SCHOOL HOURS

Monday – Friday
7:50 a.m. – 2:00 p.m.

Drop-Off begins at 7:30 a.m. There is no supervision on the playground before 7:30.
Students should not arrive before that time and we are not responsible for students who do.

Office Hours
7:00 a.m. – 3:45 p.m.

Students cannot be released from school during school hours unless a parent or authorized adult signs them out in the front office. **Authorized adults must be listed on the student's registration card and must show identification.**

2 HOUR DELAY

On days with snow or bad weather, APS will sometimes put schools on a 2 HOUR DELAY while waiting for roads to clear. School will begin at 9:50 and end at 2:00. Buses will run 2 hours later. Watch local TV news or listen to local radio to see if there is a 2 Hour Delay.

Afterschool Dismissal

All families will sign an agreement indicating how their child will get home after school, be it by bus, parent pick-up, or any other method**. Please make sure that you are on time to pick-up your child, and that they do not go home with anyone else without your knowledge.** Students who are not picked up by 2:15 will be directed to the office to call for a ride. If an authorized pick-up person has not been contacted by 2:30, APS security will be contacted to get the child home.

Finally, **DO NOT TAKE** students home with you without permission or knowledge of their parents. If you find a student at with your child that does not have permission to be with you, return that student to the school so we can contact their parents and get them home.

Visitors

Visitors are always welcome! However, for the safety of our students and staff, all visitors must gain permission from the office before entering the campus (Albuquerque City Ordinance). A visitor tag will be issued to authorized visitors. This applies to parents and other family members. If you have not checked in at the office, you are subject to questioning by APS Police or Bernalillo County Sheriff Personnel. Students' friends or relatives will not be allowed to spend the day in class with a student. Conferences with teachers must be planned. We schedule these so they don't conflict with the teaching schedule.

Change of Address and Telephone Numbers

It is very important that parents inform the school of correct home and business addresses and telephone numbers. This is important for school records and any EMERGENCIES involving your child.

Withdrawing

If you must move during the school year, please give the office and teacher at least 3 days notice so we can prepare the paperwork. The office must know the date of the transfer, if possible the new address, and the name of the school the child will attend. All textbooks and library books must be returned or paid for or this will be noted on the transfer slip.

Attendance

When your student is absent, there is no need to call the school. You must however notify your child's teacher in writing (Doctor's note, appt. confirmation, signed parent note) upon return as to the nature of the absence. You may call the school when your child will be absent, but this WILL NOT EXCUSE them. For a list of excused and unexcused absence refer to the APS Student Handbook.
If your child arrives late to school, you must come with your child directly to the office to sign them in and provide any written documentation.
Regular attendance will help your child learn and retain knowledge and skills. However, a sick child should be kept at home. After 2 unexcused absences, a call from the teachers and a letter will be mailed to parents. After 7 unexcused absences, parents will be required to attend an a meeting at the school, and after 10 unexcused absences parents will be referred to the Court Liaison Officer for APS. **The New Mexico Compulsory School Attendance Act requires your child to attend school regularly. Excessive absences can result in recommendation for retention and/or legal action. After 10 absences a child will be referred for legal action.**

Bus Information

If you live within the Armijo Attendance Area, certain neighborhoods are eligible for bus service based on their distance from the school. Riding a school bus is a privilege and certain rules of behavior are expected. The bus driver is in charge of the children while they are on the bus and children must obey the driver for their own safety. Children are expected to sit in their seats, keep hands and heads inside the window, and keep the noise level down. Please take time to instruct your child in safe conduct at the bus stop and on the bus. Violations of bus rules could result in a student not being allowed to ride the bus. Armijo is serviced by: Beal Bus Company (877-9239) and Herrera Bus Company (242-1108)

Homework

Your child will be assigned homework daily. Homework is for practice of skills and concepts already introduced in class. This is work he or she should be able to do on their own. Parents should check over the homework and keep track of their student's progress. Work that a student did not complete during the school day may be sent as homework. Any child who does not finish assigned homework will have to complete it during recess the next day.

Textbooks

Your child's textbooks have been approved by the State PED and Albuquerque Public Schools. They are designed to address the state standards and have been proven effective in guiding and supporting student learning. Students who are assigned textbooks will be charged for textbooks that are lost or damaged.

Uniform Dress Policy

All students are required to wear uniforms. Students who do not will have the following consequences:

1. **A warning letter will be sent home**
2. **Student will miss recess**
3. **Student will be sent home**
4. **Parents will need to conference with Administration**

Pants – Pants will be straight-legged, pleated or plain front and fitted at the waist. Cargo Pants (pants with outside pockets) are not allowed. Pants must be khaki or navy blue in color. Pants must be of regular dress pant cut. The pants must not be too tight or too baggy. No extra wide legs or pockets, excessively baggy, dropped crotch, saggy or "skaters" pants (e.g. Jenco, Boss or similar brand types).

Shorts/Skorts – Same guidelines as the pants except that they can be no longer than the knee and no shorter than two inches above the knees.

Skirts/Jumpers – Skirts/Jumpers will be pleated or straight, khaki or navy; Wrap-around skirts are not acceptable. Skirts/Jumpers will be no shorter than two inches above the knee. Please do not wear skirts or jumpers on days that students have PE.

Shoes – Students may wear shoes of their choice on most days. On days that students have PE, they must wear tennis shoes and definitely not wear sandals, flip-flops, or dress shoes. Shoes with wheels on the bottom, sometimes called "Heelies", are not allowed at Armijo unless the wheels are removed and left at home.

Sweaters/Sweatshirts – Must not have logos such as teams, name brands, etc.

Shirts/Blouses – Must have collar, polo-style, solid colors of navy blue, light blue, white, burgundy, & hunter green. No logos. May be long sleeved or short sleeved, must be tucked in at all times. Shirts/Blouses will not be sheer or transparent materials.

Jackets – Must not have logos such as teams, name brands, etc.

Fridays – Fridays are "Spirit Days" in which students may **only** wear jeans (no saggy or baggy jeans) **and** an "Armijo" shirt. If a student does not wish to wear jeans and an Armijo shirt, he/she will be expected to follow the uniform policy

Armijo Behavior Expectation Matrix

LOCATION EXPECTATIONS	Hallways and Common Areas	Special Events, Assemblies, Field Trips, Extra-Curricular	Arrival and Departure	Classroom and Instructional Areas	Bathroom	Cafeteria	Playground	Walking in a Line
Be Responsible	*We go directly to our destination	*We enter and exit quietly *We are polite	We arrive between 7:30-7:45am *We go directly to playground or cafeteria until the bell rings at 7:45am *At dismissal time, we go directly to bus, parent pick-up area or after school program	*We take care of property *We come prepared and on time	*I use the toilet *I put paper in the toilet *I Flush toilets when you are finished *I Wash and dry my hands *I Return to class promptly	* We get milk and all utensils *We give lunch number *We get tray and go to your assigned table *We clean up *We sit quietly until dismissed by a staff member	*We go directly to playground area *We keep playground free of trash *We line up quietly when bell rings or when whistle blows	*We quietly stand in a single file line
Be Respectful	*We use quiet voices and quiet feet *We hold door open for person behind us *We greet others respectfully	*We use quiet voices and feet *We respond appropriately with good words *We listen attentively	*We are courteous *We stand in a single file line *We keep all body parts to yourself *We use quiet voices	*We use quiet voices *We listen and pay attention *We raise our hand when we want to speak and wait for our turn	*I Respect other's privacy *We use quiet voices	*We stand in single file line and wait for your turn *We use quiet voices *We keep all body parts to ourselves	*We play fair	*We keep all body parts to ourselves
Be Safe	*We walk *We keep all body parts to ourselves *We enter and exit through the correct door	*We observe personal space *We follow adult directions *We wait patiently	*We walk to and from the bus *We stay in designated bus area *We listen to all directions from adults	*We keep all body parts to ourselves	*I Keep water in sink *I report any problems to an adult *I keep my feet on the floor	*We sit with feet on floor, bottom on bench and body facing table. *We will enter and exit through correct doors	*We stay within playground boundaries *We work to solve problems *We use equipment appropriately	*We walk *We keep all body parts to ourselves *We stay to the right

ARMIJO ELEMENTARY SCHOOL SUPPORT RUBRIC



	Behavior	Level I	Level II	Level III	Level IV
MINOR	**Moderate Behavior** Disruption of educational process. Inappropriate language Physical annoyance Excessive General disruptive conduct • Excessive talking • Distracting others • Invading other's personal space • Refusal to participate Inappropriate use of equipment Inappropriate behavior Running	- Re-teach action taken - Ask: Are you being Responsible, Respectful and Safe?	- Give a ticket - Phone call to parents - Ticket sent home for parent notification - Reteach action taken - 1 recess detention (1 minute per year of age)	- Give a ticket - Ticket sent home for parents notification - Teacher call parents - Refer to Counselor - Reteach action taken - 1 full recess detention	- Referral to Principal, School Max & SWISS - Parent/ Teacher/ Principal Conference - Refer to Counselor - 2 Lunch detentions - Homeroom teacher call parents - Fill out ODR
	Serious Behavior Not playing ins designated areas Throwing objects at others Cheating/lying Stealing Pushing	**DEFINITION OF TERMS** * Excessive Talking: Talking that disrupts learning after being redirected.	* Invading other's personal space: Unwanted actions (intentional)	* Refusal to participate in learning after redirection (verbal and non-verbal)	
		- Give ticket - Ticket sent home for parent Notification - Homeroom Teacher call parents - Reteach action taken	- Give a ticket - Homeroom Teacher call parents - Parent/Teacher conference - Refer to Counselor - 1 recess detention (1 minute per year of age) - Reteach action taken	- Give a ticket - Homeroom Teacher call parents - Parent/Teacher conference - Refer to HWT - 2 recess detentions (1 minute per year of age) - Reteach action taken	- Fill out ODR - Referral to Principal, School Max & SWISS - 3 lunch detentions - Homeroom Teacher call parents
MAJOR	**Defiant to adults** Disrespectful behavior adult Adult arguing with other adult	- Fill out ODR - Referral to Principal, School Max & SWISS - Parent/Teacher/Principal Conference - Refer to Counselor - 2 lunch detentions - Homeroom Teacher call parents	- Fill out ODR - Referral to Principal, School Max & SWISS - Parent/Teacher/Principal Conference - 1 day in School Suspension - Refer to HWT - 3 lunch detentions - Homeroom Teacher call parents	- Fill out ODR - Referral to Principal, School Max & SWISS - Parent/Teacher/Principal Conference - Short term out of school Suspension - Refer to HWT follow up - 4 lunch detentions - Homeroom Teacher call parents	- Fill out ODR - Referral to Principal, School Max & SWISS - Parent/Teacher/Principal Conference - Long term out of school Suspension (3 – 5 days) - Refer to HWT for follow up - Homeroom Teacher call parents
	Bullying Gossiping/rumoring Non-verbal intimidation Purposeful exclusion Verbal threats/intimidation Racist comments/jokes Malicious teasing/insults Threatening for money/objects Teasing/name calling	- Fill ODR - Parent/Teacher Conference - Behavior Contract - Referral to Principal, School Max & SWISS - Refer to Counselor - 2 lunch detentions - Homeroom Teacher call parents	- Fill ODR - Referral to Principal, School Max & SWISS - Parent/Teacher/Principal Conference - Referral to HWT - 3 lunch detentions - 1 day in School Suspension - Homeroom Teacher call parents	- Fill ODR - Behavior Contract - Referral to Principal, School Max & SWISS - Inform Counselor and HWT - Parent/Teacher/Principal Conference	- Fill ODR - Behavior Contract - Referral to Principal, School Max & SWISS - Inform Counselor and HWT - Parent/Teacher/Principal Conference - Long term out of School Suspension
	Sexual Harassment Invading privacy in bathroom * Exposing self to other * Inappropriate touching * Non-verbal gestures Inappropriate comments Inappropriate gestures Profanity/ obscene language	- Fill ODR - Student sent directly to Principal - Homeroom Teacher calls parents - Parent/Teacher/Principal Conference - 1 day in School Suspension - Possible referral to APS police - 2 lunch detentions - Referral to School Max & SWISS - Refer to HWT	- Fill ODR - Student sent directly to Principal - Homeroom Teacher calls parents - Parent/Teacher/Principal Conference - Short term out of School Suspension - Possible referral to APS police - Possible referral for legal action - 3 lunch detentions - Referral to School Max & SWISS - Refer to HWT for follow up	- Fill OD R - Student sent directly to Principal - Homeroom Teacher calls parents - Parent/Teacher/Principal Conference - Short term out of School Suspension - Possible referral to APS police - Possible referral for legal action - 3 lunch detentions - Referral to School Max & SWISS - Refer to HWT for follow up	- Fill ODR - Student sent directly to Principal - Homeroom Teacher calls parents - Parent/Teacher/Principal Conference - Long term out of School Suspension - Possible referral to APS police - Possible referral for legal action and/ or Expulsion - 4 lunch detentions - Referral to School Max & SWISS - Refer to HWT for follow up
	Severe Drugs * Fighting * Weapons * Arson * Theft * Vandalism/destroying property Biting/spitting/choking others Gang activity	- Fill ODR - Student sent directly to Principal - Homeroom Teacher calls parents - Parent/Teacher/Principal Conference - 1 day in School Suspension - Possible referral to APS police - 2 lunch detentions - Referral to School Max & SWISS - Refer to HWT	- Fill ODR - Student sent directly to Principal - Homeroom Teacher calls parents - Parent/Teacher/Principal conference - Short-term School Suspension (1 day out of School or 2 –3 days in School) - Possible referral to APS police - 3 lunch detentions - Referral to School Max & SWISS - Refer to HWT for follow up	- Fill ODR - Student sent directly to Principal - Homeroom Teacher calls parents - Parent/Teacher/Principal Conference - Long-term School Suspension (1 day out of School or 2 –3 days in School) - Possible referral to APS police - Possible referral for legal actions - 4 lunch detentions - Referral to School Max & SWISS - Refer to HWT for follow up	- Fill ODR - Student sent directly to Principal - Homeroom Teacher calls parents - Long-term School Suspension (3-5 days) - Possible referral to APS police - Possible legal actions and/or Expulsion - 4 lunch detentions - Referral to School Max & SWISS - Refer to HWT for follow up

I have read and understand the discipline rubric: _____Date: _____

Grade Level partnership for Lunch/Recess and /or in school detention:
K & 3rd - 1st & 4th - 2nd & 5th grades.

School Wide Positive Behavior Support (SWPBS)

SWPBS is a school wide positive behavior support system that is a set of strategies and systems to increase school performance, both academically and behaviorally. Our main goal is to teach positive behavioral expectations.

At Armijo Elementary, students, staff and parents work together to be RoadRunnerS.

Responsible, **R**espectful and **S**afe in our learning community.

Armijo's school wide behavioral expectations are to be RoadRunnerS

- Be Responsible
- Be Respectful
- Be Safe

Student Insurance

The laws of New Mexico are such that a school district cannot assume liability for costs incurred in student accidents. For this reason, the Board of Education makes a student insurance policy available to all regularly enrolled students of the school system. The policy is explained in brochures available at the school office.

Health and Medication

1. **Work, home and cell phone numbers MUST be current so contact can be made. This includes emergency contacts.**
2. If your child is too sick to go outside for recess, he/she is considered too sick to be in school.
3. Parents or legal guardians, then emergency contacts, will be contacted immediately when a child needs to be sent home due to illness or injury.
4. Students who are ill will not be permitted to walk home.
5. If a student needs emergency care, and a parent or guardian cannot be reached, the child will be transported to UNM Medical Center Emergency Room for medical attention.
6. Students must have a current immunization record on file.
7. If your child has a skin irritation or rash, APS policy dictates that he/she needs a doctor's written note that identifies the rash or irritation and assures that it is not contagious.
8. Medications are to be given at school only when absolutely necessary.
9. A doctor must submit in writing his/her exact medication recommendations. This must include: Name of Drug, dosage of drug, schedule of administration.
10. All medication will be kept in a locked cabinet in the Nurse's Office.

Student Possessions/Lost and Found

Students are not to bring toys, video games or cell phones to school. They become a distraction in the classroom. The school is not responsible if the above is lost or broken if a student breaks the rule and brings it to school.

Skateboards and rollerblades/roller skates are not allowed on school grounds at any time.

Knives and other weapons are not to be brought to school! They will be confiscated and turned over to APS police. Toys guns are also not allowed.

Pets should not be brought to school for health reasons. Should a family pet follow a child to school, the student must call his/her parents to come get the pet. If pets are not picked up within a half hour, an appropriate animal control agency will be called to pick them up.

Found items are placed in the cafeteria. Parents may come to the school to check the lost and found area. These are not "free" items and you may not take something which your child did not bring to school. Money, jewelry and valuables will be kept in the office. We strongly recommend that your child's name is on clothing, backpacks, etc.

After School Dismissal Procedures

Please review procedure for dismissal at the end of the school day.

1. Only bus students ride the bus – no exceptions!!!
2. Students proceed to pickup area
3. Students who are not picked up by 2:10, will be escorted to the office to call and wait for a ride.
4. Students who walk or ride bicycles to school, are to go home immediately.

Armijo Student Field Trip Policy

- Students with a signed parent permission form may participate in both field trips and activity trips.
- Teachers may develop no-academic criteria to determine whether a student may or may not participate in an activity trip.
- These criteria must be reviewed and approved by the administration prior to approval to take the activity trip.
- These criteria must be communicated effectively to the families no later than 3 days after the activity trip is approved.
- Teachers may not exclude any student from participation on any field trip.
- Students whose parents do not allow them to attend a field trip will be allowed an educational opportunity similar in nature to that of the students on the field trip.
- Teachers will not make parent attendance on a field or activity trip a condition for student participation.
- Teachers will not make academic performance a condition for participation on any field trip.

Field trips are an extension of the classroom; therefore students cannot be excluded from participation on a field trip except by their parents.

Activity trips are to reward students for performance based on criteria. The criteria have to be clear and approved prior to the trip being approved. The reward should not be dependent on parents. These trips are typically saved for the end of the year.

