



SECRIST MIDDLE SCHOOL  
FAMILY HANDBOOK  
2021-2022

Please read the following handbook and fill out the form on the other side of this page. Please return the form to your child's homeroom teacher by the date indicated. Thank you.



Dear Families:

It is with great enthusiasm that I welcome you to a new school year. The mission of Secrist Middle School is to *“create a community that respects each other, achieves academic mastery, and prepares for the future”*. We do this by providing a rigorous education for all students in a safe, supportive, and challenging learning environment. Our positive and unique school culture will empower your children to reach their full potential while they are also growing into productive citizens.

We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child’s education. As partners, we share the responsibility for our children’s success and want you to know that we will do our very best to carry out our responsibilities.

Attached is a copy of our Family Handbook so that you and your child can review it together. If you have any questions about the rules and expectations, please feel free to contact me or to discuss them with your child’s teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year. Please remember that the intent behind every decision at Secrist is to give all our students the academic, social and physical skills they deserve to be successful. In addition, our decisions and guidelines focus on providing a safe, structured and nurturing environment that is necessary for such learning to occur.

Should you have any questions regarding this Family Handbook, feel free to call us at (520) 731-5300. I am certain this is going to be a great school year! We know that by working together and focusing on our mission all our students can reach academic excellence and their full potential.

Ms. Debbie Garcia  
Principal

## Family Handbook Acknowledgement

Dear Parent/Guardian,

Please take the time to review this Family Handbook with your child. Once you have become familiar with this handbook please sign and date below to acknowledge that you have read and understand the policies and procedures that relate to your child's success here at Secrist.

I, \_\_\_\_\_ (Parent) and my child, \_\_\_\_\_, have reviewed the family handbook for success at Secrist Middle School. We are committed to being a part of a community that respects each other, achieves academic mastery, and prepares for the future. We understand that misuse of cell phones or electronic devices at school will result in it being confiscated and a parent/guardian collecting it from the Front Office. We understand Secrist's Dress For Success Dress Code, Discipline, Positive Behavior Intervention System expectations, and agree to abide by it.

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

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

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

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

**Please sign and return this page to your child's homeroom teacher by \_\_\_\_\_.**





## Welcome to Secrist Middle School

3400 S. Houghton Road  
Tucson, Arizona 85730

### **Office Hours: 7:30 a.m. - 3:30 p.m.**

Principal – Debbie Garcia	731-5300
Assistant Principal – Denise Saucedo	731-5305
Restorative Facilitator- Jackie Cale	731-5306
Office Manager – Kelley McGinn	731-5300
Attendance Clerk /Registrar – Josie Mendoza	731-5302
Office Fax	731-5301

### **School Hours:**

First bell rings at 7:40 a.m.

First period begins at 7:43 a.m.

\*School ends at 2:45 p.m. on Monday, Tuesday, Thursday, and Friday

\*Early release every Wednesday at 1:45 p.m.

Students are not permitted on campus until 7:15 a.m. Supervision and breakfast begin at 7:15 a.m.  
Students need to be off campus by 3:00 p.m., unless they have after school sports, student meetings, tutoring, or after school clubs.

### **2021-2022 School Calendar:**

#### **1<sup>st</sup> Quarter – August 5<sup>th</sup> – October 8<sup>th</sup>**

First Day of School – August 5<sup>th</sup>

**No school** - Labor Day - September 6<sup>th</sup>

Parent/Teacher Conferences - September 1<sup>st</sup>-3<sup>rd</sup>

**Early Release** – September 1<sup>st</sup>-3<sup>rd</sup>

**No school** - 1<sup>st</sup> Quarter Grading Day - October 8<sup>th</sup>

**No school** - Fall Break - October 11<sup>th</sup> – 15<sup>th</sup>

#### **2<sup>nd</sup> Quarter – October 18<sup>th</sup> – December 17<sup>th</sup>**

**No school** - Veteran’s Day - November 11<sup>th</sup>

**No school** - Thanksgiving Break-Nov. 25<sup>th</sup> - 26<sup>th</sup>

**No school** - 2<sup>nd</sup> Quarter Grading Day - Dec 17<sup>th</sup>

**No school** - Winter Break – Dec. 20<sup>th</sup> - Dec. 31<sup>st</sup>

#### **3<sup>rd</sup> Quarter – January 3<sup>rd</sup> – March 11<sup>th</sup>**

**No school** - Martin Luther King Jr. Day – Jan. 17<sup>th</sup>

Parent/Teacher Conferences - February 10<sup>th</sup> -11<sup>th</sup>

Early Release – February 10<sup>th</sup> – 11<sup>th</sup>

**No school** - Rodeo Break - February 24<sup>th</sup> – 25<sup>th</sup>

**No school** - 3<sup>rd</sup> Quarter Grading Day - March 11<sup>th</sup>

**No school** - Spring Break - March 14<sup>th</sup> – 18<sup>th</sup>

#### **4<sup>th</sup> Quarter – March 21<sup>th</sup> – May 26<sup>th</sup>**

**No school** - Spring Holiday – April 15<sup>th</sup>

Last Day of School - May 26<sup>th</sup>

**No school** - 4<sup>th</sup> Quarter Grading Day

### **Attendance/Absences/Tardies:**

To report an absence or tardy please call the Attendance Clerk at 520-731-5302. Please leave your student’s name, your name and relationship to the student, grade level, and reason for the absence. Students need to be in class daily to achieve academic success. An absence will need to be excused within 24 hours.

### **Tardy policy:**

- **First tardy-verbal warning**
- **Second tardy-parent notification and verbal warning/lunch detention**
- **Third tardy-lunch detention**
- **Any tardy thereafter- parent notification/afterschool detention**
- **Consistently tardy will result in an office referral.**

### **Student Sign in/Sign out log:**

Please sign your child in on the sign-in log when they are arriving late to school. Parent must provide explanation for an excused tardy. If you need to sign your child out, please sign them out on the sign out log in the office and we will call for the student to come to the office.

- **Excused Absence:** Absences that the parents/guardians have documented/authorized with time and reason.
- **Unexcused Absence:** Absence without approval of parents/guardians is considered truancy and unexcused.
- **Truancy:** An unexcused absence of a child who is between six and sixteen years of age for at least one class period during the day.

### **Visitors/Volunteers:**

To help ensure the safety of our students, please sign in and out on the Visitor Log sheet on the office counter. All volunteers must complete volunteer paperwork before volunteering at the school. Any visitor on Secrist's campus needs to be signed in and wear a visitor badge.

### **Secrist Middle School Dress Code/"Dress for Success":**

It is the belief of the faculty, staff, and administration that school pride, morale, and image are influenced by the general appearance of our students. Secrist Middle School expects student dress and grooming to reflect high standards of personal conduct so that each student's attire promotes a positive, safe, and respectful atmosphere within our school. We want to provide freedom for students to express themselves within the set of parameters listed below.

### **Guidelines for Appropriate Attire:**

Students, please wear appropriate school attire, which will contribute and support a learning environment that is safe, healthy, respectful, and supports our educational environment of academic excellence.

### **Shirts/Tops:**

- **Shirts MUST have sleeves.** No tank tops, halter-tops, tube tops, back-less tops, tops with a single shoulder strap or muscle shirts, i.e. tops must have straps that are at least three fingers wide. Low cut or see-through blouses, or blouses that expose the chest or midriff, are prohibited. Undergarments may not be showing at any time.

### **Pants/Shorts/Skirts:**

- Miniskirts, "short" shorts, bike shorts or spandex clothing are not appropriate for school. Leggings should be worn underneath shorts or skirts. Shorts/Skirts must reach mid-thigh and be no shorter than fingertip length with arms extended naturally at your side.
- "Saggy" or "sagging" pants will not be allowed. The inseam of the pants should not be lower than the middle of the thigh.
- Above the thigh, rips and tears in clothing are not allowed
- Undergarments may not be showing at any time.

### **Shoes:**

- Slippers are prohibited.

### **Accessories:**

- No hats, bandanas, or headwear of any kind except during P.E. as deemed necessary by the P.E. teacher. Hoods and beanies can only be worn when weather is appropriate for such attire and may not be worn indoors.
- Sunglasses are prohibited while indoors.

### **Miscellaneous:**

- Pajamas, loungewear, and slippers are not to be worn on campus at any time.
- Clothing should be appropriate size. Undergarments may not show at any time.
- Attire or accessories that advertise, display and/or promote any drug, alcohol, tobacco, or sexual activity, violence, disrespect, lewd, vulgar, profane or obscene language, gang affiliation, and/or bigotry toward any group or person are not allowed.
- Administration may make exceptions for uniforms, formal attire and/or costumes that are part of school-related activity.
- The wearing of colors or apparel that suggests a gang affiliation is prohibited at Secrist Middle School.

### **Parental Access/Grades:**

Your child's grades and attendance information are accessible via our Synergy system. Information on how to access ParentVue can be picked up at Secrist or you can call and request that we send it home. We can help in setting up your ParentVue account in person or over the phone.

### **Dismissal Procedures:**

To maintain safe dismissal for all students, there are **two waves of dismissal time**. Your child's dismissal time depends on if they are bus riders, parent pick-up, or students who walk home. Student who are parent pick up or walk home will be dismissed during first wave. All students who ride a bus home will be released during the second wave. Students who ride a bus, must only board their assigned bus. If the student wants to take an alternate bus home, they must have written parental consent and it must be signed off by Secrist Administration. Riding the school bus is a privilege. If a student receives three Bus Conduct Reports (BCR) for inappropriate behavior on the bus they will be suspended from riding the bus.

### **Cafeteria – Breakfast and Lunch:**

We invite our students to participate in the free Breakfast and Lunch program. Breakfast starts at 7:15am.

### **Health Office Guidelines:**

The health office is open to students throughout the school day. If a student becomes ill, injured or needs visit the health office for any other reason, they must first obtain a pass. Students who come to the health office will be assessed by health staff. If the student does not have a fever or symptoms of illness or injury they will be treated and returned to class. Once a health assessment is performed by the health staff, the health staff will determine next steps and contact parents with information pertinent to the needs of the student. We encourage students to refrain from calling parents until the health assessment has been completed.

The health, health education, and health maintenance of students is of high priority to the health professionals in our school. Health office facilities are for ill and injured students. Any abuse of these facilities will result in parent and administration contact. The health office is not a substitution for physician care.

### **Medicine at School:**

- The child's physician must prescribe medicine.
- Prescription drugs must be in the original pharmacy container, labelled with the child's name, date, medication dose and the time that medicine is to be taken.
- Parents must take medicine to the nurse's office.
- Medicine must be given in the presence of the nurse, nurse's aide, principal or other designated person.
- Students must assume responsibility for self-management.
- Allergy medication is NOT given in the Health Office.

### **Sports Physicals:**

To be eligible to try out for a school sport, a valid physical must be on file with the Front Office. Sports physicals must be dated after 3/31/21 to be valid for the following school year. ONLY AIA physical forms are accepted. Please come to the front office to obtain correct form as needed. Once completed, forms need to be submitted the Front Office prior to student trying out for a sport. All valid physicals signed off by a doctor will be held in the Front Office until expired or the end of the school year.

### **Tryouts:**

Tryouts begin during the first week of each quarter. Students who try out for a sport must have:

- A current AIA physical on file with the Front Office.
- A Parent Permission form is required for each specific sport and submitted to the coach.
- An Emergency Contact Information form for the specific sport turned into the coach.
- These forms must be turned in **before** students may try out for the sport.

### **Eligibility:**

Students who are on a sports team must maintain a passing grade. Students must have a grade of a D or above, in all classes to remain eligible to practice and compete throughout the season. Unsportsmanlike behavior at school or at athletic events may render student ineligible. Weekly grade checks will be completed for all student athletes. If a student is failing, they have one week to fix their failing grade. If they are failing for a second week in a row, they will become ineligible to participate in sports.

- 1st Quarter - Boys Basketball- Girls Volleyball- Boys and Girls Cross Country
- 2nd Quarter- Girls Basketball- Boys Volleyball
- 3rd Quarter- Boys & Girls-Soccer
- 4th Quarter- Boys & Girls- Track and Field

### **Participation fees:**

When a student makes a team there is a participation fee that covers transportation, equipment, and referees. Fees must be paid before the student can compete in that sport. The fee is \$30 per sport. There is a \$90 cap per child, or \$120 cap per family, per year. Fees are paid in the front office.

### **Lockers:**

Lockers are available for students who have PE classes. All students who are utilizing these lockers must pay a rental fee for the locks that will be utilized to secure students' personal items. Rental fees can be paid for at the front office.

### **Electives:**

We offer a wide variety of electives for our students. Among our electives, we offer **Art, Band, Orchestra, Technology, Physical Education, Drama, Choir, AVID, Environmental Design, Mariachi, Robotics, and Coding**. Each student will have four core classes and three electives in their schedule.

### **Clubs and After School Activities:**

After school activities vary, ranging from Sports to Student Council, including after school tutorials. Activity buses will be provided to students who participate in after school events and will take students to their regular bus stops. If your student does not normally ride the bus, but is involved in an after-school activity, he or she may ride the activity bus by providing the bus driver an address.

### **Hall Passes:**

Each teacher will have hall passes for their classrooms. Students will be asked to sign out the pass on the teacher's hall pass log. Hall passes may be utilized for office, library and bathroom destinations. Students who abuse the hall pass will lose the privilege in class.

### **Library: Hours: 7:15 - 3:30**

The Secrist Library welcomes students daily! Students are invited to check out materials that include Graphic Novels, Popular Young Adult Series, current Best-Selling Young Adult Fiction, and classic Young Adult Literature. We have a large Non-Fiction collection available for research. The library also offers a rich multi-cultural collection. If the library does not have a title a student is looking for, it can be found and borrowed from another TUSD school.

Our library invites students to a quiet community space before school, during lunch (with a pass), and after school. Here, students may dive into books with silent reading, complete individual classwork and assignments, do research, and play board games. In addition, we also have desktop computers available for students to use for research and schoolwork. Social Media and games are prohibited. The library is also open throughout the day for individual use, but only with a pass from a teacher.

Students and parents are responsible for the safe return and use of all library materials. Damaged and lost books must be paid for. When students check out books, the lending period is **three weeks**. Students may check out up to three books at a time. If students have fines on their accounts, even from other TUSD schools, students will not be able to check out books.

### **Student Computers:**

Students will be provided with one-to-one devices this year. All students will check out Chromebooks through the library and will be held accountable for the maintenance and security of each electronic device. If there is an issue with the Chromebook, please see our Librarian, Ms. Castillo. Ms. Castillo will assist to trouble shoot issues and will replace the device, if necessary.

### **Site Council:**

Our Secrist Site Council needs you! Our Site Council is decision-making body made up of stakeholders including parents, administrators, teachers, support personnel and community members. The Site Council meets quarterly in the library. The meeting dates and times will be posted the Front Office and the Secrist webpage. Elections for Site Council Representatives will take place at the beginning of the school year. Parents who are interested in being a representative should speak to our Assistant Principal, Mrs. Denise Saucedo. All parents are welcome to come to Site Council meetings, even if they are not elected members. Mrs. Saucedo can be reached at 731-5305.



### **Parent Teacher Association (PTA):-**

Our Parent Teacher Association is also a decision-making body consisting of parents and interested stakeholders. We are currently seeking new members to join our PTA for the 2021-22 school year. If you are interested in becoming part of our PTA, please contact our Dean of Students at 731-5306.

### **Student Council:**

The Student Council is a student-led organization. They represent the student body, organize social events, and assist to promote positive school culture. Members include: President, Vice-President, Treasurer, Secretary, and Grade Level Representatives. The office of President and Vice-President will be held by 8<sup>th</sup> Grade Students. The Student Council will be guided by a teacher advisor.

The elections for the Secrist Student Council will be held in 1<sup>st</sup> Quarter.

### **Discipline:**

In compliance to Tucson Unified School District's **Student Code of Conduct**, consequences will be consistently applied when appropriate. All student infractions will be addressed by Administration. Students will be informed and taught about specific school rules and regulations. Through our interactive Positive Behavior Intervention System (PBIS), students will receive hands-on behavioral expectations which will be strongly encouraged to use throughout the school day.

### **Transportation**

For the safety of all school bus riders and others, the good conduct of students riding school buses is expected and required. Students should conduct themselves on the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior. Misbehavior is promptly reported to the school administration. Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely. Students who do not conduct themselves properly will also be denied the privilege of riding on special-activity buses. (Policy EEA)