



**San Carlos Middle School  
San Carlos Unified School District #20  
Student-Parent Handbook  
2018-2019**





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## **San Carlos Middle School**

P.O. Box 207

San Carlos, Arizona 85550

Office Phone: (928) 475-2315, ext. 14000

FAX: (928) 475-2301

Welcome to the 2018-2019 school year at San Carlos Middle School. We are so excited and anxious to prepare you for a middle school experience that will provide you with the foundational skills to be a successful high school student and be college & career ready upon graduation. It is our expectation that ALL San Carlos Middle School students will rise to the high standards of academics and behavior.

Your middle school years should be filled with great memories and we encourage you to become involved in activities, events, and academics. To our parents, we invite you to become involved in every aspect of your child's education while attending the San Carlos Middle School. Your presence and support will enhance the efforts of each and every student, staff, and administrator in our school.

We stress that you make your time at the San Carlos Middle School a worthwhile experience by coming to school everyday, utilizing the instructional time to your best advantage, and helping yourself to become the culturally responsive global Nnee.

Thank You,

Mrs. Carol Hope Slim, Principal, SCMS



## **Annual Public Notification of Nondiscrimination**

San Carlos Middle School and the San Carlos Unified School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The San Carlos Middle School and the San Carlos Unified School District also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator. For more information contact the Human Resources Director at (928) 475-2315, extension 11002.

*\*\*San Carlos Unified School District Policy Manual supersedes any policy set forth in any school handbook.*

## **Family Educational Rights and Privacy Act (FERPA)**

FERPA is a complex federal law that protects the privacy interest of parents and student with regard to educational records. Generally, FERPA gives parents the right to inspect and review their children's education records, request amendment of the records, and have some control over the disclosure of information from the records. When a student turns 18 or enters college, FERPA classifies him or her as an eligible student and transfers the rights under the Act from the parent to the student. FERPA requires school districts to notify parent and eligible students annually of their rights under the Act. When you turn 18 years of age, you have the right to your FERPA records.

## **Privacy Act of 1974**

The "No Disclosure without Consent" Rule

"No agency shall disclose any record which is contained in a system of records by any means of communication to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains [subject to 12 exceptions]." 5 U.S.C. § 552a(b).



## **San Carlos Unified School District #20**

### **VISION:**

“Our vision is to be an effective student focused learning community graduation culturally confident citizens.”

### **MISSION STATEMENT:**

“Our mission is to educate and empower students to become culturally responsive, global N’nee.”

## **San Carlos Unified School District #20 Board of Education**

Sherri Harris, President  
David Reede, Vice-President  
Katrina Talkalai, Member  
Joann Thompson, Member  
Fred Ferreira, Member

## **San Carlos Unified School District #20 Leadership**

Dr. Deborah Jackson-Dennison, Superintendent  
Donna Manuelito, Assistant Superintendent  
Jennifer Kinnard, Chief Financial Officer

## **San Carlos Middle School Administrators**

Carol Hope Slim, Principal  
Donna Antonio, Mid/HS Athletic Director



San Carlos Middle School  
Bell Schedules  
2018-2019 SY

**Regular School Day Schedule – Monday through Thursday**

<b>Monday-Thursday Period</b>	<b>START</b>	<b>END</b>	<b>Instructional Minutes</b>
AVID	8:00 am	8:30 am	30
1	8:34 am	9:24 am	50
2	9:28 am	10:18 am	50
3	10:22 am	11:12 am	50
4	8 - 11:16 am 6/7 – 11:48 am	8 - 12:06 pm 6/7 – 12:38 pm	50 50
LUNCH	6/7 – 11:15 am 8 – 12:09 pm	6/7 – 11:45 am 8 – 12:39 pm	
5	12:42 pm	1:32 pm	50
6	1:35 pm	2:26 pm	50
7	2:30 pm	3:20 pm	50
*After-School	3:30 pm	4:30 pm	60

**Early Release Day Schedule - Friday**

<b>Friday Period</b>	<b>START</b>	<b>END</b>	<b>Instructional Minutes</b>
1	8:00 am	8:40 am	40
2	8:44 am	9:24 am	40
3	9:28 am	10:08 am	40
4	10:12 am	10:52 am	40
LUNCH	6/7 – 10:55 am 8 – 11:39 am	6/7 – 11:25 am 8 – 12:09 pm	
5	8 – 10:56 am 6/7 – 11:28 am	8 – 11:36 am 6/7 – 12:08 pm	40 40
6	12:12 pm	12:52 pm	40
7	12:56 pm	1:36 pm	40

\*\*After-School will consist of time for tutoring, extra-curricular activities, and clubs.



- **OFFICE HOURS**
  - Monday – Friday 7:30-4:00
- **VISITORS**
  - ALL visitors MUST check in at the main office.
- **School Mailing Address:**

San Carlos Middle School  
PO Box 207  
San Carlos, Arizona 85550
- **School Phone Numbers**
  - FAX #
    - (928) 475-2301
  - Office Manager/Office Clerk
    - (928) 475-2315, Ext. 14000
  - Registrar/Attendance Clerk
    - (928) 475-2315, Ext.
  - Principal
    - (928) 475-2315, Ext.
  - Social Worker/SCMS Wellness Center
    - (928) 475-2315, Ext.
  - Parent Educator/Parent Center
    - (928) 475-2315, Ext.
- Other important numbers:
  - Transportation
    - (928) 475-2315, ext. 15020 or 15021
- **School Website:**
  - [www.sancarlosbraves.org](http://www.sancarlosbraves.org)
- **Calendar**
  - Quarters/Semester
    - 1<sup>st</sup> Quarter
      - August 6, 2018 to October 19, 2018
    - 2<sup>nd</sup> Quarter
      - October 20 to December 21, 2018
    - 3<sup>rd</sup> Quarter
      - January 7, 2019 to March 8, 2019
    - 4<sup>th</sup> Quarter
      - March 18, 2019 to May 24, 2019





## 2018-2019 San Carlos Unified School District



July 2018						
Su	M	Tu	W	Th	F	Sa
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				

### July

4 Independence day  
30-31 Professional Learning

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### August

1-3 Professional Learning  
6 School Starts  
Professional Development-No School

19-Instructional Days

September 2018						
Su	M	Tu	W	Th	F	Sa
						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						

3 Labor Day

19-Instructional Days

October 2018						
Su	M	Tu	W	Th	F	Sa
	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			

### October

8 Columbus Day  
19 End of 1st Quarter

22-Instructional Days

November 2018						
Su	M	Tu	W	Th	F	Sa
				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	

### November

12 Veterans Day (observed)  
19-23 Thanksgiving Break

16-Instructional Days

December 2018						
Su	M	Tu	W	Th	F	Sa
						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					

### December

21 1/2 Day for Students  
End of 2nd Quarter/1st Semester  
24-31 Winter Break

15-Instructional Days  
91-Instructional Days Semester 1

January 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### January

1 New Year's Day  
4-Jan Winter Break  
21 Martin Luther King Jr. Day

18-Instructional Days

February 2019						
Su	M	Tu	W	Th	F	Sa
					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		

### February

18 President's Day

19-Instructional Days

March 2019						
Su	M	Tu	W	Th	F	Sa
					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						

### March

8 End of 3rd Quarter  
11-15 Spring Break

16-Instructional Days

April 2019						
Su	M	Tu	W	Th	F	Sa
	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				

### April

19-22 No School

20-Instructional Days

May 2019						
Su	M	Tu	W	Th	F	Sa
			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	

### May

24 1/2 Day for Students  
24 End of 4th Quarter/2nd Semester  
27 Memorial Day

18-Instructional Days  
91-Instructional Days Semester 2

June 2019						
Su	M	Tu	W	Th	F	Sa
						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						

### June

State Standardized Testing  
No School  
First and Last Day of Instruction  
Professional Development  
Early Release Day

### Non-School Days for the SY 2018-2019

- August 31, 2018 – No School for Students/Teacher In-Service
- September 3, 2018 – Labor Day, Federal Holiday
- October 8, 2018 – Columbus Day, Federal Holiday
- November 12, 2018 – Veteran's Day (Observed), Federal Holiday
- November 19-23, 2018 – Thanksgiving Break
- December 24-31, 2018 – Winter Break
- January 1-4, 2019 – Winter Break



- January 21, 2019 – Martin Luther King Jr. Day, Federal Holiday
- February 18, 2019 – President’s Day, Federal Holiday
- March 11-18, 2019 – Spring Break
- April 19 & 22, 2019 – No School



- School Wide Academic Expectations
  - Enrollment Process
    - For RETURNING students,
      - CONTINUING Student Update Registration Form must be completed. This includes students previously dropped from the program.
      - ALL students MUST have an updated Health Immunization Record.
      - A utility bill with the physical residential location identified on the document.
    - NEW Student Registration Form
      - An OFFICIAL WITHDRAWAL FORM from the previous school attended.
      - Copy of Certificate of Indian Blood (CIB)
      - Current Immunization Records and proof of required vaccinations.
      - Copy of student's birth certificate.
      - Title VII Eligibility Certification (Form Provided)
      - SCUSD Use of Technology Resources in Instruction (Acceptable Use Policy)
      - PHLOTE Form (Language Survey, form provided)
      - Photo Release Form
      - McKinney-Vento Eligibility Questionnaire
      - A utility bill with the physical residential location identified on the document.
  - SCUSD Safety Net Standards
    - Safety Net Standards are specific standards from each subject that are identified as most important that all students must know in each grade level.
    - The SCUSD has identified Safety Net Standards in all core academic areas of learning, such as reading, mathematics, science, and social studies.
    - Safety Net Standards provide a guide for the essential core curriculum that must not only be covered, but students MUST learn.
  - Positive Behavior Intervention and Support (PBIS)
    - San Carlos Middle School is a Positive Behavior Intervention Support School, (PBIS). Our staff believes in emphasizing the positive in all measures of student growth and we strive as a school to foster positive behavior and academic effort. However, if a student chooses to not follow the expected norms, procedures, and school rules, appropriate consequences will be given.



- Be Safe, Be Responsible, Be Respectful, Be Respectful.
  - PBIS is truly a win-win initiative for our students, our staff, and our school. Our expectation is that we keep the excitement going throughout the year and impact student achievement through the use of Positive Behavior Support. The PBIS team has created a Behavior Expectations Matrix that governs all areas of the school. The language on the matrix is important. By using the language on the matrix, students will hear consistent vocabulary from all adults in the school setting. This consistency will allow students to be familiar with and understand the expectations for their behavior in all settings of the school, no matter which adult is monitoring behavior. Creating an environment where all adults are using the same common language will make expectations clear to students.
  - Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. The purpose of PBIS is to establish a climate in which appropriate behavior is the norm. As the main premise of PBIS, it is best to take a proactive stance rather than a reactive approach to behavior. Setting aside the time for planned teaching of social-emotional skills will reduce the amount of time spent disciplining students each week.
  - San Carlos Middle School team is responsible for incentives, organizing celebration activities, and preparing for events.
- AVID (Advancement Via Individual Determination)
  - AVID is a program that will help develop learning, study and academic behavior of students. Through AVID, students will develop their skills in the writing process, collaborative learning, inquiry questioning and reading critically. These, skills, which are the core strategies of the program, will enable students to be more prepared and be successful in college and move on to their chosen careers.
- Student Responsibilities
  - Attend school to receive an education. Schools cannot educate students who do not attend school. Students must attend school daily unless ill or legally excused.
  - Be on time for all classes. Students who enter the classroom after the lesson has begun are interfering with the right of others to learn and study. Punctuality is a habit that students must develop if they are to be successful in the world of work.



- Must come to class with necessary materials. A student should not have to delay instruction because a student comes to class unprepared. This interferes with the rights of others to learn and study.
  - Complete all in-class and homework assignments and meet all deadlines. The full responsibility of successful instruction does not solely rest on the teacher. Education cannot be effective unless students participate in class and complete all assignments.
  - Obey school rules and school personnel. No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our school.
  - Cooperate with school staff. Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
  - Respect the person and property of others. Treat people and their property with respect.
  - Respect public property. The school is a community investment and resource for young people. People who damage school property will be held responsible.
  - See that school correspondence reaches parents.
- Attendance
    - Regularly and timely attendance is the determining factor in educational success. Critical academic information is lost each time a student is out of the classroom. The San Carlos Unified School District believes all students should be in school every day, unless there is a valid reason for an absence, such as medical or religious beliefs.
    - Further, the San Carlos School District values the involvement of parents/guardians in the academic process and encourages ongoing communication between home and school, particularly regarding attendance. School Staff will make every attempt to assist families in addressing attendance concerns. Arizona Revised Statutes 15-15-802 and 15-803, however, firmly places the responsibility for attendance on a child's parent(s)/guardian(s).
    - A parent/guardian should contact the schools 24hr. absence reporting line prior to the beginning of the school day when the student will be absent.
    - All unreported absences will be reported as "unknown" absences. The school will attempt to contact parents/guardians within the first two hours of the school day, in order to ensure student safety and in an attempt to document an absence reason (ARS-15-807).
    - Pursuit to ARS 15-803, a child can only be excused when he/she is accompanied by a parent/guardian or a parent authorized by a parent/guardian.
    - A parent/guardian is the only person who can verify an unknown absence. Unknown absence may be verified by the parent/guardian by phone, in person



or in writing to the school office within twenty-four hours of a student returning to school from an absence.

- Any absence that has not been verified by parent/guardian within twenty-four hours will be considered unexcused.
- A student who independently chooses not to attend school is considered truant and cannot be excused by the parent. This is classified as leaving the campus without “Authorization / Unauthorized Absence” on the Discipline Matrix, included in the Parent/Student Handbook.
- When a student is excessively absent, disciplinary action will occur, based on the Discipline Matrix provided in the Parent/Student Handbook. This is classified as “unexcused absence.”
- If your child is leaving early for an appointment, he/she must check out through the attendance office.
- Tardy
  - A student arriving in the classroom after the academic day begins presents a significant distraction to the educational process.
    - A tardy for attendance purposes is defined as any student who is not inside the classroom when the tardy bell stops ringing.
    - Students carrying a pass from a school staff member are classified as tardy excused, and will be sent to class.
    - Students who are unexcused tardy will be admitted to class with the minor infraction and notification to the parent/legal guardian by the teacher.
- Parent-Teacher Conferences
  - Formal parent conferences are scheduled three times during the school year. Consult the school calendar for specific dates. On those scheduled dates, visit with your child’s teacher to discuss your child’s academic and social progress. Additional conferences may also be arranged at time convenient for all parties involved. Communication between home and school provides us with the best possible conditions in which to meet the needs of your child. Make sure to attend these conferences so that your child appreciates your interest in what they learn at school as well as you gaining insights into their progress. Working as a team will help ensure your child’s success!
    - 1<sup>st</sup> Quarter PTC – October 24, 2018, 4:00 PM – 7:00 PM
    - 2<sup>nd</sup> Quarter PTC – January 9, 2019, 4:00 PM – 7:00 PM
    - 3<sup>rd</sup> Quarter PTC – March 20, 2019, 4:00 PM – 7:00 PM



- Grading Procedures
  - I-6700 © IKA
    - A district-developed grading system will be utilized. Teachers will keep a careful record of the grades assigned to students.
    - Written reports to the parents concerning student achievement will be made every nine (9) weeks by the teacher, and additional written reports will be made when necessary. An average of two (2) grades per week should be kept in numerical values in the teacher's grade book for each subject.
    - Teachers will confer with parents when necessary concerning academic progress and discipline of students.
    - Teachers will report to parents on students' conduct, scholarship, attendance, or excessive tardiness. Parents should also pay particular attention to any interim grade notices, and have online access to daily updated grades via PowerSchool. Students receive credit for any courses they pass, and must re-take any courses they fail.
    - Final examinations may be used as evaluation of student achievement when they are conducted in such a way that they effectively evaluate the achievement of the goals and objectives on which learning activities have been based.
    - Grades reporting achievement of special education students not taking regular education classes shall be given on a basis commensurate with the students' abilities and based on their individual progress rather than in competition with classmates. The permanent record cards for such students shall indicate enrollment in special education for those classes.
    - Parents of special education students shall be counseled regarding the significance of the grading system in order to avoid misinterpretation of the achievement grade
- Progress Reports
  - Progress Reports will be sent home every 4-5 weeks to ensure that parents have a clear understanding of how their child is progressing academically at school. If you receive a progress report and would like to meet with your child's teacher please call the school to schedule an appointment.
- Report Cards
  - Report Cards will be issued four times per year. They will be mailed the next business day after the end of the quarter. The grading scale of the report card is as follows:
    - A = 90-100%
    - B = 80-89%



- C = 70-79%
- D = 60-69%
- F = 0-59%


\*\*Please note that the true progress of a student is proficiency or mastery of the Arizona State Standards identified in each core subject area.

▪

- Promotion Requirements

- The District is dedicated to the continuous development of each student.
- Year to year promotion of a student in grades one (1) through eight (8) will be based upon standards for each basic subject area as identified in the course of study. The District may conduct a ceremony to honor pupils who have been promoted from the eighth (8th) grade.
- The District standards that students must achieve shall include accomplishment of the standards in reading, written communication, mathematics, science, and social studies adopted by the State Board of Education.
- The promotion of a student from grade three (3) shall be conditioned on the satisfaction of the applicable competency requirements prescribed by A.R.S. [15-701](#) and depicted in Administrative Regulation IKE-RB.
- In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion.
- Retention of students is a process that is followed when the professional staff, in consultation with the parent, determines it to be in the best interests of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level.
- When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration, and decisions will be made only after a careful study of facts relating to all phases of the student's growth and development. The student's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. A decision should be based on sufficient data, collected over a period of time and motivated by a desire to place students in school programs where they will be the most successful.

- Honor Roll

-  Honor Roll I-7150 © IKD

- Middle school students earning a 3.0 grade average will be eligible for honor roll. If a student receives an “F” or “D” grade, they will be disqualified for that specific grading period.
  - A high school student must be enrolled in a minimum of four subjects and grades in all courses to be considered An honor roll



system is an additional means for encouraging goal setting by students and for providing recognition of students who have achieved those goals Honor rolls will be used in grades (7) through twelve (12).

- The Superintendent will establish the minimum achievement level for all honor rolls, and such determination may be subject to Board approval. Students will be informed of the honor roll system and instructed to ensure an understanding of the specific grades and methods used to compute the honor roll formula.
  - The District will promote public recognition of students who have attained honor roll status.
- After-School Tutoring
    - The San Carlos Middle School has a built in After School Tutoring time from 3:30 pm to 4:30 pm to target all students who may need additional help in all subjects, reading, mathematics,
  - Assessments
    - AZMerit
      - The AZ-Merit is given to all sixth, seventh, and eighth grade students in the spring of each year. These tests are mandated by the Arizona Department of Education. They help us to determine how San Carlos Middle School students rank in reading, language, mathematics and science compared to other students across the state and the nation.
        - AZMerit Testing Dates
          - End of Year (EOY)/End of Course (EOC)
            - April 1 – 26, 2019
            - Grades 3-11
          - Writing Deadline
            - April 12, 2019
        - Quarterly Benchmarks
          - Our district's assessment will be given to our students three times per year using benchmark assessments. Testing dates will be provided to parents to ensure 100% attendance. (SCUSD @ ILB)
      - NEAP (8<sup>th</sup> Grade Only/Math and Reading)
        - January 20 – March 8, 2019
      - AIMS (8<sup>th</sup> Grade Science Only)
        - March 25, 2019 – April 19, 2019
    - Special Education (SPED)
      - Arizona Special Education Law and the Federal Individuals with Disabilities Act (IDEA) require specially designed instruction or related services to all students who are found to be eligible. Students qualify for special education services



after exploring three areas. First, a determination of a handicapping condition or disability must be present. Second, the TEAM must determine if there is a lack of effective progress. Lastly, the TEAM must determine if the lack of progress is due to the student's disability.

- If determined eligible to receive services, an Individualized Education Program (IEP) is written. This IEP will either call for specially designed instruction or related services such as Occupational Therapy, Physical Therapy or Speech Therapy. State and Federal laws continue to call for the provision of services in the Least Restrictive Environment.
  - Grades reporting achievement of special education students not taking regular education classes shall be given on a basis commensurate with the students' abilities and based on their individual progress rather than in competition with classmates. The permanent record cards for such students shall indicate enrollment in special education for those classes.
  - Parents of special education students shall be counseled regarding the significance of the grading system in order to avoid misinterpretation of the achievement grade
- Section 504 I-2350 © IHB
    - Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification evaluation and placement into Section 504 programs, please contact the Districts Section 504 Coordinator:
    - Purpose: The purpose of Section 504 is to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who has a physical or mental impairment that substantially limits a major life activity. Section 504 is not an aspect of special education.
- ELL
    - The English Language Proficiency (ELP) Standards provide prerequisite language skills for English language learners (ELLs) to access academic content. The standards provide the foundational linguistic knowledge for students who are not proficient in English. A strong grammatical foundation is essential in the language acquisition process for ELLs. There is a purposeful overlap of the ELP and the Arizona English Language Arts Standards language skills. The K-12 ELP Standards should be utilized to guide instruction for English language learners. Classroom materials used in ELD instruction reflect content from a variety of academic disciplines including math, social studies, and science. See the "Guidance Document" for details about the state-mandated structure of the 4-hour ELD block.



- For more information go to the Arizona Department of Education website under the Office of English Language Acquisition Services (OELAS).
- Response to Intervention (RTI)
  - to better accommodate in the individual needs of all students,
  - to be in compliance with state and federal guidelines, and
  - to align with recommended best practice.
- RTI is a methodology that encompasses:
  - Curriculum-based assessments of academic progress
  - Quality/ Researched-based interventions matched to student needs
  - Frequent progress monitoring data collection
    - Frequent review of progress monitoring data to inform educational decisions
- RTI follows the following core assumptions:
  - that the educational system can effectively teach all children
  - that early intervention is critical to preventing loss of educational services
  - that the implementation of a multi-tiered service delivery model is necessary
  - that a problem solving model should be used to make decisions between tiers
  - that research based interventions should be implemented to the extent possible
  - that progress monitoring must be implemented to inform instruction
  - that data should drive decision making.
- PowerSchool
  - PowerSchool is the ideal, web-based program that provides administrator, teachers, parents and students with easily accessible information on each student. Student success demands the efforts of the entire school community, superintendent, principals, teachers, parents and, of course, students. Please contact the attendance office to obtain a username and password to access our student's information.
  - PowerSchool reports are mailed to all students' household every three weeks updating tardies, absences and grades. This will not constitute a grade report, only a brief reference to the student's recent progress and current status in each class.
  - Address and Telephone Numbers
    - It is very important for our students to have a working phone number/emergency contact number and a post office box that has their name (as a juvenile) attached to it. Please check with your local post



office to ensure that both student and parent are on the list to receive mail at the box number that is on file.

- If you are not the box holder, then the primary (main) box holder must add your name to the list of names of persons who can receive mail and you must provide the postmaster with one picture identification (state issued identification, driver's license, or tribal identification).
- Homework
  - Homework should be assigned consistent with the maturity, special needs, potential, and achievement level of the individual student. It should not carry the stigma of punishment. Its assignment should be specifically addressed to the objectives of the instructional program, and, in addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.
  - Students, regardless of their intellectual capacity, should understand that mastery of skills is not always possible within the time constraints of the classroom. Each student should leave the District with a firm foundation for pursuing knowledge and developing skills on an independent basis. (SCUSD IKB)



- Student Conduct
  - **Any and ALL discipline issues will follow procedural guidelines found in the SCUSD Student Code of Conduct.**
  - Truancy Code
    - The San Carlos Middle School will utilize the San Carlos Apache Tribal Truancy Code.
      - Truancy Officer
        - There will be a full time Truancy Officer working with our students and parents throughout the school year. All efforts are to work through positive behavior to resolve the issues that affect attendance. However, in extreme cases of habitual absenteeism, the Truancy Officer will work closely with the school social worker and Social Services, and the judicial system to find a resolution that will ensure our Nnee children receive a quality education.
- LEAVING SCHOOL GROUNDS
  - Arizona law makes the school responsible for the welfare and behavior of students during the school day. We have no opportunity to supervise or protect students when they are away from school. To protect your children, the administration feels the following rules need to be emphasized:
    - All children shall remain on the school property at all times after they first arrive until dismissal.
    - If you are checking your child out of school after his/her arrival, for a doctor's appointment or any other reason, it will be necessary for you to sign the child out in the main office.
    - Students will be released to parent/legal guardian or authorized agent only. The person signing out the students must be 18 years or older. Adults not known to office staff shall be asked to show identification.
    - The principal's office must be notified in writing, if there has been a change in the legal custody of your child. Please provide the office with copies of legal documents that specify any change in custody.



- IT IS IMPORTANT THAT THE OFFICE IS NOTIFIED IMMEDIATELY IF YOU FEEL SOMEONE UNAUTHORIZED BY YOU MAY ATTEMPT TO PICK UP YOUR CHILD WHILE HE/SHE IS AT SCHOOL.
- Bullying
  - JICK © STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING
    - The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.
    - The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.
    - To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.
    - Definitions
      - Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that has the effect of physically harming a student,
        - damaging a student's property, or placing a student in reasonable fear of harm or damage to property, is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm, occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law.
        - Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to
          - verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor



spreading either directly through another person or group or through cyberbullying,

- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

•Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

•Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

•Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

▪ Prohibitions and Discipline

- Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events communication equipment on school computers, networks, forums, or mailing lists.
- Disciplinary action may result for bullying which occurs outside of the school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.



- ***Please note that the San Carlos Middle School will take any and all cases of Bullying very seriously. The key to eliminating this behavior is to report it and prevent it from starting. All cases of reported bullying will be dealt with in a timely manner and referrals for both victims and offender will be carried out in the most positive way for all involved including family(ies). It is our intention to provide the safest environment for all children, staff, and visitors.***
- Public Complaints
  - At San Carlos Middle School, it is our desire that we serve our students to the best of our abilities; however, in the event that parent or student wishes to make a complaint about a policy, personnel, instructional resources, or facilities and services, it should be handles as per SCUSD Governing Board Policy KEB – Public Complaints. Complaints should be made first to the teacher/administrative levels, after which complaints may progress to further administrative levels if no resolutions are made.



- Clubs and Organizations
  - Students must have full-time status at San Carlos Middle School in order to participate in any extra-curricular activity or hold any leadership office of any class, club or organization associated with the school.
    - The following are the student organizations and clubs in SCMS for school year 2018 – 2019:
      - Student Council
        - The purpose of the student council is to provide firsthand experience for students in the methods and procedures of democratic government. Student Council elections are held the first month of school. Two representatives are elected from each class to serve on the student council, grades 3-6. A school wide election is held to elect a president, vice president, and secretary/treasurer. All members of the student body are encouraged to participate in the activities of student government. A faculty advisor will be assigned to Student Council to help monitor adherence to Student Council bylaws and the regulation of funds raised for student activities. (*SCUSD © JIBA*)
      - Grade level clubs (6<sup>th</sup> Grade, 7<sup>th</sup> Grade, 8<sup>th</sup> Grade)
      - Chess Club
      - Clubs and Organizational Meetings
        - All clubs must meet the guidelines of the student council's constitution. Clubs schedule their meetings at lunchtime or after school. All meetings are scheduled with the approval of the organization or club sponsor. The qualification for holding an office position is listed in the Constitution. If you are interested in running for an office see the Student Council advisor.
      - Student Dances
        - Clubs, organizations, and classes are encouraged to sponsor dances throughout the school year. Regular school dances Start at 5:00 pm and end at 8:00 pm. School dances are for all San Carlos Middle School students and their guest. Club requests for dances, sales and other student activities must be approved by the Student Council and cleared on the Principal's calendar at least two weeks prior to the event.



- Athletics
  - Students are encouraged to participate in the San Carlos Middle School Athletic Program. Requirements to participate are very specific and can be found in documented detail on the district website, [www.sancarlosbraves.org](http://www.sancarlosbraves.org).
  - You can find it by going to this website, looking up at the dashboard, and go to EVENTS and the menu will pop up. In the menu, press on SCHOOL ATHLETICS and all the information you may be seeking can be found. Electronic copies of the 2018-2019 Physical Forms are available, as well as, the SCUSD Athletic Handbook.
  - Social Services
    - The San Carlos Middle School will have a full time social worker on staff. The social worker will work directly with all social service/law enforcement resources at the tribal, state, and federal level.
- Dress Code
  - In accordance with SCUSD JICA and JICA-R, the Board recognizes that each student's mode of dress and grooming a manifestation of personal style and individual preference. The Board will not interfere with the ifht of students and their parent or make decision regarding their appearance except when their choices affect eh educational program of the school or the health and safety of others.
  - The district encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes in consideration the educational environment, safety, health, and welfare of self and other.
  - General guidelines for student dress or grooming practice include restrictions on items that:
    - Present a hazard to the health or safety of the student tor to others in the school.
    - Materially interfere with school work, create disorder, or disrupt the education program.
    - Cause excessive wear or damage to school property.
    - Prevent student from achieving their educational objectives.
    - Represent membership in a gang.
    - Contain obscene language or symbols, or symbols of sex, drugs, or alcohol.
  - Any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others.



- Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back or under the arms. Halter tops, spaghetti straps and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated by male or females. Clothing must cover the entire buttocks. Hem length of skirts must be no shorter than the tips of extended arms. See-through and torn or ripped clothing is not acceptable.
    - Students dress must reflect the correct length appropriate coverage and appropriate fit of uniform components.
  - In the interest of safety, shoes must be worn at all times. Closed shoes are to worn if it presents safety hazard to self or others. Bare feet is not acceptable. Closed shoes are to be worn for any type of physical activity, such as physical education.
  - Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.
    - Jewelry with defamatory writing, obscene language or symbols, or symbols of drugs, tobacco, marijuana, sex or alcohol is prohibited.
  - Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, tobacco, marijuana, sex, or alcohol must be fully covered.
  - In addition, inappropriate use of colors or styles to promote gang like activities is prohibited; this includes wearing or adorning their attire with bandanas.
- Emergency Procedures
  - Emergency drills (i.e. fire drills, lockdowns, and evacuation) will be held regularly during the school year. It is important to follow procedures given until the drill has ended.
- Information Technology
  - Acceptable Use Policy
  - Students using computer equipment are restricted to using the hardware and software approved by their instructor. The internet may only be accessed by students having a signed Electronic Information Systems (EIS) User Agreement on file. Visiting unauthorized Web sites will result in loss of internet and computer privileges. Tampering with hardware or software will be considered vandalism and result in disciplinary action.
- School Nurse and Health Office
  - Health Office (SCUSD J-5350 JKD)
    - The Health Office will follow Arizona Immunization Requirements as part of admission requirements. Students must have proof of all required immunizations, or a valid exemption, in order to attend school. Arizona Revised Statutes §15-871-874; and Arizona Administrative Code, R9-6-701–708.



- All prescription and over the counter medication must be stored in the health office. Forms are available in the Health Office if medication is needed during the school day. Each bottle of medication must be in its original container and the medication form filled out and on file in the Health Office. Unless specifically authorized, students are not to be in possession of any medication. (Note: Medication is not to be shared with other students. Failure to follow these rules could lead to other consequences including suspension or expulsion, according to district policies.)
- If a student becomes injured or ill during the school day or while attending a school sponsored activity, it is the responsibility of any staff member present to render assistance and to summon the school nurse. Upon arrival, the school nurse will direct all further first aid instructions.
  - First aid procedures shall be based on the following fundamental concepts:
  - The school is responsible for the emergency handling of accidents and sudden illness occurring at the school or on school property. The school is not responsible for subsequent treatment.
  - At the time of an emergency, the school has the responsibility for
    - Caring for the student
    - Notifying the student's parents or guardian, or if they cannot be reached, Emergency Contact will be utilized.
    - In extreme cases, getting the student under professional care with or without family permission will prevail.
- Sick Children at School
  - Please do not send sick children to school. If you have taken your sick child to the doctor, and antibiotics were given, they must be on the treatment for at least 24 hours before returning to school. No matter what the illness, they must stay home until they do not have a fever. Children with impetigo, head lice, conjunctivitis (pink eye) or other contagious disease should not come to school until they see a doctor and get treated. The administrator or county health director shall make the decision for exclusion and readmission.
- Immunizations
  - For the protection of schools and communities from communicable disease outbreaks, the State of Arizona requires documentation of complete immunizations of students before entering school. Annual review of student health records are mandated by State law and the parents are required to supply updated immunization records at the beginning of each school year.



- JOM Parent Committee
  - The goal of the Title VI Indian Education and Johnson O'Malley (JOM) is to address the special and cultural educational needs of American Indian students. The U.S. Office of Indian Education, created in 1972, currently administers the Indian Education Program of the Elementary and Secondary Education Act.
  - The JOM Parent Committee meet the first Tuesday of each month at the SCUSD Training Room.
  - San Carlos' Indian Education Program enthusiastically supports closing the achievement gap for American Indian, Alaska Native, and Native Hawaiian students. Native American Indians have always had a strong belief in education. Traditional "Knowledge and skills needed to survive in the natural world were transferred from one generation to the next." An important facet of this educational system, which reflected the world view of hundreds of Indian nations, was that everything was integrated: nothing was segregated. There was no division between the individual and the community.
  - These entitlement grants to SCUSD#20 schools provide services that coordinate with other programs and supplement the regular academic program with culturally specific resources.
    - Indian Education Program offers:
    - Community Liaison Service
    - Educational Intervention
    - Parent Involvement Support
    - Parent and Student Advocacy
    - Cultural Support
    - Resource development for schools resource referrals

•Purpose of American Indian Educational Services

- To assist American Indian students in meeting the challenging academic standards
- To support the district mission and assist in closing the achievement gap
- To supplement and enrich the regular academic program with culturally specific learning resources for American Indian students
- To allow parents, community and students a meaningful role in programs planning
- Why do American Indian Children Have a Special Program?
  - American Indians have a unique political relationship with the federal government that is different from other minority groups.
  - American Indians are sovereign nations; Indian children are "dual citizens".
  - Government-to-government agreements are in place that designate the US Federal government as trustees over education
  - Student Profile in SCUSD#20



- American Indians comprise approximately 99.4% of the student population attending San Carlos Schools
- Transportation – SCUSD Bus Policies and Procedures
  - The San Carlos Unified School District Transportation Department supports our students and staff by providing safe and friendly transportation to and from school and other functions. We dedicate ourselves to safely transporting our district’s children. We do this by hiring well-trained drivers who meet state and federal training regulations and by relying on our students to follow procedures that contribute to safety.
  - For any questions, please feel free to contact our Transportation Department at (928) 475.2378 ext. 15020.
- Food Services
  - Our Food Service Department operates our school cafeterias and serves our students breakfast and lunch each day. They work to provide nutrition education in order to help students make healthy food choices. Children need healthy meals to learn. We offer healthy meals every school day. To view menus and other nutritional information, please visit the Southwest Foodservice Excellence [website](#).
  - The food service team strives to provide nutritious, interesting meals in a clean and safe environment and encourages parents to help their children eat wholesome meals at home as well.
  - Martin Leyva  
Food Service Director  
Secondary: ext. 1999  
Intermediate: ext. 3999  
Primary: ext. 5999
  - Any person alleging discrimination in the school meal program has a right to file a complaint within 180 days of the alleged discrimination action. To file a complaint, contact San Carlos Unified School District at (928) 475.2315.
- Lost and Found
  - Students are responsible for their personal property and all school property personally issued to them for their use. Do not leave books, purses, backpacks and other valuables unattended. Do not carry large sums of money to school. If you should you find a private or school property item take it to the lost and found in the parent/student center. In the event, you have a lost property check in the lost and found to see if your article has been turned in. Personal items unclaimed at the end of the school year will be turned over to a welfare organization at the end of the school year. Students who have lost or damaged or stolen property must file a written report in the administration office. The



administration will attempt to retrieve lost or stolen property and/or punish those found guilty of damage to other's property. However, all personal property is the responsibility of the owner. The school assumes no responsibility for any personal property that is brought to school.

- **PERSONAL PROPERTY**

- The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises.
- San Carlos Middle School will not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises. Therefore, students are encouraged not to bring the following items to school: large amounts of money, make-up and toiletries, MP3 players, cell phones, electronic games, permanent markers, balloons, or any item of great monetary value.



## **ACKNOWLEDGEMENT**

We have reviewed the contents of the student-parent handbook. Together we will maintain contact, collaborate, and support the school. We also agree to abide by the policies, procedures, and rules set forth in the handbook.

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

Parent(s)/Legal Guardian's Signature:\_\_\_\_\_

DATE:\_\_\_\_\_

**\*\*This form must be returned to the school.**