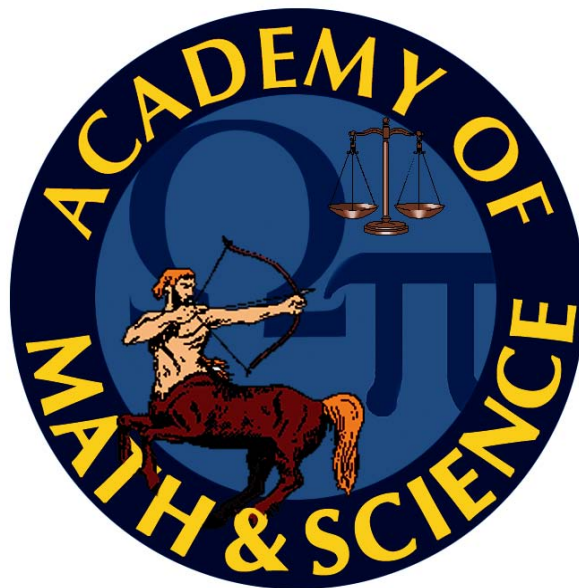


Academy of Math and Science

**Student and Parent Handbook
2009-2010**



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Academy of Math and Science Mission Statement

We are a charter school dedicated to providing students with a quality education. We emphasize math and science while simultaneously providing a superior education in all other aspects of the school curriculum.

Welcome to Academy of Math and Science Charter School

Welcome to the 2009-2010 school year at the Academy of Math and Science. We are excited about the upcoming school year. Together, we will challenge the students and help them attain all of their goals. Our unique learning environment will allow our students to meet the high academic standards at AMS. Students will be challenged to go beyond basic academic requirements to meet new, exciting challenges. We believe each student has the ability to discover the possibilities contained within the classroom and the world. Students are encouraged to come to school ready to take an active role in their education. We are glad you are here.

We are convinced that parental involvement is the key ingredient in a successful learning process. We welcome your input regarding the education of your child. When parents, teachers, administrators, and students work as a unified team, positive results are achieved. When we work together our vision for students becomes a reality.

This handbook has been designed to provide parents and students with a copy of AMS' goals, policies, schedules, and procedures. Please refer to the handbook for pertinent information. This handbook should be kept in an easily accessible location as a reference for you and your student.

Sincerely,

The A.M.S. Staff

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School Governance Section

Charter School Definition

Every charter school has its own individual mission or vision. Each is organized and operated in a variety of ways. Charter schools have a governing board and a sponsoring entity, such as a school district governing board, the State Board of Education, or the State Board for Charter Schools. Charter schools participate in the state's nationally standardized norm-referenced achievement tests and essential skills tests. Charter schools are in compliance with all state, local and federal laws. They provide a comprehensive program of instruction, but may provide a curriculum with a specific learning philosophy.

Non-Sectarian Policy

AMS does discriminate against anyone on the basis of ethnicity, national origin, gender, or disability. The school is be non-sectarian in its programs, admission policies, employment practices, and all other operations. AMS is not affiliated with any sectarian school or any religious organizations.

Governing Board

The AMS Governing Board meets on a regular basis to review the performance of the school and plan for the future. Board meetings are open to the public and the agenda is available in advance. The Governing Board may handle issues of policy and due process for students and staff. School administrators handle the daily operation of the school and the implementation of school policies.

Admissions and Enrollment

Admission is not limited based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in English language, or athletic ability. No tuition or fees are charged for attending Academy of Math and Science. AMS charter school will admit all eligible pupils who submit an application. The charter school shall give preference to pupils returning to the school in the second or subsequent year of its operation and to siblings of pupils already enrolled in the charter school. If, by the application deadline, the number of applications exceeds the capacity of a program, class, grade level, or building, all applications for that program, class, grade level or building will be selected for available slots through an equitable selection process, except that preference shall be given to siblings of a pupil. After the application deadline, pupils for any remaining slots or from a waiting list will be accepted in chronological order. The Arizona State Board for Charter Schools approves these procedures.

Student Records

Students enrolling in AMS must provide specific information and records as required by the state and the school. The school will also request records from the student's previous school. All information is kept confidential in accordance with the

Family Educational Rights and Privacy Act (FERPA). Student records include demographic information, enrollment information, attendance, discipline, assessment scores, grades, and promotion and graduation data. All student records are kept in locked files in administrative offices or in password-protected electronic computer databases. Records are released only with permission to qualified entities. Parents/guardians may request to view their child's records and set an appointment to do so.

Title I Information

Title I is a federal law that gives schools money to support disadvantaged students. The Academy of Math and Science's eligibility for Title I funds is determined by enrollment information and income guidelines. AMS uses Title I funds to support school wide programs including, but not limited to: maintaining low classroom sizes, providing high quality professional development to all teachers, and to hire highly qualified teachers. All students at AMS have the right to participate in and be involved in Title I programs. Parents have the right to be notified if a teacher who is not highly qualified is teaching their child. AMS will contact parents within four weeks of their child being taught by a teacher who is not highly qualified. The AMS curriculum is aligned with Arizona State Standards and is available in the school office. AMS uses many forms of academic assessments to measure student progress including standardized tests, comprehensive exams, and teacher generated assessments.

Homeless Policy

AMS identifies Homeless students at enrollment or during the school year as a state of homelessness occurs. Homeless students are those who lack a fixed, regular, and adequate nighttime residence, including those who are sharing housing due to economic hardship or those whose residence is not designed for nor ordinarily used as a regular accommodation for human beings. Please contact the office for a complete copy of the AMS Homeless Policy. Students identified as homeless have the right to immediate enrollment regardless of missing documentation, to not be stigmatized or segregated on the basis of their status as Homeless, and to have transportations provided to and from the school at which they attended during which their homeless state began.

Guidelines for Success

All staff and students at Academy of Math and Science will work together to help provide a variety of opportunities for each student to reach his/her fullest potential. This will best be accomplished in an atmosphere that reflects the following guidelines:

1. BE RESPONSIBLE

Making responsible choices is not always easy, especially if someone else is not being responsible. Remember you are in charge of yourself. Throughout your life you must decide how you will act. You are expected to do what is right whether anyone is watching or not. This is called “being responsible.”

2. TREAT EVERYONE WITH RESPECT

Everyone must work together to maintain our high standards of AMS School being a safe and friendly place. Any behavior that could hurt someone else is not tolerated. This means a “hands off” and “no put-downs” policy. Students are expected to care for our school, equipment and the personal property of peers.

3. COOPERATE WITH OTHERS

Cooperation includes being polite, accepting differences between people, dealing with disagreements in a responsible manner, and encouraging others to do their best.

4. ALWAYS TRY

The first time you attempt to do something new, it is often difficult. The best way to learn something new is to practice until you have mastered the particular skill. The more you practice, the easier it becomes.

5. DO YOUR BEST

When completing a job or an assignment, always strive for excellence. While you are working on a particular task, ask yourself, “Is this the best I can do?” Doing your best creates a feeling of pride. If you need help while striving for excellence, please don’t hesitate to ask your teacher for help.

Academic Section

Promotion System

Elementary School:

Students are promoted in grades 1-4 using classroom assessments and teacher evaluations of student performance throughout the course of the academic year. The promotion of the elementary students at the discretion of the classroom teacher and administration.

Middle School (including 5th grade):

Students in middle school, grades 5-8, students are expected to pass comprehensive finals in four core areas before they will be promoted:

*Mathematics (includes geometry)

*Science

*English

*Social Studies (includes art history)

Students will be evaluated throughout the year utilizing student grade books, progress reports, report cards, and personal communiqué from teachers and administration.

High School:

The Academy of Math and Science high school is designed to prepare students for college. Consequently, AMS has developed a four-year plan, which meets both the graduation requirements set forth by the State of Arizona and the Arizona Board Regents College entrance requirements. All AMS students are expected to follow the AMS four-year plan.

Curriculum Area	Arizona Graduation Requirements	Arizona Regents Entrance Requirements	AMS Four-Year Plan
English	4.00	4.00	4.00
Mathematics	3.00	4.00	4.00
Science	2.00	3.00	4.00
Social Studies	3.00	2.00	3.00
Modern Language	-----	2.00	3.00
Fine Arts	1.00	1.00	2.00
Physical Education/Health/Driver's Education	.50	-----	1.00
Electives	8.00	Any that combined make 24 credit hours	3.00
Total	20.00	24.00	24.00

Advancement Between High School Grade Levels:

Freshmen, sophomores, and juniors are each expected to be enrolled in a minimum of six credit classes. Seniors may take a minimum of four classes depending upon diploma program and provisional upon meeting all of the requirements through their junior year.

In order to be promoted to the next higher grade within the high school, the students must earn a number of credits as specified:

Required for class standing	Student would be classified as a			
	Freshman	Sophomore	Junior	Senior
Credit Hours	Less than 5	Completed 5 but less than 11	Completed 11 but less than 16	Completed more than 16
Mandatory Classes	English Mathematics Science Social Studies	English Mathematics Science Social Studies	English Mathematics Science Social Studies	English Mathematics

** During the course of studies, the student must complete 2 year of a Foreign Language prior to their Senior year.*

Graduation with Honors

A “with honors” designation will be placed on the diploma and transcript of each student who attains an overall GPA of 3.8 or above in Advanced Placement and/or Dual Enrollment.

Advanced Placement and Dual Enrollment Classes

Students are encouraged to take Advanced Placement and Dual Enrollment classes whenever possible. AP and Dual Enrollment courses are college level classes that require significant reading, writing, and independent study. Most colleges and universities grant credit and/or advanced placement to students who meet the minimum required score on AP examinations or complete Dual Enrollment classes. AMS offers a variety of Advanced Placement and Dual Enrollment courses in mathematics, science, English, social studies, and modern language. An examination may be taken for a fee at the conclusion of the Advanced Placement classes.

Physical Education Classes

AMS offers physical education classes for all grade levels. AMS recognizes that students may participate in a variety of athletic activities outside the scope of the normal class day. Students are offered the opportunity of applying hours in these activities towards the required physical education credit. Signed documentation of one hundred and twenty three hours in a supervised sports activity (practice included) would equate to 1 credit hour.

Homework Policy

Every teacher will assign homework. Students are expected to finish their homework in the time allotted by the teacher.

If a child is absent, and the absence is excused, the student will have an equal number of days to make up the assignments equal to the number of days the student was absent. A child who has an unexcused absence or tardy will receive a zero for each assignment that was missed and will be unable to make up the work.

Grading Policy

Our goal is to ensure parents are constantly informed of their student's academic performance in school. Progress reports will be sent home every 4 weeks, and report cards will be sent home every 9 weeks. At the end of each semester, quarter grades will be averaged to create a semester grade in each class. The grading scale is as follows:

90-100% A

80-89% B

70-79% C

60-69% D

59%-below F

Report cards/progress reports will be sent home the week following the end of every quarter (9 weeks). The quarters end on 10/12, 12/18, 3/10, and 5/21. Parents are encouraged to contact the school any time they have questions following the reports at the end of each quarter. If you would like a conference with your child's teacher, the Dean of Students, or School Principal, please contact the school office at 520-293-2676 to schedule an appointment.

Grade Point Averages

High School and Middle School students are graded on a 4.0 scale. Advanced Placement and Dual Enrollment classes (high school students only) are calculated on a 5.0 scale. Points are assigned for the weighted and non-weighted grade point averages as follows:

Quality Points Awarded	
Standard/Honors Courses	AP/Dual Enrollment Courses
A = 4 points	A = 5 points
B = 3 points	B = 4 points
C = 2 points	C = 3 points
D = 1 point	D = 2 points
F = 0 points	F = 0 points

Grade point average calculations are determined by dividing the total number of quality points earned by the total number of credits attempted during the semester. The highest non-weighted GPA is 4.0.

Class Rank

Class ranking is determined by the student's cumulative weighted grade point average. Students with the same grade point average will be ranked identically. (For example, if two students had the highest possible GPA, both would be ranked first. The student with the next highest GPA would be ranked 3rd and so forth.)

Student Planners

Elementary and middle school students will receive student planners. They will be responsible for writing down their homework assignments on a daily basis. Teachers will be writing grades on a routine basis in these books and parents are expected to sign these books on a weekly basis. Failure to do so will result in disciplinary action. Planners are used as communication devices between parents and teachers. High school students are not required to use planners; however, they are highly recommended.

Academic Divisions

The students will be placed into ability level groups for mathematics. These groups will be determined by assessments that the students will take upon enrollment and information gathered from the previous year. This allows us to best focus on student needs.

Special Education Services

As a public charter school, AMS provides special education services to qualified students in accordance with state and federal regulations. Students suspected of having a disability that impacts their learning will be evaluated by a qualified examiner or doctor. All special education students will have an Individual Education Plan (IEP), which details goals and objectives and specific therapy or services needed for instruction. AMS provides evaluation, therapy, and instruction as appropriately determined by the IEP team. Special education records are kept confidential, and IEP meetings are held on a regular basis.

Academic Counseling and Advising

Students who need to speak with a counselor or an academic advisor may make an appointment with the School Secretary who will refer them to the appropriate staff member. Staff members are always available to answer questions or address both student and parent concerns.

School Hours Section

<u>BUILDING:</u>	7:30am- 4:00pm
<u>OFFICE STAFF:</u>	7:30am- 4:00pm
<u>SCHOOL HOURS FOR STUDENTS:</u>	7:55am- 2:58pm
<u>AFTER SCHOOL:</u>	2:58pm- 3:30pm
<u>EXTENDED CARE:</u>	3:30pm- 5:00pm

Arrival/Dismissal

Arrival:

Parents/guardians should drop their children off at school and wait for them to safely enter the building before leaving. Students who take the bus or walk should enter the school immediately upon arrival. Loitering in front of the school building is not permitted under any circumstances. **All children should arrive between 7:40 am to 7:50 am.**

Dismissal:

Parents/Guardians should enter the main school building to sign out their child if pick-up before the end of the school day. Students will not be allowed to exit the building unless a guardian is present or they have a signed permission slip from a parent or guardian that they use other means of transportation. Students taking the bus or walking should notify the office before they leave. **All children must be picked up by 3:45pm daily, or parents/guardians will be charged fees.**

Early Dismissal

The school cannot allow students to leave the campus without parent authorization. In an emergency situation, a parent/guardian must personally contact the office by phone or by note.

School Class Schedule

	Homeroom	7:55am- 8:03am
	Period 1	8:03am-8: 53am
	Period 2	8:57am-9: 47am
	Period 3	9:53am-10: 43am
	Period 4	10:47am-11: 37am
<hr/>		
Elementary Lunch 10:50am – 11:40am	6th/7th grade Lunch/5th hour Period 5: 11:41am-12:31pm Lunch: 12:31pm-1:06pm	8th – 12th grade 5th hour/Lunch Lunch: 11:37am-12:12pm Period 5: 12:16pm-1:06pm
<hr/>		
	Period 6	1:10pm-2:00pm
	Period 7	2:04pm-2:54pm
	Homeroom	2:54pm-2:58pm
	After School Tutoring	3:02pm-3:30pm

A.M.S. 2009 – 2010 School Calendar

July --2009				
Mon	Tues	Wed	Thur	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August--2009				
Mon	Tues	Wed	Thur	Fri
3	4	5	6	7
((10))	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September--2009				
Mon	Tues	Wed	Thur	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October--2009				
Mon	Tues	Wed	Thur	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November--2009				
Mon	Tues	Wed	Thur	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December--2009				
Mon	Tues	Wed	Thur	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	*18*
21	22	23	24	25
28	29	30	31	

January--2010				
Mon	Tues	Wed	Thur	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February--2010				
Mon	Tues	Wed	Thur	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March--2010				
Mon	Tues	Wed	Thur	Fri
1	2	3	4	5
8	9	*10*	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April--2010				
Mon	Tues	Wed	Thur	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May--2010				
Mon	Tues	Wed	Thur	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	((21))
24	25	26	27	28
31				

June--2010				
Mon	Tues	Wed	Thur	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Summary

First day of school- Aug. 18, 2008
Last Day of school- May 27, 2009
Winter Break- Dec. 21- Jan. 1
Spring Break- Mar. 29- April 2

Other Dates to Remember

Fall Parent Conferences TBA
Spring Parent Conferences TBA

Holidays-- No School

Sept. 7- Labor Day
Oct. 16- Vacation Day
Nov. 11- Veteran's Day
Nov. 26-27- Thanksgiving Days
Jan. 18- MLK Day
Feb. 25 - 26- Rodeo Days

Calendar Key

School Begins/Ends:	(())
Quarter Ends:	**
Holidays:	
Half Days:	&

High School Graduation May 21
5 th & 8 th Grade Promotion May 20

After-School/Extra-Curricular Program Section

After-School Tutoring/Activities Program

Afterschool tutoring provides an opportunity for children to work on homework for an additional half hour at school, or to receive one-on-one help from teachers. Children who are advanced may use this time to work on additional projects to enhance their skills. Some students may choose additional activities which may be offered such as academic clubs, organizations or extra-curricular programs.

Eligibility:

Students wishing to participate in **ANY** after school program (clubs, athletics, and student government) are expected to behave appropriately and display a positive attitude at all times. When students leave campus for a school activity, they are expected to behave in a respectful manner at all times as they are a representative AMS. Students **must** also maintain a “C” average in all classes or they will be deemed ineligible to participate in organized activities. The faculty sponsor of activities will generate weekly reviews, and students will be considered eligible on a week-to-week basis. Students who are suspended are considered ineligible during the length of their suspension, and may be permanently removed from an activity if they fail to meet both academic and behavior requirements.

Athletics: The AMS has joined an athletic league for the Middle School sports program, the Tucson Inter-Charter School Athletic League, in which students compete with other charter schools around Tucson. Students participate in sports such as volleyball, soccer, basketball, softball, and football. The High School sports league is The Southern Sports Association. Through these leagues, students will compete with other charter schools around Tucson. Students can compete in volleyball, soccer, basketball, and flag football. To participate in the athletic program, students must maintain C's or better in all their classes.

Musical: Middle School and High School students have the option of participating in one musical each year. Students practice during extra-curricular time after school on songs and dance numbers. Performances are held during the AMS Spring Musical for parents, peers and staff.

Student Council: This student-led government teaches students about the roles and responsibilities of small government through weekly meetings, activities, and fundraisers. Student officers are elected to this group by their peers and serve one year in office. School student council officers communicate between faculty, students and parents, regarding student sponsored activities while supporting the administration in its promotion of academics.

College Level Classes: Students seeking to challenge themselves are encouraged to take advanced placement courses during their high school careers. Students have the opportunity to take English, Social Studies, Mathematics, Science, and Language courses that can provide them with college credits.

Academic Competitions: Students participate in local, state, and national competitions throughout the year. Students have participated in art, writing, science, and mathematics competitions (Math Counts, Readers Digest Word Challenge, University High Math Competition, and Sixth Grade AATM Math Competitions), and have proven themselves worthy competitors. Teachers join students' in their enthusiasm for these competitions as they prepare them to be successful.

National Honor Society: Junior and Senior High School students who achieve academic excellence throughout the course of the year participate in this honor society that promotes academics and encourages students to strive for distinction in all areas of their lives. Based upon student interest.

Other Clubs: Club offerings will be based upon parent and student interest and involvement.

General Information Section

Health Related Issues

PLEASE DO NOT let your student come to school if he/she is sick!

Medicine at School

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the school will cooperate with the family physician and the parents if the following requirements are met:

1. There **must be** a written form or prescription bottle from the physician stating the student's name, the name of the medicine, the dosage and the time it is to be given.
2. The medicine **must come** to the school in a prescription bottle. If the medicine is an over-the-counter medication, it must come with a note from the parent be in the original container with all of the warnings and directions attached. The school does not provide **any** over-the-counter medications (including Tylenol, cough drops, etc.).
3. Students **must immediately drop off** medications at the office. Students are not permitted to carry medication on school grounds.
4. Students **must have** consent from parent/guardian before the school will administer any medication. **NO EXCEPTIONS.** Students who do not have parental consent will not receive any over-the-counter medications.

Illnesses/Accidents/ Injuries

Do not let your student come to school if he/she is sick. If your student is ill during school hours, they will report to the office and the parents/guardians will be notified. Parents/Guardians are expected to pick up students in a timely fashion. If a life-threatening emergency occurs, 911 will be contacted for emergency medical technicians.

Any accidents that occur, whether in the building or outside on school grounds will be documented by the person(s) who witnessed the accident.

Immunizations

Subject to the exemptions as provided by law, immunization against measles, mumps, rubella, poliomyelitis, tetanus, pertussis, influenza B, and diphtheria is required for attendance of any student in this school. The hepatitis B series is also required by 7th grade. A student who fails to comply with the immunization schedule shall be suspended in accordance with policies of the school, except that a homeless student shall not be suspended from attendance until the fifth calendar day after enrollment.

A student with serologic confirmation of the presence of specific antibodies against vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending school. In addition, a student who has a signed note from parents and physicians stating that the immunization is detrimental to the student's health must be presented to the office if the child is to be exempt from receiving immunizations.

Fire Drills

Fire drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. On the first day of teachers will instruct students on how to exit their classroom and the school building in case of fire.
2. Students are to walk quickly with no talking to the designated area.
3. Students are to listen to the instructions of the supervising adult.
4. A student may not re-enter the building without the principal's permission.

Visitors

Parents/Guardians are encouraged to visit the classrooms of their students at any time. Guests and other visitors should check in at the office when arriving at school only after making prior arrangements with the teacher and office. Students not enrolled in our school are not permitted on the campus or allowed to visit classes without direct permission from the principal.

Parent Volunteers

Parents are encouraged to volunteer their time. If a parent is interested in volunteering, he/she is to make arrangements with teachers and the school office.

Telephone Usage

Students **may not** use the phone for personal calls. In an emergency situation, a student may request the office staff to place a phone call. Students may not use the telephone to find out about after school arrangements; these arrangements must be made **before** the student arrives at school.

Student Messages

Every attempt will be made to deliver messages to students from parents or guardians; however, the school will not extract a student from a lesson to receive a message unless it is an emergency.

School Lunch

You are responsible for providing your child with a lunch each day of the week. The school does not provide lunches. We encourage parents to provide a nutritional meal for their children. Parents/Guardians should also remember the school does not provide a refrigerator; therefore, do not give students lunches that need to be kept chilled. A microwave is available. The school is a closed campus. Students will not be allowed to leave the school grounds without the permission of the administration, and a parent or guardian.

Vending Machines

AMS does have vending machines that are **ONLY** available for students before and after school and during lunch times. They are **NOT** available during the passing periods. Students **must** bring correct change. The office is not responsible for providing students with the necessary change to use the vending machines.

Food, Candy, and Drink During Class Periods

Food and drink are **ONLY** allowed in the auditorium. There is **NO** food, drink, chewing gum, etc. allowed in classrooms, hallways etc.

Assemblies

Various types of assemblies are held during the school year for the benefit of the student body. Audience behavior is to be dictated by the rules of common courtesy. Students who do not follow the rules will be removed from the assembly, and subject to disciplinary action.

Field Trips

The school will take a variety of educational field trips throughout the course of the school year. During these trips, students will be expected to behave as they would in school. If a student does not follow the rules, the parents will be contacted immediately, and will be required to pick up their student from the field trip site. The student will also be subjected to disciplinary action upon returning to school, and lose the privilege of going on future field trips. Signed permission slips will be required for each trip; students who do not return a permission slip will remain on campus under staff supervision.

Hall Passes

Students will be excused from the classroom **only** in cases of emergency. The teacher will issue a hall pass to all students who leave the classroom. Failure to produce a pass when out of class during normal class hours will result in a referral, and disciplinary action.

School Lockers

School lockers are provided for each student. Lockers are school property; however, **the school is not responsible for lost, stolen, or damaged items**. Students are required to provide their own locks; a copy of the key or the combination must be provided to the school office. **Other than textbooks, students should not store items of a valuable nature in their lockers**. Students may not share lockers with other students. **Under no circumstances should students reveal locker combinations to other students**. Student lockers are the property of the school and as such, may be searched at any time with or without the student being present. If a student does not utilize their locker properly, the student will lose their locker privileges for the remainder of the school year.

Student Supplies

Students are expected to come to school prepared for each day; this includes composition notebooks, pens, pencils, daily planners, and paper. Students may also be required to purchase additional items for classes. Teachers will notify parents of the supplies needed for success in their classroom. Please contact the school office with any concerns regarding purchasing supplies. Failure to come to school prepared and ready to work will result in disciplinary action.

Lost and Found

Articles found in and around the school should be turned into the office. The owner may claim the property by correctly identifying the found item.. Items not picked up at the end of the school year will be donated to charity. Students are responsible for looking after their own belongings. The school will make every effort to assist in locating missing belongings, however the school does not take responsibility for lost or stolen items.

Bikes/Skateboards/Rollerblades

Bikes, skateboards, and rollerblades may be locked in front of the school, in school lockers or in the school office. These items may **not** be used in the building or on school property at any time.

Electronic Equipment

Cell phones, IPODS, etc. are not to be used while on school grounds. These items will be confiscated and disciplinary action may follow if they are used. If a student continues to use electronic equipment at school the item will be confiscated until the parent comes to school to retrieve the item.

Guidelines for Student Behavior

Introduction

The best discipline is self-discipline. A student's success in school and in life will be determined in part the students' ability to learn how to cope with everyday situations they may encounter. The school's rules and regulations are designed to permit each individual to receive the maximum benefit from the educational system while avoiding conflict with others. If each student comes to school with positive attitude takes part in social activities, they will have no difficulty adhering to school rules.

An important part of your education is the right to make decisions, and the responsibility to accept the results of those choices. To protect your rights, and the rights of others, student behavior guidelines have been established. We are proud of each student, and hope that during your years in our school, you will make wise decisions, and use your classes, programs, and activities to the fullest. We urge you to seek help, if needed, from our staff members. Their advice can help you resolve most of the problems you might encounter.

We recognize parents or legal guardians as important partners in the education of their children. Much of the success of our student discipline program is due to parent participation and cooperation.

In this section you will find the major problem areas that interfere with the education of students. If students chooses violate school rules, disciplinary action will be the consequence for such behavior. This section is a guideline and does not describe all potential behaviors, nor does it describe the many positive activities used to help children change their behavior.

Purpose of Policy

The purpose of the discipline policy is to:

- (1) Define conduct that may result in student discipline;
- (2) Establish consequences for various infractions.

Application of the Policy

Discipline may include, but is not limited to any one or combination of the following: verbal reprimand, parent conferences, detention, temporary exclusion from class, loss of privileges, loss of credit, suspension (in and out of school), and/or expulsion.

Uniform Dress Code Policy

The school has the responsibility to promote the basic rules of sanitation, safety, neatness, and modesty while on campus. AMS has implemented a uniform dress code for the 2009-10 school year. Research has demonstrated that schools with dress codes set a tone for serious study, facilitate school pride, and enhance overall safety. **Students who repeatedly violate the dress code are subject to suspension.** All modifications and changes are up to the discretion of the principal and administrative staff as the needs arise.

Pants/Shorts/Skirts/Skorts

Dark blue or tan colored uniform pants
No more than 4 (four) pockets at the waist
Hemmed or cuffs at the bottom (hem should not touch floor with shoes on)
Fit to waist within 2 (two) inches (oversized are not allowed)
Belts (optional) black or brown leather with brass buckles only
No sweatpants or stretchy materials
All shorts, skirts and skorts must be no shorter than 2 (two) inches above the knee

Shirts/Sweaters/Jackets

Solid Dark or Light Blue, or White 2-3 button polo shirt with collar
Shirt must cover the top edge of the pants when arms are raised or remain tucked
NO LOGOS
No Oversized shirts, sweaters, or jackets - must fit appropriate size of individual
Must be cotton, polyester, or cotton/polyester blend

Shoes

Tennis shoes/dress shoes are allowed
Sandals with ankle strap
Heel no more than 2 (two) inches
No wheels
No flip flops

Additional Dress Code Information

In addition to the Uniform Dress Code above, several other restrictions are routinely enforced at AMS. Bandanas, either worn or carried, are prohibited. No hats or visors are permitted in the buildings. Unnatural hair color or body art (tattoos), which may distract others, are not permitted. Piercing of the nose, eyebrows, lips, tongue, etc. are prohibited. Piercings are allowed in ears only.

Student Tardiness

Arriving At School

Students need to arrive at school between 7:40 and 7:50 am. Students who are late arriving to school **must** be signed in by their parents/guardians in the office. If the parent or guardian is unable to accompany their child to school, the parent or guardian must call the school or provide their child a note stating the reason for the tardy. Tardies without notes from a parent or guardian or a phone calls from a parent or guardian will be considered unexcused. Unexcused tardiness will result in the following consequences:

- 1-2 tardies - Lunch Detention.
- 3-4 tardies - In-School Suspension.
- 5 or more tardies – Short -Term Suspension.

In-School Tardiness

Students are considered tardy when they are not in the proper class when the bell rings, with all material necessary for that class period. All tardies will be cumulative for all classes throughout the semester.

If the tardy is unexcused (this includes being late for classes throughout the day) the following actions will be taken by the school staff:

- 1-3 tardies per semester will result in verbal warnings.
- 4-5 tardies per semester will result in lunch detention.
- 6 or more tardies per semester will result in ISS (in-school suspension) for each additional tardy. If a student continues to be tardy, the school will conference with the parents and consider out-of-school suspension.

Student Absences

The Arizona Revised Statutes, Section 15-802. School instruction; exceptions; violations; classification; definitions:

Every child between the ages of six and sixteen years shall attend a school...a parent who does not provide instruction in a home school and who fails to enroll or fails to ensure that the child attends a public, private or charter school pursuant to this section is guilty of a class 3 misdemeanor.

Reporting Absences

State law mandates that the school record a reason for each student absence. Parents/Guardians must inform the school office of absences either by phone call or note on the day of absence. All absences not verified by parent/guardian or by administrative authorization will remain unexcused.

Excused Absences

- *Illness of the student
- *Family emergency/death
- *Medical appointment verified by a call or note from the family

- *Family emergency when the family makes prior arrangements
- *Out of school suspensions
- *Verified religious holidays
- *Administrator discretion

Unexcused Absences

State law requires the regular school attendance of a child of school age. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons.

The absence will be marked unexcused absence in the following circumstances:

1. Parent/guardian has not previously contacted the school to explain the reason for the absence.
2. If the student returns to school without a note from the parent/guardian explaining the reason for the absence.
3. If the parent or guardian has failed to provide a doctor's note upon the request of the school administrator.

Unexcused absences will result in the following consequences:

1. The first unexcused absence in a semester will require a parent/student conference.
2. The second unexcused absence in a semester result in short-term suspension.
2. Three or more unexcused absences in a semester will result in long-term suspension or expulsion from AMS.

Extended Absence

If a student will be gone for more than three consecutive school days, the parent/guardian must obtain prior approval from the principal. If it is illness related, the parent/guardian **must** have a doctor's note verifying the student was unable to attend school. If a student misses ten or more consecutive days, he/she will automatically be withdrawn per state law.

Student Discipline Section

Prohibited Student Conduct Definitions

(Please refer to the Discipline Guideline Chart on page 23.)

Disruptive Conduct (A, B, C, D, E, F, G, H)

Engaging or attempting to engage in any conduct that is reasonably likely to disrupt, or that does disrupt, any school function, process, or activity.

Violation of Federal, State, or Local Laws (F, G, H, I, J)

Failing to adhere to state, local, or federal guidelines.

Disobedience/Defiance of Authority-Lack of Truthfulness (A, B, C, D, E, F, G, H)

Disobeying reasonable orders of teachers, administrators, and other employees, and failing to respond to requests for information from these persons in a truthful manner. This includes failure to comply with school policies and guidelines during school hours and off campus activities such as, but not limited to athletic functions or scheduled class field trips. This also includes referring to any person(s) in a vulgar or profane manner.

Alcohol, Tobacco, Drugs and Drug Paraphernalia (F, G, H, I, J)

Possessing, selling, offering, using, or transferring any of the above, or being under the influence of any of the above, unless taking medication with a doctor's prescription.

Vandalism, Littering, and Destruction of Property (*)

Damaging, defacing, or destroying school property *(E, F, G, H, I, J) and littering on school property or during school events *(A, B, C, D, E, F).

Possession of Weapons or Dangerous Items (H,I,J)

Possessing or using firearms, weapons, explosives, fireworks, or other instruments capable of harming persons or property.

Threats, Assaults, Fighting (E, F, G, H, I, J)

Verbally or physically threatening, abusing, assaulting, or engaging in any fight with students, employees, or other person(s).

Defamation (D, E, F, G, H)

Using defamatory words or phrases or distributing defamatory materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust or an equivalent reaction.

Obscenity or Vulgarity (A, B, C, D, E, F, G)

Using obscene or vulgar language or gestures or distributing such materials. Obscene materials, language or gestures or those that the school community finds to appeal to prurient interests and lacks serious literary, artistic, or scientific value.

Sexual Harassment (D, E, F, G, H, I, J)

Sexual harassment includes, but is not limited to suggestive behavior, derogatory/suggestive language, comments related to any persons body or sexuality and any physical mannerisms or actual physical contact towards another person.

Dress and Appearance (A, B, C, D, E, F, G)

Failure to follow the guidelines set forth in the dress code of the school during all school activities.

Forgery and Cheating (B,C,D)

Using, or attempting to use, the identity, signature, academic work or research of another person and representing it as his or her own. This includes sharing materials or knowledge with students during examinations.

Emergency Alarms and Fire Control Devices (D, E, F, G, H)

Activating or using fire alarms, emergency control devices, or fire extinguishers without justification.

Arson (H, I, J)

Starting, attempting to start, or promoting the continuation of any fire or explosion.

Unauthorized Entry (G, H, I, J)

Gaining access to the building, classrooms, or storage facilities without prior authorization from a school official.

Misrepresentation, Extortion and Theft (A, B, C, D, E, F, G, H)

Taking, using or borrowing any property that belongs to other individuals or bullying other students into giving up personal belongings.

Tardiness or Truancy (A, C, D, E, J)

Failing to arrive prepared and on time to all required school functions. Truancy is the failure to attend school (unexcused absences).

Gang Activity or Association (D, E, F)

Wearing, carrying, or displaying gang paraphernalia and/or exhibiting behaviors or gestures that symbolize gang membership.

Violation of School Policies and Rules (A, B, C, D, E, F, G, H, I, J)

Failing to adhere to rules and polices set forth by AMS.

Discipline Guideline Chart

All guidelines and consequences are up to the discretion of the Principal and will be dealt with on an individual basis. The following table contains possible consequences for inappropriate school behaviors. The student may receive more than one consequence, depending on the severity of the behavior and the number of reoccurrences.

A	Informal Talk/Verbal Warning
B	Temporary Exclusion from Class
C	Lunch Detention
D	Parent Conference
E	In School Suspension
F	Emergency Suspension
G	Short Term Suspension
H	Long Term Suspension
I	Expulsion
J	Report to Law Enforcement

Disciplinary Actions/Due Process

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the seriousness of the behavior problem, one or more of the following actions will be taken by school officials.

INFORMAL TALK/VERBAL WARNING

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

TEMPORARY EXCLUSION FROM CLASS

If a student's conduct in class disrupts the educational process or if the student persists in willful misconduct, a teacher may exclude the student from class for the remainder of the

class session that day. They will report to the office immediately and the administration will be responsible for student discipline.

LUNCH DETENTION

The student is temporarily held from lunch with their classmates for a period of up to 3 days. The student is expected to report to the assigned teacher, where he/she will eat lunch and complete an assigned task.

PARENT CONFERENCE

A formal conference will be held between the student, principal, and the parents/guardians via the telephone, personal contact, or by letters, discussing the need for a change in the student's behavior.

IN-SCHOOL SUSPENSION

The student will be temporarily isolated within the school for up to 3 days from participating with their peers and from attending classes at school. Students are responsible for completing all work assigned or due during their suspension.

EMERGENCY SUSPENSION

This occurs when a student is removed from school without prior use of due process procedures. This is allowed if the student's continued presence in school poses a danger to persons or property at school. The student's parents/guardians will be notified of the suspension as soon as possible.

SHORT-TERM SUSPENSION

A short-term suspension will consist of an exclusion of a student from all school, school-related or other activities which are held in the school for a period of up to 10 school days. The Principal or the Dean of Students may suspend students. Parents will be notified of student's suspension from school on the day the incident occurs. Before a short-term suspension is imposed, a school administrator authorized to suspend students from school will inform the student of the alleged misconduct and describe the evidence known at the time to support the allegations of misconduct. The administrator will invite the students to discuss the situation. Students will be given the opportunity to tell their version of the alleged misconduct.

LONG-TERM SUSPENSION

A long-term suspension will consist of an exclusion of a student from all school, school-related or other activities which are held in the school for a period of up to (1) one calendar year. The Principal or Governing Board may recommend/impose long-term suspension. Parents will be notified of action taken. If a long-term suspension is imposed in the second semester of the school year, the long-term suspension may extend through the first semester of the following year. A student will not be permitted to graduate or advance until all coursework for the time missed is completed. If an administrator feels that long-term suspension is warranted, he/she may call a long-term suspension hearing. The school will deliver notice to the parent or guardian of the long-term hearing five working days before the hearing to .

REPORT TO LAW ENFORCEMENT

A report will be made to Law enforcement will in the event of a serious incident. Examples of these incidents are, but are not limited to: possession of a weapon, theft, breaking and entering/trespassing, threat of violence or bodily harm to an individual and sexual harassment.

EXPULSION

Expulsion means the permanent withdrawal of the privilege of attending school. An expulsion includes the removal of the student from all school, school-related, or other functions held at the school. The Principal may recommend to the Governing Board the need for expulsion. Only the Governing Board may, but is not required to, reinstate the privilege of attending school.

Arizona Revised Statutes, Section 15-843B:

In the event that a student has received a long term suspension (more than 10 days) or expulsion, under the Discipline Code, Student Rights, and Responsibilities, and Student Appeal Process, parents have the right to request a special meeting of the School Board and reconsideration of any disciplinary decision made by A.M.S. staff; however, until the School Board meeting takes place, the decisions made by A.M.S. school will remain in effect. It will be determined at the time of the hearing if the pupil may return to classes or be denied the privilege of returning to school.

Expulsion is a disciplinary action recommended by the school Principal and implemented by the School Board. Following the recommendation, the student is suspended until the School Board meeting. The legal guardian will be informed of the date, time, and place of the expulsion hearing.

The decision of the Governing Board is final. The Governing Board may reconsider a decision only if the parents/guardians submit a written request after the initial hearing.

Academy of Math and Science 2009-2010 Parent-Student-School Compact

The purpose of the parent-student-school compact is to communicate a common understanding of home and school responsibilities to assure that every student attains high standards and a quality education.

Expectations for Academy of Math and Science (AMS):

1. Academy of Math and Science staff members believe that every student can go beyond basic academic requirements to meet new, exciting challenges.

2. AMS teachers believe each student has the ability to discover the possibilities contained within the classroom and the world.
3. AMS teachers are all highly qualified.
4. AMS provides a pleasant, caring learning environment that is appropriately well ordered, peaceful, safe, non-threatening, and conducive to learning.
5. AMS teachers and staff maintain open lines of communication with students and parents.
6. AMS provides opportunities for parents to become involved in the school program and after school activities.
7. AMS staff demonstrate professional behavior and positive attitudes.
8. AMS staff respects the cultural differences of students and their families.
9. AMS staff maintains high expectations for all students and for themselves.
10. AMS staff assists students in the development of a sense of personal and civic responsibility.
11. AMS staff helps students to resolve conflicts in positive, nonviolent ways.
12. AMS commits to providing challenging and rewarding educational experiences for each student.

Expectations for Parents/Guardians of AMS Students:

1. As parents, we will be responsible for ensuring that students attend school every day on time and ready to learn. We will make every effort to schedule appointments outside the school day hours.
2. As parents, we understand that we are responsible for all transportation to and from school.
3. As parents, we will meet with the teacher/adviser to help develop a personal learning plan. We also commit to attending student events including performances and competitions.
4. As parents, we will notify the school office as soon as possible if the student is absent from school due to illness or any emergency reason.
5. As parents, we will be available to go to the school for any issues that involve our child.
6. As parents, we will read all correspondence from the school, and if necessary respond in a timely manner. We will check the school website regularly for updates if an Internet connection is available to us.
7. As parents, we understand that our students must follow school rules so as to protect the safety, interests, and rights of all individuals at the school.
8. As parents, we will hold our children responsible for their behavior and choices.
9. As parents, we are responsible for ensuring that the school has accurate and current information about our child.
10. As parents, we will be responsible for ensuring that students have any school supplies that may be necessary to ensure their success.
11. As parents, we will review our student's planner weekly and sign it.

12. As parents, when possible we will seek opportunities to volunteer at the school and become involved in the PTO.

Expectations for AMS Students:

1. I will arrive at AMS each day on time and to each class and ready to work.
2. I will do whatever it takes to learn. I will always work, think, and behave in the best way I know. I will come to school ready to take an active role in my education. I will do my best work always, knowing that mistakes may still be made, but these mistakes will be treated as learning experiences.
3. I will always behave in a respectful manner that protects the safety, interests, and rights of every individual at AMS.
4. I am responsible for collaborating with my advisor and parents to develop my own Personal Learning Plan in to set my school goals and ways I can achieve my goals.
5. I will follow the Dress Guidelines of AMS and understand that I may not attend classes if I violate any of the guidelines.
6. I will be responsible and follow all school rules and expectations, and all computer lab rules, with an understanding that non-compliance results in consequences.
7. I will arrive at each class on time, prepared with supplies and student planner.
8. I will keep my locker and/or desk clean and orderly.
9. I am responsible for collaborating with my teachers, administrators, and parents to set goals for my educational career.

Academy of Mathematics and Science

<http://www.amstucson.org>



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I/we have read, understand, and agree to the Academy of Math and Science guidelines and procedures set forth in this manual, Parent-Student-School compact, and the syllabus packet. I/we will work to ensure that all expectations are met.

Parent/Guardian Signature:

Date:

Parent/Guardian Signature:

Date:

Student Signature:

Date:

Administrator:

Date:

Please sign and return to the school office by Friday, August 14, 2009.