Check all that apply)

|   |   |  |
|---|---|--|
| <p><b>I am interested in volunteering in the classroom:</b></p> <p><input type="checkbox"/> Tutor a student</p> <p><input type="checkbox"/> Work with individual students.</p> <p><input type="checkbox"/> Work with small groups of students.</p> <p><input type="checkbox"/> Listen to students read</p> <p><input type="checkbox"/> Translate for students.</p> <p><input type="checkbox"/> Help with teacher's clerical work.</p> <p><input type="checkbox"/> Prepare materials</p> <p><input type="checkbox"/> Attend field trips</p> <p><input type="checkbox"/> Help students with dramatic performances, special events</p> <p><input type="checkbox"/> Help out in class with art projects, science experiments, etc.</p> <p><input type="checkbox"/> Appear as a guest speaker to:</p> <p><input type="checkbox"/> share my professional experiences</p> <p><input type="checkbox"/> share my travels</p> <p><input type="checkbox"/> share my culture</p> <p><input type="checkbox"/> share my talent, skill, or craft</p> | <p><b>I am interested in volunteering in other areas:</b></p> <p><input type="checkbox"/> Organize or help with school security (bus, school grounds, etc.)</p> <p><input type="checkbox"/> Building maintenance</p> <p><input type="checkbox"/> Carpentry</p> <p><input type="checkbox"/> Gardening or yard work</p> <p><input type="checkbox"/> Work in school library</p> <p><input type="checkbox"/> Photograph school activities</p> <p><input type="checkbox"/> Videotape school activities</p> <p><input type="checkbox"/> Provide transportation to parents for conferences, events, etc.</p> <p><input type="checkbox"/> Type or do clerical work</p> <p><input type="checkbox"/> Prepare newsletters</p> <p><input type="checkbox"/> Prepare posters, displays, etc.</p> <p><input type="checkbox"/> Do copying and laminating</p> <p><input type="checkbox"/> I am interested in working with children on computers and supervising children while they surf the Internet.</p> | <p><b>I am interested in helping by working at home:</b></p> <p><input type="checkbox"/> Recruit parents, citizens and local businesses to participate in special reading programs for students.</p> <p><input type="checkbox"/> Call parents, organize phone trees for attendance and special projects</p> <p><input type="checkbox"/> Enter data on a computer</p> <p><input type="checkbox"/> Gather resource materials</p> <p><input type="checkbox"/> Sew</p> <p><input type="checkbox"/> Provide snacks</p> <p><input type="checkbox"/> Correct papers</p> <p><input type="checkbox"/> Cut out letters</p> <p><input type="checkbox"/> Prepare bulletin boards</p> <p><input type="checkbox"/> Stuff envelopes</p> <p><input type="checkbox"/> Distribute brochures door-to-door</p> <p><input type="checkbox"/> I am interested in improving our schools by working with other parents on site-based councils, and projects and issues concerning our school.</p> |
|---|---|--|

## FORMULARIO DE INTERÉS PARA SER VOLUNTARIO

Escuela (Selecione una): ☐ ELC ☐ DSS ☐ TDS ☐ OGE ☐ SMS

### Información de los Padres/Tutores:

Información Personal de: (Selecione una) ☐ Madre ☐ Padre ☐ Tutor

Nombre Completo:

Dirección:

\_\_\_\_\_ Apt. \_\_\_\_\_ Ciudad \_\_\_\_\_ Estado AZ

P. O. Box \_\_\_\_\_ Ciudad \_\_\_\_\_ Estado AZ

### Información de Contacto:

Casa: (\_\_\_\_) \_\_\_\_\_ Trabajo: (\_\_\_\_) \_\_\_\_\_ Celular: (\_\_\_\_) \_\_\_\_\_ Mensaje: (\_\_\_\_) \_\_\_\_\_

Idioma de Preferencia: ☐ Inglés ☐ Español ☐ Otro \_\_\_\_\_

Favor de llamar directamente a: (Selecione todas las que apliquen) ☐ Casa ☐ Celular ☐ Trabajo ☐ Mensaje

Mejor horario para llamar: (Selecione todas las que apliquen)

☐ Durante el horario escolar ☐ Después de clases ☐ Por la tarde ☐ Por la noche ☐ Fines de Semana ☐ Otro

Correo electrónico: \_\_\_\_\_

### Al ser voluntario yo me comprometo, a tomar responsabilidad de la seguridad y educación de mi hijo/a:

(Selecione todas las que apliquen)

☐ 5 hrs por semestre ☐ 10 hrs por semestre ☐ 15 hrs por semestre ☐ Eventos escolares

### Información de el Estudiante(s):

| Nombre del Estudiante | Escuela | Grado | Nombre del Estudiante | Escuela | Grado |
|-----------------------|---------|-------|-----------------------|---------|-------|
|                       |         |       |                       |         |       |
|                       |         |       |                       |         |       |
|                       |         |       |                       |         |       |

### Encuesta Para Servir de Voluntario (Selecione todas las que apliquen)

Estoy interesado en trabajar como voluntario en el **salón**:

- ☐ Como tutor a un estudiante.
- ☐ Con estudiantes individualmente.
- ☐ Con estudiantes en grupo.
- ☐ Escuchando a los estudiantes leer.
- ☐ Traduciendo para los estudiantes.
- ☐ Ayudándole al maestro.
- ☐ Preparando materiales.
- ☐ Participando en las excursiones.
- ☐ Ayudando a los estudiantes con presentaciones o eventos especiales.
- ☐ Ayudando con proyectos de arte o ciencias
- ☐ Puedo ser un invitado especial para:
- ☐ Compartir mis experiencias profesionales.
- ☐ Compartir mis viajes.
- ☐ Compartir mi cultura.
- ☐ Compartir mi talento o habilidad.

Estoy interesado en trabajar como voluntario en **otras áreas**:

- ☐ A organizar o ayudar con la seguridad de la escuela antes/después de clases o eventos especiales.
- ☐ Mantenimiento.
- ☐ Carpintería.
- ☐ Jardinería.
- ☐ Trabajando en la biblioteca.
- ☐ Tomando fotos en eventos especiales.
- ☐ Tomando video durante eventos especiales.
- ☐ Proporcionando transporte a los padres a juntas o conferencias escolares.
- ☐ Trabajo de oficina.
- ☐ Preparando el boletín escolar.
- ☐ Preparando posters, exhibiciones, etc.
- ☐ Haciendo copias y laminando.
- ☐ Me interesa trabajar con niños cuando usen la computadora para supervisarlos cuando usen el Internet.

Estoy interesado en trabajar como voluntario en **casa**:

- ☐ Reclutando a padres, ciudadanos, y negocios locales para que participen en un programa especial de lectura para estudiantes.
- ☐ Llamando a padres de familia y organizar un sistema de comunicación referente a asistencia y proyectos especiales.
- ☐ Introducir datos en la computadora.
- ☐ Reuniendo materiales para proyectos.
- ☐ Cosiendo trajes.
- ☐ Proporcionando refrigerios.
- ☐ Corrigiendo tareas.
- ☐ Recortando letras.
- ☐ Preparando los tabloncitos de anuncios.
- ☐ Llenando sobres.
- ☐ Distribuyendo folletos a domicilio.
- ☐ Estoy interesado en mejorar nuestra escuela como miembro del consejo del distrito en proyectos y pláticas sobre logros académicos.

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|