

**PARENT/STUDENT ACKNOWLEDGEMENT
AND SIGNATURE PAGE**

Dear Parents/Guardians:

By cutting off and turning in the note below to the Office, you signed that you would review the Snowflake Intermediate School Student Handbook for this school year, and agree to abide by the rules and regulations.

✂ -----

My child _____ and I have received the **Snowflake Intermediate School Handbook** for this school year. My child and I will read, review and be aware of the contents and agree to abide by the rules and regulations.

Student Signature

Parent/Guardian Signature

Date

WELCOME TO SNOWFLAKE INTERMEDIATE SCHOOL 2016-2017

Congratulations on your choice of Snowflake Intermediate School – your child is attending a **HIGHLY PERFORMING SCHOOL**. We enjoy working with children and with each other, and are looking forward to an awesome year with our students.

This handbook is written to help parents, students and teachers become familiar with our campus, our staff, and the school culture. Our rules, guidelines and procedures are all designed to help keep everyone safe and able to learn while they're here at school. We ask parents to take the time to go over these rules with their child(ren) so that everyone can understand what is expected of them and what the consequences may be when violations occur.

The Snowflake Intermediate Little Lobos have long been known for their enthusiasm and willing participation in quality classroom work, cooperation with teachers, and amazing attitudes. We have a school song, found later in this handbook, which is sung earnestly at our assemblies. We recognize achievement and students who exemplify our monthly values with our P.A.W.S. program each month – Pride, Attitude, Willingness, and Success. We enjoy taking field trips, & Field and Fun days in the spring, and have many opportunities for students to be engaged and involved in exciting things. We work hard in class, but we like to have fun when we have the chance.

One item to stress is the importance of regular attendance and punctuality. Students whose attendance is irregular often struggle to master academic concepts that were taught while they were gone, are far more likely to earn low grades, and have a much higher risk of being retained. If we teach our children at an early age to be prompt when it is expected, we practice a skill that will carry over into their adult life and their workday. Conversely, students who have good sleep and nutrition habits, who come just about every day, and who are on time have a lot better chance of success. Our day starts at the sound of the bell. When your child is tardy even by 5 minutes, s/he has missed a part of review for the day and are starting at a disadvantage to the rest of the students.

We know that you have a choice where you wish to send your child to receive the best possible education available. I feel that your choice of Snowflake Intermediate is the best decision you can make. We have a very dedicated staff that works tirelessly on lessons and methods of teaching to allow your child every opportunity to succeed. We are here to listen and help in any way we can and look forward to having you and your child be a part of our school family.

Jody Bentz, Principal
Snowflake Intermediate School
682 School Bus Lane
Snowflake, AZ 85937
(928) 536-4156 x 7110
FAX (928) 536-2995
Email jodyb@snowflake.k12.az.us

Snowflake Intermediate School

2016-2017 Daily Schedule

4th Grade Schedule

First Bell.....	7:50 a.m.
Tardy Bell	7:55 a.m.
Instruction	7:55– 9:15 a.m.
Recess	9:30 – 9:45 a.m.
Instruction	9:45-11:20 a.m.
Lunch..... (Play for 15 minutes, eat for 20 minutes)	11:20-11:55 a.m.
Instruction	11:55-1:30 p.m.
PE (except for Fridays)	1:30-1:50 p.m.
Instruction	1:50-2:30 p.m.
Dismissal Monday through Thursday	2:30 p.m.
Friday Dismissal	1:10 p.m.

5th Grade Schedule

First Bell.....	7:50 a.m.
Tardy Bell	7:55 a.m.
Instruction	7:55–9:35 a.m.
Recess	9:45–10:00 a.m.
Instruction	10:00-11:40 a.m.
Lunch..... (Play for 15 minutes, eat for 20 minutes)	11:40-12:15
Instruction	12:15-1:50 p.m.
PE (except for Fridays)	1:50-2:10 p.m.
Instruction	2:10-2:30 p.m.
Dismissal Monday through Thursday	2:30 p.m.
Friday Dismissal	1:10 p.m.

6th Grade Schedule

First Bell.....	7:50 a.m.
Tardy Bell	7:55 a.m.
Instruction.....	7:55–9:55 a.m.
Recess	10:05-10:20 a.m.
Instruction.....	10:05-12:00 p.m.
Lunch..... (Play for 15 minutes, eat for 20 minutes)	12:00-12:35 p.m.
Instruction.....	12:35-2:30 p.m.
Dismissal Monday through Thursday	2:30 p.m.
Friday Dismissal	1:10 p.m.

Teacher Preparation Time.....2:30 – 3:30 p.m.
 *Optional Music-(Band or Orchestra-Participation fee required)2:30 – 3:35 p.m.

Other Early Release Dates – Students released at 11:10 a.m. – Oct 12, 2015 (Parent Teacher Conference),
 March 30, 2017 (Parent Teacher Conference), March 31, 2017.

NO SCHOOL – Aug. 26, 2016, Sept. 5, 2016, Oct 13-14, 2016, Nov. 11, 2016, Nov. 23-25, 2016, Dec. 24, 2016-
 Jan.8, 2017, Jan 16, 2017, Feb. 17, 2017, Feb. 20, 2017, March 13-17, 2017. **Unused Snow Days** – April 14, 2017
 & May 5, 2017.

SNOWFLAKE INTERMEDIATE SCHOOL FACULTY AND STAFF

Principal	Jody Bentz
Secretary	Joyce Brimhall
Attendance Clerk/Health Tech	Jennifer Neff
<u>4th Grade Teachers</u>	John Boone Phillip Decker Tina Evans Donna Porras Stacy Ward
<u>5th Grade Teachers</u>	Benjamin Hipps Greg Hudson Kelly Mortensen Brandi Peterson Kimberly Scott
<u>6th Grade Teachers</u>	David Adams Susanne Berger Cameron Peterson Bev Van Winkle
<u>Special Education (Resource) Teacher</u>	Casey Obren
<u>Special Education (Self-Contained) Teacher</u>	Donna Freeland
Special Education Aides	Kimberly Gribble Becki Lewis Julia Newell Mary Sundby Lynn Villarreal
Librarian	Katie Evans
Band Teacher	Farrel Green
Orchestra Teacher	Nick Worth
ELL Teacher	Brandon Legler
Speech Teacher	Dan Rowles
JOM/Native American Teacher	Florine Tsosie
Custodian	Hernan Aguilar

Snowflake Unified School District GOVERNING BOARD

Mr. Cory Johnson (President)

Mr. Shea Flake

Mr. John Stewart

Mrs. Carol Palmer

Mrs. Carol Owens

DISTRICT ADMINISTRATION

Hollis Merrell

Mark Ollerton

Neil Westover

Tohna Rogers

Superintendent

Director of Business

Curriculum Director

Administrative Assistant

SNOWFLAKE INTERMEDIATE SCHOOL CALENDAR
2016-2017
IMPORTANT DATES TO REMEMBER

AUGUST 10 First Day of School
AUGUST 26Staff In-service (*No School*)
SEPTEMBER 5..... Labor Day Holiday (*No School*)
SEPTEMBER 14.....School Pictures
OCTOBER 7End of 1st Grading Period
OCTOBER 12.....Parent-Teacher Conferences (Early Release)
OCTOBER 13-14Fall Break (*No School*)
OCTOBER 21.....Early Release (11:10)
NOVEMBER 2..... Picture Re-takes
NOVEMBER 11Veteran's Day (*No School*)
NOVEMBER 23-25.....Thanksgiving Holiday (*No School*)
DECEMBER 23.....End of 2nd Grading Period (end of 1st Semester)
DECEMBER 24 - JANUARY 8..... Winter Break (*No School*)
JANUARY 16..... Civil Rights Day (*No School*)
FEBRUARY 17.....Staff Inservice (*No School*)
FEBRUARY 20.....President's Day (*No School*)
FEBRUARY 28.....Spring School Pictures
MARCH 13-17 Spring Break (*No School*)
MARCH 24.....End of 3rd Grading Period
MARCH 30..... Parent-Teacher Conferences (Early Release)
MARCH 31.....Early Release (11:10 am)
APRIL 14 & MAY 5..... Unused Snow Days (*No School only if
Snow Days were not used*)
MAY 26.....Last Day of School (end of 4th Grading Period)

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SNOWFLAKE INTERMEDIATE SCHOOL HISTORY

In the fall of 1918, construction began on the original Snowflake Elementary School. The 3 story stone Heywood Building stood where the current 4th Grade building is (South of the playground).

The Crandell Building, or gymnasium addition (consisting of a gym, stage, classrooms and music room) was built in 1957 across the street from the original Snowflake Elementary School. In 1962, with the combination of the Snowflake and Taylor School Districts, the Jr. High was constructed. That same year, the “Annex” building (Southwest corner) was completed.

The original Snowflake Elementary School building was torn down in May 1977 to make way for a school administrative office and two classrooms. Construction of two classrooms, added to the office and the original classrooms, was finished in 1983. In 1988, an additional two classrooms were added in a separate building, closing the street that had separated the campus. The year 2003 brought a new library with 3 classrooms on the south side of the building, and the removal of “the temporary” library and teacher’s lounge.

During the year 2004, the 2 classrooms built in 1988 were converted into the new office, Health Tech office and teacher’s lounge. The old office space now houses the Self-Contained Special Education classroom. Then, in 2010, two additional classrooms were constructed on the northwest side of the campus, by the field.

SNOWFLAKE INTERMEDIATE SCHOOL MISSION STATEMENT

The Snowflake Intermediate School Staff, in partnership with families and community, is dedicated to providing students the opportunity to gain knowledge and develop skills in a positive environment.

WE BELIEVE:

- ◆ In a safe environment.
- ◆ In recognizing and respecting the uniqueness of each individual.
- ◆ In personal responsibility and accountability for one’s choices and actions.
- ◆ Self-effort educates and personal achievement enhances self esteem.
- ◆ In modeling and practicing good citizenship.

SNOWFLAKE INTERMEDIATE SCHOOL VISION FOR THE FUTURE

Academic

- Proficiency in written and oral communication (mechanics/grammar).
- Continue proficiency in reading/comprehension.
- Continue proficiency in four basic math functions and problem-solving skills.
- Correlate instruction to State and to the Arizona College and Career Readiness Standards.

Community

- Be a school where families and community are committed to education as evidenced by a significant decrease in student tardiness and absenteeism.
- Continue implementation of Lobo P.A.W.S. program (Pride, Attitude, Willingness, Success).

Social

- Courtesy and respect for self and others.
- Pride/respect for school.
- We A.C.T. (Are respectful and trustworthy, Care about each other, Take personal responsibility) for how we conduct ourselves as Little Lobos

School Personnel

- Keep class sizes as small as possible.
- Special Education fourth-sixth grade self-contained classroom.

Snowflake Intermediate School Affirmations

PARENT INVOLVEMENT

Because we are interested in our student's success, we actively seek and encourage parent involvement, which makes us feel connected, united and empowered.

DISCIPLINE

Because we are fair, consistent and supportive, our students are well-behaved, which makes us feel successful.

ATTENDANCE

Because we are sincerely concerned and care about our students, we know that they achieve and are successful, because of consistent, daily attendance – all day, every day unless there is a valid reason for absence.

SCHOOL RULES

1. Students will **walk** while in all school areas with the exception of the playground. The playground comprises the grassy area on the west side of campus and the sand area with the playground equipment.
2. Playground equipment will be used for its intended purpose, not abused. (Swing properly in the swings, play with footballs, hacky sacks, etc. correctly.)
3. Any language that is abusive or offensive is not acceptable at school.
4. Students will not climb or sit on the playground fence, or talk to High School students through the fence.
5. Students may not leave the school grounds at any time during the school day, unless a parent/guardian or person on the Emergency Release form signs the student out from the office.
6. **Skateboards, Heelies, Frisbees, radios, cassette/CD players, electronic games, collector cards, water pistols, knives, hard balls, scooters, skates, lighters, laser pointers and any kind of spray may NOT be brought to school and will be confiscated. This is not an exclusive list and may be added to as necessary.**
7. Hats may be worn to and from school, but they must be taken off in the buildings.
8. **Cell phones may be brought to school only with parental permission. CELL PHONES MAY NOT BE USED DURING SCHOOL HOURS unless a teacher gives permission.**
9. The foyer of the office building is not to be used as a "walk-through". Students are to exit the same door they enter.
10. Students breaking rules will be disciplined by the classroom teacher and/or the Principal.

CAFETERIA RULES

Students should use GOOD manners when eating in the cafeteria. The following rules will apply to all students while in the cafeteria:

1. Stand in line correctly
2. Walk when entering and exiting the cafeteria.
3. Show respect to others by being appropriate when eating.
4. When it is time to dismiss, dispose of trash properly and line up in a manner that does not cause harm to others.
5. Keep noise to a minimum.
6. Always act in a courteous manner and keep hands to yourselves.
7. Show respect to adults and to each other.

CAFETERIA

Student breakfast is available at the cafeteria for \$1.80. Student lunches are available for \$2.75. Milk (chocolate or regular) is available for \$.50. Students should pay for their lunches at the cafeteria before school starts. Students eating in the cafeteria are expected to use acceptable table manners. Free or reduced lunch application forms are available in the office.

General Information

ARIZONA NUTRITIONAL STANDARDS (ARS. 15-242)

Pursuant to ARS 15-242, all kindergarten through eighth grade schools are required to abide by the Arizona Nutritional Standards set forth by the Arizona Department of Education effective July 1, 2006. These standards coincide with the Federal Child Nutrition Program regulations.

ARS 15-242 requires the Arizona Department of Education to develop and monitor the compliance of the Arizona Nutrition Standards. The Arizona Nutrition Standards will apply to all foods and beverages sold in vending machines, snack bars, a la carte, fundraisers, and school events during the normal school day. **The standards are not applicable to classroom parties. However, in the spirit of this legislation we encourage you (parents/guardians) to not bring foods or beverages that have minimal nutritional value for classroom parties.**

The Snowflake Unified School District and the Administration of Snowflake Intermediate School are committed to implementing these standards successfully. These standards will help ensure that the children of Snowflake will maintain their health as well as be ready to learn. In addition, this will foster healthy school environments that are supporting parents and teachers as they encourage children to establish healthy eating behaviors, which should be maintained throughout their lives.

Food Standards

- 35% or less of total calories from fat
- 10% or less of total calories from saturated and trans fatty acids-combined
- No more than 35% total sugar by weight
- Must contain one gram of fiber
- Max. 400 calories/serving for entrée items sold a la carte
- Max. 300 calories/serving for all other items
- Max. 800 mg of sodium for entrée items sold a la carte
- Max 600 mg of sodium for all other snack items

Beverage Standards

- Water- may contain natural or non-calorie sweeteners, no caffeine or derivatives of caffeine
- Juice- Must contain 100% fruit and/or vegetable juice
- Fruit Smoothie (yogurt or ice based)- Must contain 100% fruit juice, must not exceed 400 calories
- Milk and Alternatives- 2%, 1%, or Fat Free; reduced fat enriched rice, nut, or soy milk; Flavored milk may contain no more than 4 grams of sugar/ounce.
- No sports drinks or Electrolyte replacement drinks

Specific Prohibited Snacks and Beverages on Campus

- All deep-fat fried chips and crackers: Final preparation method cannot be deep-fat fried
- Fruit/Vegetable drinks with less than 100% juice
- Whole fat milk (4% milk fat) flavored or regular
- Caffeine/Energy Drinks
- Sports drinks, Electrolyte Replacement drinks
- Carbonated Beverages

(Food Standards Continued)

Portion Sizes

- Chips, crackers, popcorn: 1.5 oz
- Trail mix, nuts, seeds, jerky: 2 oz
- Cookies, Brownies: 2oz
- Muffins: 3 oz
- Smoothies (yogurt or ice based): 12 oz
- 100% juice: 8 oz
- Milk (fat free, 1%, 2% or alternatives): 12oz
- Low Fat, non-frozen yogurt: 8oz
- Frozen desserts, ice cream, pudding: 3 oz
- Cheese: 2oz

Foods brought from home do not have to comply with Arizona Nutritional Standards.

SEARCH AND SEIZURE

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property, guaranteed by the fourth amendment of the Constitution. This individual right, however is balanced by the school's responsibility to protect the health, safety, and welfare of all its students. School employees may conduct searches when they have reason to suspect that the health, safety, or welfare of students may be in danger. Any school employee making a search or a seizure will follow these guidelines:

1. General searches of school property (including personal items found in school property) may be conducted at any time when there is reasonable cause for school employees to believe that something that violates a law or a school rule is on school property. This search of school property may be made without the student being present.
2. Illegal items (firearms, weapons, alcohol, drugs) or other possessions reasonably determined to be a threat to the safety or security of others, or might possibly interfere with school purposes, may be seized by school employees.
3. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's person.
4. A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal or other items that may interfere with school purposes.

ABSENCES AND TARDIES

A parent/guardian has the right to hold a student out of school for whatever reason they feel necessary. Parents/guardians are responsible for excusing students and making sure that missed work is made up.

Parents/guardians may excuse a student by calling the office at 536-4156 ext. 7111 and telling the attendance clerk that the student will be absent and why. Illness is excused, but the Arizona State Department of Education is now requiring the documentation of what type of illness the student has, so please be specific as to the illness; i.e. stomach flu, respiratory, headache, rash, etc., and whether or not they are seeing a doctor.

CHILD ABUSE

Teachers and staff have a legal and moral responsibility to report any suspected cases of child abuse to the Principal who, in turn, must report them to Child Protective Services.

MUSIC

Music is held after school Monday through Thursday. Students may choose between Band or Orchestra. These classes require a \$20 participation fee and the student is responsible to provide his/her own instrument for Band and Orchestra. (Rental programs are available but must be arranged by student/parent.) The music department puts on two music concerts per year.

LIBRARY

Books may be checked out of our school library while it is open as long as a library class is not in session. Students and/or parents may use this service. In the event that a library book is lost or damaged while checked out to a student, that student (or his/her family) is expected to pay for the book, and will not be allowed to check out any more books until the book is paid for.

STUDENT ATTENDANCE

Parents/guardians have the right to have their children out of school for any reason deemed important, but in exercising that right, they assume the responsibility for the loss of any academic material presented during the absence. Students in grades 4-6 who are absent from school more than 25 days in a given school year and who do not make up missed assignments will be considered for retention for the next school year.

PERFECT ATTENDANCE

To qualify for the perfect attendance award, the student may not have any absences, tardies, or check out before the end of the school day. State attendance rules utilize a different formula where attendance is counted by quarter days. If the student is signed out after 1:05 p.m., he or she is counted present for the whole day for state purposes, but not for Perfect Attendance.

PROMOTION AND RETENTION

Generally, students are promoted with their grade level. However, in some cases, retention may be beneficial and could be recommended to the parent and child involved. Each case will be considered individually by a committee consisting of parents, the teacher and the principal, with the teacher's input as the primary factor in the decision. Other people (counselors, etc.) may be added to the committee as individual circumstances dictate.

HOMEWORK

School assignments should not infringe unnecessarily upon personal or family time. However, if the student does not complete the daily classroom work, it must be completed at home. If a student is absent, that student has the amount of days absent to make up any missing assignments for the absence. If a parent is requesting missed work to be picked up, please call the office before 9 a.m., to allow the teacher time to gather the missed work without interrupting the regular classroom work. MISSED WORK WILL NOT BE AVAILABLE FOR PICK-UP IN THE OFFICE UNTIL AFTER 2:00 P.M.

TELEPHONE USE BY STUDENTS

Students may not use the phone except in an emergency. Situations constituting an emergency are: illness, forgotten schoolbooks and/or homework, and forgotten lunch. **Students may not call to get permission to go to play with another student, to leave campus for lunch, or to stay after school unless the teacher has requested them to do so.** Students who need to use the phone must tell their classroom teacher why they need to call and bring a phone pass to the office. **Students are NOT allowed to use cell phones during school hours unless the teacher sends the student to the office with a cell phone pass.**

Per District Policy, if the student uses a cell phone during school hours without teacher permission, the cell phone will be confiscated and the parent will have to pick it up.

PARENT – TEACHER CONFERENCES

Parent teacher conferences are normally scheduled at the end of the first and third report card periods. Teachers will send home letters informing you of your scheduled time. Please do not bring your student with you at the time of your conference. If you are unable to meet your scheduled time, please call the office at 536-4156 x7110 to reschedule. You may call the office to schedule a meeting with your child's teacher as needed any time during the year.

SPECIAL EDUCATIONAL PROGRAMS

Special Education, ELL (English Language Learner) and Speech Therapy Programs are offered at our school to better serve the needs of our student body. Students can be referred to each program by their parents or teachers, and must meet certain criteria. Referral forms are available from the Principal.

CLASS PARTIES

Party dates will be decided by the individual teacher and must be approved by the principal. Birthday treats may be furnished by parent/guardian if a time is previously arranged with the teacher.

PICKING UP AND DROPPING OFF STUDENTS

Parents/guardians should pick up and drop off students at the Parent Pickup and Drop off (drive through area) south of the gym. If the student is to be picked up during school hours, the parent/guardian must go into the office to sign the student out. **Parents are discouraged from using the north side of campus, behind the Library, as this area is not set up for or conducive to safely handling that sort of traffic.**

BIKES

Students may ride bicycles to school. Bikes should be parked in designated areas (the bicycle racks near the outdoor flagpole) and should be used only going to and from school. Students may not ride bikes within the school compound or on the sidewalks. The school is not responsible for theft or vandalism to bikes brought to campus.

STUDENTS LEAVING THE SCHOOL PROPERTY

Once a student arrives at school, he/she does not have permission to leave at will. Parents/guardians or a person designated on the Emergency Release & Health History form may sign out students in the Office. The student must check in to the office when he or she returns to school. **STUDENTS MAY NOT BE GIVEN PERMISSION BY A TEACHER OR OFFICE PERSONNEL TO LEAVE CAMPUS. The office cannot accept a phone call for permission to leave campus.**

CLOSED CAMPUS

THE SNOWFLAKE INTERMEDIATE SCHOOL IS A CLOSED CAMPUS. **STUDENTS MAY NOT LEAVE CAMPUS FOR LUNCH UNLESS A PARENT SIGNS THEM OUT IN THE OFFICE. OFF-CAMPUS LUNCH NOTES ARE NO LONGER ACCEPTED.**

TEXTBOOKS

Textbooks are issued to each student at the beginning of the school year. These books should be treated with care as they need to last for several years. Any student who damages or loses his/her books is required to pay for them.

MESSAGES TO STUDENTS

- If parents/guardians need to get a message for the student, they should call or go to the office and the message will be delivered to the student by office staff.
- Parents/guardians MUST sign in at the office and obtain a visitor sticker in order to visit the classroom. When the visit is finished, the parent/guardian must sign out at the office and return the visitor sticker.
- Please do not call the office and ask to speak to a student.
- **Please call the office NO LATER THAN 1:30 p.m. to allow time for the message to be delivered to the student.** Messages after that time may not be able to be delivered.

SCHOOL PICTURES

School pictures are taken in the early fall and spring each year. The fall pictures must be paid for in advance if copies are desired, but all students will be photographed whether paying or not. The fall pictures will be part of the permanent student file on the computer. The spring pictures will only be taken of those who pay for them. Dates and prices for pictures will be announced.

PETS

Pets are not allowed at school unless teacher and/or office permission has been obtained.

CLASS VISITORS

Please check in with the office before visiting classes. Brothers, Sisters and other family members are welcome as long as accompanied by an adult. To ensure an optimal learning environment Parent volunteers should make other arrangements for siblings when helping in a classroom.

LATE ARRIVAL – EARLY DEPARTURE

If a student is TARDY, he or she must check in with to office to get a tardy slip before going to class. If a student needs to leave early, a parent/guardian or emergency contact authorized on the Emergency Release & Health History card may sign out the student in the office. If parents know that a student will be absent, they should call the office and inform the attendance clerk beforehand, if possible. *(Reminder: Checking a student out early will make him/her ineligible for a Perfect Attendance award during that term.)*

LATE START

Late start days due to snow or bad roads will be two hours later than the usual time of 7:55 a.m. Please listen to local radio stations (970 AM, 1450 AM, 92.5 FM, 96.5 FM, etc.) to hear weather/late start announcements for area schools. Telephone and email announcements will also be made through SchoolMessenger and information will be available on the school's website, www.susd5.org.

TRACK/FIELD AND FUN DAYS

Track and Field is a culminating activity usually held the last Friday and Monday morning before school gets out in May. The Friday events are non-competitive, fun activities for all participants. The Monday races are competitive and participants are determined by each class.

Students who are performing poorly academically may be kept from participation in Field and Fun days by their teachers. An alternative educational setting will be provided for those in this category. In addition, students who have received excessive disciplinary referrals (more than two) or who have been suspended during the year will not be allowed to attend.

LOST AND FOUND

Please mark lunch boxes and other items that students bring to school. We have a "Lost and Found" box in the office for lost items to be kept. Items that are unclaimed within 3 months will be donated to a local charitable organization.

SUPERINTENDENT'S & PRINCIPALS LIST AND HONORABLE MENTION

Students achieving a percentage of 95% or higher on their quarterly report card will be recognized on the Superintendent's List. Students achieving an overall percentage of 92% to 94.9% on their quarterly report card will be recognized on the Principal's List. Honorable Mention Certificates will be printed for students receiving 87.5% to 91.9% on their report card. Recognition assemblies will be held at the end of the school year.

PATRIOTISM

Snowflake Intermediate School strives to instill in each student a love of our country and an appreciation for the American way of life. Each student will have the opportunity to say the Pledge of Allegiance and learn and repeat parts of the Declaration of Independence and the Preamble to the Constitution in class and during assemblies.

P.A.W.S. PROGRAM

Pride, Attitude, Willingness and Success are some of the values we strive to achieve. A value of the month will be stressed, and students will be honored for the monthly value at a P.A.W.S. assembly each month. Students caught doing something good will be written a P.A.W.S. slip that is entered into a drawing for prizes at the P.A.W.S. assembly.

PROGRESS REPORTS

Grade/Progress reports will be available upon request to the teacher. We strongly encourage parents and students to use Family Link to check on a student's grades and progress.

HARASSMENT/SEXUAL HARASSMENT HAZING/THREATS

Harassment is generally defined as behavior directed towards another person which is repeated and causes worry or anxiety in the victim. Any form of hazing, harassment, racial slurs, intimidation or any act that injures, degrades, or disgraces a student, teacher or staff member is prohibited. Students who spread rumors and students who threaten other students with physical harm will be disciplined. Students are encouraged to report any threats, etc. immediately to the office. Any person who engages in these activities is subject to disciplinary action and/or referral to law enforcement officials.

Any student who feels they are harassed has the right to file a formal complaint. The forms are available in the office. The principal will be available to assist in filling the forms out.

If you have further questions or concerns, please contact Mr. Neil Westover, Title IX Director, at (928) 536-4156 ext. 7720.

STUDENT DRESS AND GROOMING

The Governing Board recognizes that appropriate clothing worn by students and grooming practices contribute to the accomplishment of curriculum goals and the Snowflake School District's education program as formulated by the District and mandated by the State Statutes. The Board also recognizes that student dress and grooming practices can affect the health, safety and general welfare of the students. At the same time, the Board recognizes that the mode of dress and grooming practices by an individual are a manifestation of personal style and preference. Therefore, the Board shall endeavor not to interfere with the right of the students and parents or guardians to make decisions regarding personal dress and grooming practices except when the choices affect the curriculum goals, the educational program of the District, or the health, safety or general welfare of the students and others.

The Board authorizes the Superintendent to promulgate and enforce school regulation prohibiting student dress or grooming practices that:

1. Present a hazard to the health, safety, or general welfare of the student or others in the school.
2. Interfere with school work or create disorder.
3. Are counterproductive to or disruptive to the learning process.
4. Clothing with inappropriate, offensive or immodest slogans or pictures (pertaining to subjects such as alcohol, tobacco, cigarettes, illegal substances, profanity, vulgarity, or indecency).
5. Immodestly expose the chest, abdomen, genital areas, upper leg, and buttocks.

The following is a non-exclusive list of items that are **NOT acceptable**:

- a. Shorts that are shorter than mid-thigh.
- b. Any tight or Spandex-type shorts—unless worn under other acceptable clothing which must be mid-thigh or longer.
- c. Clothing with slits, holes, tears, and/or unfinished edges.
- d. Swimsuit.
- e. Tank tops worn alone.
- f. Spaghetti straps.
- g. Skirts that are shorter than two (2) inches above the top of the kneecap.
- h. Hats in the classroom, cafeteria, auditorium, or office areas.
- i. Underwear (such as long johns, boxer shorts, thongs or bra straps) that extend below or beyond the outer clothing.

The Governing Board's position is to foster high standards of personal appearance. Extreme styles not addressed in the policy will be evaluated in terms of their effect upon the student body, faculty, and/or educational process. Student appearance should be neat, clean, modest, and encourage a good wholesome self-image.

Violations of the district's dress and grooming standards will result in appropriate disciplinary action being taken, including suspension. LEGAL REF: A.R.S. 15-341 (A)(1)

STUDENT COUNCIL

Early in the school year, elections shall take place for Student Body President (from 6th grade), Vice President (from 5th grade) and Secretary (from 4th Grade). Also, each class (in grades 4-6) shall nominate two or more students to be candidates for class Student Council representatives. The student receiving the majority of votes shall be declared the representative. The student receiving the second highest number of votes shall serve as alternate.

The purposes of the council shall be to:

- Strive for good citizenship within the school.
- Respect all individuals in the school and community.
- Involve students in sharing ideas to help make our school the best it can be.
- Help all students work together for our school.
- Give all students practice in democracy in action.

- All students in the Snowflake Intermediate School shall have the opportunity to be nominated, to vote and to offer ideas for Student Council action. The members of the Student Council shall be the representatives elected by their classrooms, the officers and the sponsor. The Principal shall be the final authority over all actions of the Student Council.

A student who wishes to be a candidate for or member of the Student Council shall:

- Be a hard-working student.
- Be interested in being a representative.
- Relate well to others.
- Be a good citizen.
- Maintain eligible grades (no D's or F's on any report card).

TARDY POLICY

One of our goals as a school is to help students learn the importance of being on time. In our experience, we have learned that students can and should learn and establish this skill at an early age. Habits, good or bad, tend to continue into adulthood and because of this, we endeavor to establish a habit of arriving on time. When a student is tardy for the fifth time in a term, and each tardy thereafter during that term, a detention (loss of recess) will be assigned.

An excused tardy for a medical or dental appointment must be accompanied by a note or phone call from the parent.

HEALTH OFFICE

School health activities have been acknowledged for many years as a legitimate and helpful part of an educational system. The health technician is available at Snowflake Intermediate School during school hours. The health technician maintains all health and immunization records in her office and is responsible for updating records. The health technician will also dispense Doctor-prescribed medications with the appropriately signed forms. The Health Office will perform hearing and vision checks in accordance with Arizona State laws.

- NOTE: A child suffering from a communicable disease will need to be excluded from school to protect his own welfare as well as to protect other children from the illness. Early recognition of a communicable disease is of prime importance. The health technician will make the decision for exclusion and readmission.
- A student will be sent home if they have a temperature of 100 degrees or higher and/or is vomiting or has diarrhea.
- A student will be sent home if they show signs of pediculosis (lice) and will not be admitted back into school until nit free.

MEDICATIONS

Students may not receive any form of medication from the school office unless the appropriate parental permission form has been signed and given to the Health Technician. Parents must furnish to the Health Technician any medication, in the original container or prescription bottle, with clear instructions on how it should be dispensed. Students are NOT to carry medications themselves, even non-prescription or homeopathic medications. This is a violation of drug laws.

SITE BASED MANAGEMENT TEAM (SITE COUNCIL)

The Snowflake intermediate Site Council is made up of parents, teachers, classified personnel and the principal. They usually meet once each term in the school office. Although we have an organized team of people, anyone is welcome to attend these meetings. The Site Council's purpose:

- To help make decisions about the Snowflake Intermediate School that will impact students the most.
- When necessary, to help develop programs or strategies that will help teachers and students to succeed.
- Help create an atmosphere at Snowflake Intermediate School that will help students and faculty members feel happy and safe while at school.

CONTACT POLICY

On campus, on school buses, and at any and all school functions, students are expected to conduct themselves in such a manner as to display the highest respect for themselves and their friends by avoiding any physical display of affection. The following guidelines are expected to be followed by all students:

- No kissing or hugging.
- No holding hands.
- No leaning against each other in an intimate embrace or for any length of time, or any display of affection that is deemed inappropriate by any staff member.

The contact policy is in effect off-campus at all school functions that would be extra-curricular. This includes bus trip to and from games, contests, field trips, school sponsored recreation, as well as behavior during those events. Students who violate the contact policy will be referred to the Principal.

BUS REGULATIONS

Pupils being transported to and from school are under the authority of the bus driver.

STUDENTS ARE TO OBEY THE FOLLOWING RULES:

- A. Be on time for the bus, but no earlier than ten (10) minutes prior to bus time.
- B. Stand at a safe distance back from the street or highway.
- C. Get in line when the school bus is approaching, and be ready to board the bus.
- D. Never crowd or push when boarding the bus.
- E. Take seats quietly and quickly.
- F. Remain seated when the bus is in motion.
- G. Keep hands, arms, head and objects inside bus windows.
- H. Deposit waste materials in receptacles located in the front of the bus. Never throw anything while on the bus.
- I. Talk in normal tones – loud or vulgar language is prohibited.
- J. Respect school and private property. Damage to property near stops, or otherwise disruptive behavior such as throwing rocks or making excessive noise, is prohibited and may be dealt with by school personnel.
- K. Keep bus clean. Eating and drinking on the bus is prohibited.
- L. Behave in a manner that is not disruptive, and which does not interfere with the safe operation of the bus; no fighting, pushing or shoving. No sharp objects, knives, glass, tin cans, etc. are allowed on the bus.
- M. Tobacco, drugs or alcohol are not allowed on the bus.
- N. Skateboards, Heelies, Frisbees, radios, cassette/CD players, water pistols, knives, hardballs, scooters, skates, lighters, spray bottles, spray cans or animals are not allowed on the bus.

BUS MISCONDUCT

Pupils who refuse to obey the direction of the bus driver, or are in violation of any of the above regulations, will consequently be subject to a written misconduct report and disciplinary action.

Violations of bus rules and regulations will be handled using normal school disciplinary procedures, and may result in suspension of bus privileges or expulsion from the bus.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one or more of the following:

violation of the student's constitutional rights, denial of an equal opportunity to participate in any program or activity for which the student qualifies, discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability, harassment of the student by another person, or concern for the student's personal safety - **Provided that:** the topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and the procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are: The accusation must be made within thirty (30) calendar days of the time the student knew or should have know that there were grounds for the complaint/grievance. The complaint/grievance shall be made only to a school administrator or professional staff member. The person receiving the complaint will gather information for the complaint form. All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.* The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

A parent or guardian may initiate the complaint process on behalf of their elementary school student.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

DISCIPLINARY ACTION CODES

- | | |
|--------------------------------------------------------|----------------------------------------------------------------|
| 01 Absenteeism | 28 Lewd/Lascivious Behavior |
| 02 Alcohol | 29 Malicious Mischief |
| 03 Arson | 30 Obstructing an Investigation |
| 04 Bomb Threat | 31 Obstructing Traffic, Vehicular
or Pedestrian |
| 05 Cheating | 32 Physical Assault |
| 06 Defiance of Authority | 33 Plagiarism |
| 07 Dishonesty | 34 Resisting Authority |
| 08 Disruptive Conduct | 35 Slander |
| 09 Disturbing School Meeting/Activity | 36 Tardiness |
| 10 Dress or Appearance Violation | 37 Theft of Property (School Rel.) |
| 11 Drug Possession | 38 Tobacco Product Use |
| 12 Drug Sale | 39 Unauthorized Departure from
Class, Campus or Event |
| 13 Drug Use | 40 Unauthorized Entry/Trespass/
Loitering |
| 14 Endangerment | 41 Vandalism or Destruction of
Property (School Related) |
| 15 Ethnic Slurs | 42 Violation of a Governing Board
Policy or School Rule |
| 16 Extortion | 43 Violation of a Local, State or
Federal Law (School Rel.) |
| 17 False Alarm | 44 Vulgar or Obscene Language
Gestures, or Symbol |
| 18 False ID | 45 Weapon Violation (Not firearm/
Explosive Device/Knife) |
| 19 Fighting | |
| 20 Firearm/Explosive Device/Knife | |
| 21 Forgery | |
| 22 Gambling | |
| 23 Harassment/Threat/Verbal Abuse | |
| 24 Hazardous or Physically
Offensive Conditions | |
| 25 Improper Sexual Advances | |
| 26 Insubordination | |
| 27 Insult/Verbal Abuse of a Faculty
or Staff Member | |

**** Disciplinary action is taken after a conference is held where the student is informed the reason for the action. Students are given the opportunity to explain their version of the facts.***

DISPOSITION/ACTION CODES

- | | |
|------------------------------|-------------------------------------------|
| VW Verbal Warning | SR Long Term Suspension
Recommendation |
| WW Written Warning | EX Expulsion Recommended |
| CA Conference-Administration | RS Restitution |
| CP Conference-Parent | SA Schedule Adjustment |
| BP Bus Probation | IT Involuntary Transfer |
| BS Bus Suspension | EC Exclusion from a Class |
| DT Detention | Police Contact/Referral/Arrest |
| IS In-School Suspension | AES Alternative Education Setting |
| SU Suspension-Out of School | |

Snowflake U.S.D. is committed to providing a safe environment, which is conducive to learning. We want to promote positive values and encourage good citizenship. Parents/guardians will be sent a disciplinary report and a copy is given to the student.

District Policy Prohibits the Use of Corporal Punishment DEFINITIONS OF DISCIPLINARY ACTIONS

OFFICE COUNSELING: Student meets with the principal to discuss an infraction of school rules and what course of action is to be taken.

LUNCH DETENTION: Student brings a sack lunch or eats a cafeteria lunch. After eating, the student reports to a lunch duty teacher and the "detention squares" by the playground.

PARENT CONFERENCE: Parent/guardian is requested to meet with administration regarding an infraction and what corrective action is to be taken.

OFF CAMPUS SUSPENSION (OCS): The student is suspended from school and school activities for a specified number of days, up to ten, and is marked absent for all classes missed. The student is responsible for all work missed.

SHORT-TERM SUSPENSION: The temporary withdrawal of the privilege of attending school for ten days or less.

LONG-TERM SUSPENSION: The temporary withdrawal of the privilege of attending school for more than ten days.

EXPULSION: The permanent withdrawal of the privilege of attending school unless the Governing Board reinstates the privilege.

AFTER-SCHOOL WORK DETAIL: A student is assigned a specific number of hours to be done under the supervision of a teacher, custodian or other school personnel.

SUSPENSION OF PRIVILEGES: The student is prohibited from participating in non-academic activities. Examples of privileges that may be temporarily suspended include, but are not limited to: recess, field trips, reward days, Track and Field, special events, etc.

BEHAVIOR CONTRACT PLAN: A customized, written behavior intervention plan is created for the student in a contract format.

PLAN FOR A SAFE AND ORDERLY ENVIRONMENT

In 1986, the Arizona State Legislature enacted a law that affects every child enrolled in a public school from kindergarten through eighth grade. This law required district to develop district standards and procedures for student discipline.

- Snowflake Intermediate School has many pre-discipline activities in place for helping maintain discipline prior to more discipline procedures. Each classroom has ongoing classroom rules, rewards and consequences. Snowflake Intermediate School has a monthly P.A.W.S. (Pride, Attitude, Willingness, Success) program, child study teams, P.A.W.S. good citation certificates, "Good Manners Week", and cooperative learning activities.
- The Snowflake Intermediate School's Discipline Policy is instituted to maintain acceptable behavioral standards which are essential to creating a quality learning and safe environment. Our school supports self-discipline as the fundamental concept for implementing a discipline plan that enables students to become effective problem solvers, decision makers and helps students learn self-control.
- To protect the rights of all children, it is important that parents and students understand the consequences of misbehavior. Snowflake Intermediate School has set these guidelines to promote consistency in discipline throughout our school. The rules are designed to protect all children, and those who choose to break the rules are treated firmly, but kindly and appropriately.
- Students at Snowflake Intermediate School are responsible for their own behavior. The degree of success that a student experiences as he or she adjust to life at our school is a fair measure of that student's level of maturity.
- Guidelines have been developed for a safe and orderly environment. If a problem should occur, teachers, guidance personnel, administrators, police and parents may be involved in conferencing, counseling, and advising the student involved.
- We are committed to the ideal that all students will be successful and get along well as they follow the simple rules of behavior at Snowflake Intermediate School. Students who are referred to the office will be dealt with according to the approved policies and the Principal's discretion.
- Students who are referred to the office will be dealt with according to the approved policies and the Principal's discretion.

**PARENT REQUESTS FOR PLACEMENT OF STUDENTS WILL NOT BE ACCEPTED
(DISTRICT POLICY JG-R)**

From time to time the district's policy manual, which is the legal guide for all we do in the Snowflake School District, is revised and updated in order to conform to accepted and proven legal requirements and procedures. One such update affects a former practice of allowing parents to request a specific teacher for their children between March 15 and April 30 of each year. Although the original intent of this practice was genuinely noble in nature, the results of the practice have been discriminatory and left many of our classes unbalanced and unequal.

The district policy (JG-R) governing the assignment of students to classes reads in part as follows: "Assignment of a student to classes shall be the responsibility of the principal after consideration of the student's grade-level assignment, completion of any prerequisites, the student's achievement, and any classroom limitations or class-size guideline." There is no mention of parent requests being a deciding factor in this procedure. Therefore, in order to conform to our present district policy, parent requests for placement of students will not be accepted.

Every effort will be made to ensure that students are placed in a positive, well-balanced learning environment. The following considerations will be reviewed prior to assigning students to a particular classroom: 1) academic achievement balance, 2) social adjustment balance, 3) separation of certain students due to behavior or social problems, 4) equitable enrollment for each teacher, 5) equitable ratio of boys and girls, 6) equitable enrollment of ethnic groups. In order to be objective and avoid discriminatory practices, the actual placement of student will be done on a random basis.

Every effort will be made, regardless of where your child is placed, to give him/her the best education possible. We have a great deal of confidence in our teaching staff. They are dedicated, hard-working teachers who go the extra mile to meet the needs of their students. We are committed to working closely with them to ensure that all of our students have a productive educational experience.

The students' class assignments for the coming school year will be finalized by the last day of school and sent home with the students' end-of-the-year report card. Generally, changes will not be made after this time. The only exception is when, because of unforeseen enrollments and withdrawals during the summer, occasional adjustments are necessary to maintain balanced classes.

If you have questions or concerns relative to this policy, please feel free to visit with us. Every effort will be made to answer your questions and to help you understand the reasons for this required change.

End of Year EXTRAVAGANZA

At the end of the school year, all students who qualify to do so will have the opportunity to participate in a Reward/Incentive

In order to earn the privilege of going on this trip, students must meet the following criteria:

- Grades: No F's on any end-of-term report card during the entire year.
- Punctuality: 10 or less tardies, 10 or less absences during the school year.
- Behavior: No more than two office referrals during the year and no suspensions.

DISTRICT AND SCHOOL WEBSITE

The Snowflake Unified School District has a website that is designed to be a valuable resource for staff, students and parents. Snowflake Intermediate School also has our own set of pages on that site! Information regarding school events will be available on the calendar; information can be obtained regarding our activities and programs such as Music, Targeted Tutoring and much, much more; our PTSO has a link; money can be put into a student's lunch account; and each teacher will eventually be able to build his or her own page to specifically highlight events and accomplishments in the classrooms! In addition, parents can log in and check student grades and attendance.

The district website is www.susd5.org, while the Snowflake Intermediate site is located at si.susd5.org. We encourage everyone to check out this updated and valuable resource!



Snowflake Little Lobos

Jenny Ellsworth & Joan Lunt

1st time - verse 1

2nd time - verse 2 plus chant

3rd time - both verses together plus chant

6

F C7

1.Snow-flake Lit tle Lo bos, are loy al to the Blue. Snow flake Lit tle

2.Lo bos, Lo bos, fin est in the land, yes we're the Lo - bos,

6

F

Lo bos they do what ev er they may need to do to make their school the best a bove all the

6

Lo bos, do ing all we can to hon or teach ers, fel low students

12

Bb F C7 F

rest with heads held high and length end stride they prove their Lo bo pride. to 2nd verse

12

too, Oh, we're the Lo bos, White and Blue!

17

Chant

Snow flake Lo bos, L-O-B-O-S Best!

17

Snow flake Lo bos, B-E-S-T Best!

