



## **ACADEMIC PROGRAM INFORMATION**

### **DAILY SCHOOL SCHEDULE:**

Breakfast in the Cafeteria: Monday, Wednesday, Friday 7:00-7:30

Breakfast in the Classrooms Tuesday, Thursday 7:20-7:40

Kindergarten – 5<sup>th</sup> Grades 7:45AM – 2:45PM

All students must be at school ready to start the school day at 7:45AM. This means in their classrooms, not just arriving at school. Students who come after 7:45am must report to the office and must be signed in by a parent. Excessive tardies result in disciplinary action. All students must be picked up on time, 2:45pm. We do not have staff available to supervise children after this time. We appreciate your cooperation.

### **ACADEMIC STANDARDS**

Our instructional program is based on the state-approved Arizona College and Career Ready standards. These standards must be mastered by every student at the end of each grade level, in order for him/her to be successful after leaving our school. Teachers meet in grade level teams, with the principal, and other district staff members, to plan the most effective strategies to use with our AJM Hawks.

### **INSTRUCTIONAL DAY**

We do everything possible to protect our instructional time in the school day. Students and teachers need to take advantage of every minute of the day in order to promote high academic achievement. In order to achieve the smallest number of interruptions to instruction, we have implemented several policies. Attendance and tardies all impact student learning. Leaving early, even if only ten minutes early, also hurts student learning. AJM teachers teach every minute of the day. They respectfully request that parents do not take their children out of school early, especially on a regular basis. Leaving early affects students just as much as arriving late. We also do not transfer phone calls to the classrooms for this reason. Please call to make an appointment to speak with your child's teacher.

### **EXTRA SUPPORT**

Our instructional program includes a variety of extra support for students. We have a strong reading intervention program. All students receive support in reading according to their needs. Tutoring targets different levels of students depending on the time of year. Our tutoring program focuses on small group support and re-teaching of key concepts. Tutoring is not a time for students to do their homework. Teachers plan specific lessons to address students' instructional needs. Transportation for students living within a bus zone is provided, along with snacks for all students who attend tutoring. It is crucial that students who are recommended for tutoring consistently attend.

### **HOMEWORK**

Homework is a regular part of a student's responsibility. Each teacher sets the homework policy for his or her class. Students and parents are required to be aware of the policies for each teacher. These policies are described in detail at our Open House. This is to ensure that the student will be successful in every classroom. Students have a planner for parents to communicate with teachers. Parents are asked to sign every day indicating that they have seen their child's homework and that it has been completed to the best of the student's ability. Parents are asked to share any concerns or information they feel the teacher may need to know.

## MAKEUP WORK

Remember that when a student is absent, the teacher cannot re-teach what the student missed. There just is not enough time to do that. When a student is absent, the teacher can provide the student's assignments and necessary materials to do the work. It does take time for the teacher to get the materials ready, so please be understanding that the homework may not be ready the same day as the absence. Students have the same number of days to make up their work as the number of days they were absent. It is the students' responsibility to ask for the work missed and to turn it in on time. If work is not turned in on time, and there is no acceptable explanation for why the work is not finished, the teacher can lower the grade on the assignment. When a student is suspended, either in or out of school, he/she can ask for make up work, but will not receive any credit for the work done.

## TEXTBOOKS AND LIBRARY BOOKS

Students are assigned their textbooks at the beginning of the year, and throughout the year as the need arises. Students in grades 1-5 also check books out from the library. It is the student's responsibility to take care of all books and school property. The condition of the book is recorded in the computer when the student checks the book out, so damage already done to the book is not charged to the student. Parent and student sign a form at the beginning of the year to acknowledge this policy. However, students will be charged the full price of any damage that happens to the book above typical daily wear and tear, or any book that is lost. These charges follow students from year to year, school to school. Please help your child be responsible for taking care of school property and, if needed, to pay any fees if the property gets damaged.

## PLANNERS

Communication is a very important aspect of education. We encourage parents to check the planner/folder every day for vital information we send home. The planner will teach them the critical study skills of planning and organization. Students are expected to take their planner home and bring it to school each day. Homework assignments and parent/teacher communications are one vital use of the planner. There will be a \$5 charge for lost planners or folders.

## ACADEMIC AWARDS

In keeping with the philosophy of the school system and its commitment to excellence in education, academic achievement is recognized every quarter.

- ★ Academic Achievement awards are for Kindergarten students. Honor Roll awards are for students in first through fifth grades. Students must earn "A's" and "B's" in all subjects with a 3.5 average.
- ★ Principal's List awards are for students in first through fifth grades; the student must earn all "A's" with a 4.0 in all subjects.

## FIELD TRIPS

Field trips are an extension of the regular classroom program and are school events. Students must be able to make wise decisions and to demonstrate their good character at school to be eligible to go on the field trip with their class. Students who have not demonstrated good character will stay at school and complete work from their teacher. Parent assistance is utilized during field trips. Parents who take an active role in helping the classroom teacher will be invited to join the class on the field trip. We respectfully ask that if you are not selected as a chaperone, you do not join the group at the destination, bring lunch to your child or take your child home from the field trip destination. Only approved volunteers may be chaperones, so we can ensure all parents that anyone who is around our Hawks is safe. It is crucial that we ensure students and chaperones follow the rules of the teachers in charge.

When parents who are not chaperones go on the field trip, students often do not follow the direction of the teacher and do not fully benefit from the experience. When possible, school district funds will be used to cover the expenses of field trips. When adequate district funds are not available, donations through the tax credit program can help fund field trips.

## EXTRACURRICULAR ACTIVITIES

We offer various extracurricular activities here at AJM. Students must be in good academic standing and be model students to be eligible to participate. Each activity has separate criteria. The sponsors will provide detailed information to students and parents who wish to participate.

## PARENT INFORMATION

The success of our program is the result of a cooperative effort between students, parents, and staff. We encourage parents to play an active role in their child's education. The following subjects are related to developing a healthy communication between home and school.

## HOME-SCHOOL CONNECTIONS

We do our best to keep our parents informed about what happens at school. Memos from the office are sent frequently with important dates and information regarding policies. Our school website <http://AJM.nusd.k12.az.us/>, along with the district television channel TUTV, airs information about school and district events. Monthly calendars are sent home at the beginning of each month. Classroom teachers also send out information that students need to be successful, including newsletters, homework and notes. Please check your child's planner each and every day to stay informed. *Be sure to attend to learn all about the teacher and classroom procedures.* We send out the calendar for each upcoming month during the last week of the current month. Be on the lookout—the calendars have all the information you need to know about events at school.

## PARENT MEETINGS

We hold parent meetings throughout the school year. There will be meetings to provide key information about the school and our programs. We also hold parent training meetings, when the teachers provide parents with ideas to help our AJM Hawks improve their skills. Open House *will be August 12 at 5:00pm: This may be the most important meeting of the school year.*

## PARENT - TEACHER CONFERENCES

Two official parent-teacher conferences are scheduled each year at the end of Quarter 1 in October and Quarter 3 in March. However, parents are encouraged to contact teachers throughout the year to discuss any academic or behavioral concern. We encourage parents to write notes in the planner that the teacher can address. If a parent needs to speak to the teacher, it is much better to write a note asking the teacher to call, rather than coming to school unannounced. Teachers are here before and after class hours, but they have duties to attend to, and may not be available to speak with a parent who arrives unannounced. Please be respectful of this fact and make an appointment. Parents may schedule a conference at any time by contacting the school office.

## PROGRESS REPORTS

Progress reports are sent home in the mid-point of each quarter. Parents are encouraged to contact teachers throughout the year to discuss any academic concern. Parents can also access their child's academic progress through Powerschool using an individualized username and password that will be provided by the office personnel. Additionally, parents may make appointments with teachers to discuss

concerns, send notes, and arrange for parent-teacher conferences. We do not transfer phone calls during class time, in order to minimize interruptions to instruction.

**REPORT CARDS**

Report cards are given to parents at conferences at the end of first and third quarters. Report cards for second and fourth quarters are sent home after the end of each quarter. Parents have access to check students' grades throughout the school year via Powerschool. Login information was provided to parents at "Meet the Teacher" day.

**ADDRESS AND PHONE NUMBER CHANGES**

Parents are asked to report any change of address or phone number to the school office as soon as possible. Change of address must also be completed at the NUSD Registration Office located at 310 W. Plum Street on the 3<sup>rd</sup> floor. Up-to-date emergency information is essential for the school to communicate with home.

**VOLUNTEERS**

Parents are encouraged to volunteer at school, either in the classroom, front office or other areas of the school. Parents are welcome in the classrooms, as deemed appropriate by each teacher. We ask that parents do keep in mind that we are developing independence and self-reliance in our Hawks, ranging from carrying their own backpacks to playing with their friends at recess. Any parent wishing to volunteer at school must be an approved volunteer. Applications must be approved by the NUSD Governing Board and are available in the office. Parents can also help by doing work at home!

**Volunteer Opportunities** Help us at school or in the comfort of your own home

- |                   |                   |                 |              |                 |
|-------------------|-------------------|-----------------|--------------|-----------------|
| Make copies       | Sort papers       | Cut papers      | Fold papers  | File papers     |
| Help students     | Pass out notes    | Put up displays | Call parents | Help in library |
| Set up for events | Help in cafeteria |                 |              |                 |

Many more opportunities exist!

**VISITORS**

All visitors to the campus, including parents and other family members, must sign-in in the office before visiting classrooms. This allows us to have accurate information on who is on campus at any given time.

**CELEBRATIONS**

We love to celebrate special occasions for our Hawks. If a parent wishes to have a celebration in the classroom, we ask that you arrange with the teacher in advance. We also require that if parents bring food or treats for the celebration, the parents need to pass them out to our students.

**AJM PARENT-TEACHER ORGANIZATION [PTO]**

The AJM PTO plans fun events and fundraisers, along with supporting our students and staff financially and with volunteer hours. Each activity the PTO does help our own school community. All parents are encouraged to keep informed via weekly memos and attend all PTO meetings.

## DISTRICT AND/OR SCHOOL POLICIES

### ATTENDANCE

Attendance at school is very important since it is a key to success. Students cannot learn if they are not in school. Good attendance is the responsibility of the student and his/her parents. All students are expected to attend school each day, unless they are ill. Parents are required to notify the school by 9 AM each day that a student is absent. An automated call will go out for all absences that have not been recorded in the system as verified. The attendance clerk may be reached at 287-0840. If unable to call, a note explaining the absence must be sent with the student upon returning to school. Students who are ill for three or more school days must bring in a doctor's note.

Excessive absences are considered when making retention decisions. The minimum accepted attendance for students in the District is sixty (60) days per semester. [Policy # I-7211/IKE-RA] Good attendance is the responsibility of the student and his or her parents. Students are required by Arizona State law to attend school regularly and promptly.

Excessive absences may result in truancy referrals to our District Truancy Officer. Truancy is an unexcused absence from school and is a violation of the law. Judicial action and fines may be assessed parents.

Excessive tardiness results in disciplinary actions, including referrals to the office and loss of recess privileges. In addition, tardies will disqualify a student from Perfect Attendance awards. Each student will receive a detailed tardiness policy. Judicial action and fines may be assessed parents for excessive tardies.

As per Arizona Revised Statutes [state law], we must take attendance two times each day, even on early release days. Attendance is based on the percent of time students are in class.

If a student *arrives* between 7:45am-11:37am, s/he is marked TARDY.

If a student *arrives* after 11:37am, s/he is marked ABSENT for FULL DAY

If student *leaves* before 11:38 am s/he is marked ABSENT for FULL DAY

If a student *leaves* between 11:30 am-1:10pm s/he is marked ABSENT for HALF DAY

If a student *leaves* after 1:10pm, s/he is marked TARDY.

### ATTENDANCE AWARDS

Students may earn a Perfect Attendance award. Perfect attendance means no absences, tardies or leaving early. In order to earn this award, the student must be present every day during the grading period, on time and stay the entire school day.

### A.M. [MORNING] TARDINESS PROCEDURES

AJM parents and students are directly responsible for punctuality at school. All students are expected to be **in their classrooms by 7:45am** each school day, not just arriving at school. Parents are expected to have their children at school on time and, in this way, reinforce the importance of responsibility.

Punctuality in coming to school in the morning and getting back into the classroom after recess is an important part of the educational process for several reasons. Coming late to school is often confusing or embarrassing to children and sets an undesirable tone for the day. Tardiness wastes valuable instructional time and is disruptive to other students, the teacher and the office staff. In addition, the safety of children who are unaccounted for is a major concern. AM tardies are defined as arriving at school at or after **7:45am**. If your child is enrolled under Open Enrollment, it is up to you to ensure your child is here every day, on time.

Consequences are given based on punctuality and arriving late. Those students who are habitually late will lose recess on a progressive basis, as well as the loss of the privilege of receiving monthly Perfect Attendance awards. The procedure involves a parent and/or teacher, nurse, principal in an attempt to eliminate a problem of tardiness in school.

#### UNIFORM POLICY

Our main concern at school is to provide a safe and orderly learning environment for all students. As per NUSD Governing Board Policy #J-2362, JICA-RA, students who attend AJ Mitchell must wear a uniform. All students will be expected to fully comply with the adopted uniform code. Parents will be called to bring the correct uniform should a student arrive at school without the correct uniform. A detailed copy of the policy can be found at the end of this handbook.

Special Considerations: For families who have a particular financial hardship, please contact the school office to obtain the school uniform. Any uniform waiver based on specific religious beliefs must be requested, in writing, to the school principal.

#### EARLY RELEASE

Our staff continues to learn the best strategies to improve instruction for our Hawks. There will be days when classes are dismissed early to give staff time to learn these new ideas. We send this information home via planners, monthly calendars and memos. Please check the calendar to see when we will release students early and at what time. The same bus and pick up procedures apply on early release days.

#### EMERGENCY PROCEDURES / FIRE DRILLS

Fire drills are conducted monthly to prepare students for emergencies. Students are to follow the instructions of their teacher and stay with their class at all times. They must quietly walk in a single line to the teacher's designated area, stay in line, and wait for further instructions. Campus evacuation and lockdown drills will be conducted during the school year as well.

#### HEALTH SERVICES/MEDICATION POLICY

Health services, provided by the school nurse or nurse's assistant, include emergency care, immunizations, acute illness management, chronic medical condition monitoring, hearing and vision screening and referrals. Students who become ill during school hours may see the nurse or nurse assistant. To reach the Nurse's Office call 287-0840 ext. 7320. Each year, parents need to complete the Emergency Information Card. This card identifies who students can be released to if the need arises to send the student home. Please make certain that the information is current and contains phone numbers that are answered on a reliable basis. We do not want any child to be ill/injured and not able to go home because we can't locate anyone to pick him/her up.

We are only allowed to dispense prescription medication during school hours. The medication must be given to the nurse or nurse assistant in its original container along with written orders from the doctor and a signed parental consent. We are not allowed to dispense over-the-counter medicine. If a parent wishes to administer this type of medicine, he/she must come to school and give it to the child him/herself. Students are not allowed to have any medications, prescription or over-the-counter, in their possession during school hours. We cannot accept any medicine from outside of the United States.

#### USE OF PHONES DURING THE SCHOOL DAY

Students must be responsible for their materials and homework. The teacher may require the student to call home asking for their homework or materials to ensure the student can participate in class. Any

arrangements for rides home or visiting friends must be made outside of school hours. Students will not be allowed to use phones during the school day. If an emergency arises, a staff member will make the call for students.

#### LOST AND FOUND

Lost items may be reclaimed in the front office, before school, at lunch, and after school. Found items need to be turned in. The school is under no obligation to search for lost or stolen items. Unclaimed items in the lost and found will be donated to charity. We encourage parents to write their child's name on the tag of their clothing, to make returning it easier.

#### PICTURES/YEARBOOKS

Individual pictures are taken several times during the year. Dates and times can be found on the monthly calendar. All students must wear their uniform for their individual fall pictures. The yearbook must be purchased with a picture package in the fall. We do not sell individual yearbooks later in the school year.

#### SCHOOL ASSEMBLIES

Students are to walk quietly with their class to the assembly. They must sit with their class at the assembly and show their good character during the presentation. Any misconduct will result in disciplinary action.

#### BREAKFAST

Upon arriving at school, all students must report to the cafeteria. Students go to have breakfast as soon as they enter the cafeteria. They wait in line to be served. Students pick up their tray. Students tell the lunch clerk their names.

Breakfast is served in the classrooms on designated days each week. Students must follow procedures to keep the classroom clean after eating breakfast. Students use indoor voices and show their good character.

Students use restrooms in the cafeteria.

After finished eating, students pick up their trash, clean up the eating area and sit at the designated tables.

Students must stay inside the cafeteria until released by staff members. If a student needs to leave the cafeteria for any reason, he/she must get permission from the adult on duty.

Students use the sidewalks when going to and leaving the school cafeteria.

#### LUNCH

Students wait in line to be served. Students pick up their tray. Students turn in their lunch cards to the lunch clerk.

Students sit at assigned tables.

Students use indoor voices and show their good character.

After finished eating, students pick up their trash and clean up the eating area.

Kindergarten through second grade students wait until called by the assigned staff member to exit the cafeteria. Students in grades three through five may exit the cafeteria to walk to the playground.

Students use the sidewalks when going to and leaving the school cafeteria.

Students are allowed to take lunch back to the classroom. However, teachers are responsible for escorting students back to the classroom.

## LUNCH RECESs

Balls and jump ropes are picked up from the container. Students taking out a ball or jump rope are responsible for returning them to the basket. Students are not allowed to bring balls or toys from home. Students remain in the playground designated for their grade level.

When on swings, students must stay seated and may not jump off.

When on the slides, students must slide down feet-first.

Students use the restrooms outside of Little Mitchell. Students wash their hands after using the restroom and leave the restroom clean.

When the bell rings, students in grades K-2 line up the designated area.

When the bell rings, students in grades 3-5 line up by grade level on the volleyball court.

Once students are inside the classrooms, students will follow class procedure to use the restrooms or drink water.

## DROP OFF PROCEDURES

This drop off procedure is for student safety. We appreciate everyone following the procedures, to keep our Hawks safe.

Students who walk to school: Students will enter school and walk directly to the cafeteria.

Students who ride the bus: Our school personnel will be at the bus area to welcome students to school each morning. Students walk to the cafeteria.

Students who are brought to school: The designated drop-off area is in front of the cafeteria. Students must walk on the sidewalk and go directly inside the cafeteria.

If you prefer to park, you can park in a designated parking space and escort your child over to the cafeteria. Do not drop your child off in the parking lot to cross to the sidewalk alone—this is a safety hazard.

If you need to see a teacher in the morning, you will need to report to the front office to sign in and wait for the teacher to arrive [teachers arrive at 7:30am unless you make an earlier appointment with the teacher].

## DISMISSAL

We have implemented a pick up procedure for our students' safety. We appreciate everyone following this procedure to keep our Hawks safe! All students must be picked up on time. We do not have staff available to supervise children after school. We appreciate your cooperation. If students are picked up late after dismissal time, we require parents to come into the office to sign the students out.

We will not release students between 2:30 and 2:45.

Students who walk home: Students will be escorted to the crosswalk area by school personnel. Students must follow the directions of the crossing guards and walk directly home. Please do not park in the empty parking lot across the school on Western Ave. to pick up students. This causes traffic congestion.

Students who ride the bus: Students are eligible to ride the bus to their home addresses only. Students are not allowed to change buses without consent from the principal. Students under open enrollment are not eligible to ride the bus. Once students are in the bus area, they must stay there. When the teacher on duty calls the students, each student will board the bus in a quiet, respectful manner. Students will board the bus and sit by grade level, starting with the youngest students at the front of the bus. Students must stay seated on the bus at all times and follow the bus driver's directions.

Students who are picked up: Students gather in one assigned classroom for each grade level. At 2:45, the doors are opened for parents to go to classroom to pick their children up. Parents [or authorized adult picking up student] must sign them out. This procedure ensures traffic flows as quickly as possible. We do not let adults wait inside the office or enter our student dismissal area to pick up a student inside campus.



Be on time to pick up your child. There is no staff available to supervise students after school. Anyone coming after 3:00pm will have to come into the office to sign your child out.

**BUS RULES AND REGULATIONS**

Riding the school bus in the state of Arizona is a privilege for students living in a bus zone, not a right. Students may only ride the bus to their home addresses. Open enrollment students may not ride the bus. Students who do not follow the rules listed below will be subject to disciplinary action, which may result in losing the privilege of riding the bus. Students riding the bus must follow the following rules:

- ★ Students will be assigned seats on the bus by the bus drivers.
- ★ Students must observe the same conduct as in the classroom and in school.
- ★ Be courteous; no profane language allowed.
- ★ No eating or drinking on the bus. Keep the bus clean.
- ★ Cooperate with the driver and follow his/her instructions.
- ★ Stay in your seat facing forward.
- ★ Keep hands, head, and feet inside the bus. Nothing may be thrown from the windows.
- ★ Pets, animals or reptiles are not allowed on the bus

**PROHIBITED ARTICLES**

Per Nogales Unified School District policy, students are not allowed to carry any electronic device (including cell phones and mp3’s) on a school campus. We have equipment for recess, so students may not bring to school: Balls, collectibles, baseball cards, toys, tops, marbles, water balloons, or ANY item not related to instruction or class activity. These items will be confiscated and returned only to a parent. The school is under no obligation to search for lost or stolen items or replace damaged items.

**STUDENT BEHAVIOR**

**CHARACTER COUNTS** at AJM. At all times, students are expected to demonstrate excellent character and make wise decisions. Here are six key character traits we are emphasizing for our AJM Hawks:

- ★ Trustworthiness—being honest, doing the right thing
- ★ Respect—treating others the way they want to be treated
- ★ Responsibility—doing what they are supposed to do, being on time to class
- ★ Fairness—playing by the rule, not taking advantage of others
- ★ Caring—helping others, using words and actions that are kind
- ★ Citizenship—helping the school be better, cleaner and safer

**GREEN SLIPS**

Our goal is for AJM Hawks to show good character at all times. AJM has a program of encouraging positive behaviors. When students demonstrate one of the six pillars of character, they receive a GREEN slip. This qualifies them for recognition and rewards.

<b>AJM Hawks</b>	<b>Character Counts (Do's)</b>
<input type="checkbox"/>	<b>Trustworthiness (being honest, doing the right thing)</b>
<input type="checkbox"/>	<b>Respect (treating others the way they want to be treated )</b>
<input type="checkbox"/>	<b>Responsibility (doing what they are supposed to do)</b>
<input type="checkbox"/>	<b>Fairness (playing by the rules, not taking advantage of others)</b>
<input type="checkbox"/>	<b>Caring (helping others, using words and actions that are kind)</b>
<input type="checkbox"/>	<b>Citizenship (helping the school be better, cleaner and safer.)</b>
Student Signature _____	
Staff Member:: _____	Student's teacher: _____

## BEHAVIOR AWARDS

Students who demonstrate excellent character may earn a Hawk award. Each classroom teacher awards a Hawk Award each month. Their picture will be posted on the bulletin board by the office and students get a special *Lunch with the Principal*. The following criteria are used to guide the staff member in selecting a student must:

- ★ demonstrates exemplary behavior
- ★ show good sportsmanship
- ★ be self-motivated
- ★ put forth effort
- ★ show a willingness to help peers
- ★ shows respect to others
- ★ willing to work hard
- ★ shows improvement

## PROHIBITED CONDUCT

A complete list of prohibited student conduct and the disciplinary actions that follow may be found in the *NUSD Guidelines for Student Behavior* that is provided to each student. Parent and student sign a form at the beginning of the year acknowledging that you both read and understand the policies.

## CONSEQUENCES

At AJM, we are here to help our students learn to make wise decisions and show good character. Students in elementary school need many opportunities to learn to do this. In order to achieve this, we have procedures in place to recognize students who make wise decisions and show good character, along with negative consequences when they don't.

Each staff member is part of the AJM Hawk team of educators. All staff members participate in giving out Green slips. We all work together to help make AJM Hawks SOAR—in and out of class.

For a student who is following the procedures:

Character Counts *Green Slip* filled out: Students put green slips in box in office for frequent drawings and recognition on the morning announcements.

For a student who is not following the procedures:

We follow the NUSD Guidelines for Student Behavior Handbook. Consequences include: Verbal warning from staff member, Parent Contact, Removal of Privileges, Detention, and Suspension.

## A.M. [MORNING] TARDINESS PROCEDURES

Step 1: A general memo regarding the procedures for handling tardiness will be sent home to all parents.

Step 2: After the first tardy, it will be reflected on student's attendance record. Student will no longer be eligible for any end of semester/end of year Perfect Attendance awards.

Step 3: After the second, it will be reflected on student's attendance record.

Step 4: Upon the third tardy, the parents will receive a warning letter regarding the consequence about being tardy. The student is counseled.

Step 5: Upon the fourth tardy, student will be required to stay in during lunch recess as a consequence for the four tardies. The parents will be notified that they are required to contact the principal to work out and eliminate the reasons why the student continues to arrive late to school. Student Behavior Management Form will be completed, as per District Matrix. Parents must sign the Student Behavior Management Form.

Step 6: If additional tardies occur during the month, student will continue to stay in during lunch recess for each day he/she is tardy thereafter and can receive a short-term out-of-school suspension, up

to nine days. If the student continues to be tardy after receiving short term suspensions, the student can be long term suspended, between ten days and the rest of the school year.

**Excessive tardies throughout the school year may cause parents to be referred to the County Attorney for violation of ARS Section 13-3613: Contributing to the Delinquency or Dependency of a Minor, which is a class 1 misdemeanor.**

### *Uniform Code*

#### *Tops / Sweatshirts / Sweaters:*

- Solid red or white, no stripes
- Short or long sleeved shirt, with or without collar. No spaghetti straps, halter tops, muscle shirts or tank tops.
- No logos or designs regardless of size or location, other than the AJM logo.



#### *Bottoms:*

- Khaki or navy blue, in solid colors--not plaid
- Pants, shorts, skirts, and skorts
- Leggings worn underneath shorts, skirts, and skorts are part of the uniform and must be khaki, navy blue or white



#### *Shoes:*

Acceptable shoes must be worn that are a secure type for safety and comfort. Shoes with wheels are not allowed. Sandals are discouraged, because students have recess every day.

#### *General Guidelines:*

- All clothing must fit appropriately. Oversized or too tight clothing is not permissible.
- Dresses, jumpers, shorts, skirts, and skorts are to be no shorter than finger-tip length, even with leggings underneath.
- If belts are worn, they may not display gang, drug, initials, or alcohol insignia. Belts must be appropriately sized and not extend more than two (2) inches beyond the first belt loop.
- Shirts must be appropriately sized. **Shirts are required to be tucked in.**
- Clothing shall not contain any language, symbols, or displays that are inappropriate for a school setting or would tend to materially interfere with or disrupt the educational program. This includes, but is not limited to:
  - Profane or indecent language.
  - Advertisements or other symbols of drugs, sex, alcohol, or tobacco.
  - Obscene or sexually suggestive words or pictures.
  - Language and symbols which are derogatory to any race or ethnic group.
- Trench coats are not permitted.
- No sunglasses unless medically prescribed.
- No bandanas or bandana print headgear, sweatbands, or do-rags may be worn inside any building or on campus.
- Hats must be worn correctly and must conform to the same message requirements as any other clothing item. When indoors, all hats must be removed, with the exception of religious or medical headgear.
- Piercing for ears is permitted. Other facial/body piercings are not permitted.
- Students who participate in specially designated club or athletic events may wear the dress prescribed by the coach or sponsor.
- Shoes with laces must be fully laced up and tied. The same applies to strap fasteners.
- Spirit day clothing must adhere to these guidelines. If a student is not wearing the designated spirit day clothing, he/she must wear the regular uniform.



# AJM Hawks SOAR!

