



# FAMILY HANDBOOK

2022-2023

Update Aug 2022 TP

## **Forward to Families**

*This handbook has been prepared as a source of reference, and as a guideline regarding expectations for the students and parents of Albuquerque Christian School. The enrollment of your child is an automatic agreement on your part to join hands with other parents, teachers, and the administration to help provide the best possible program to the students enrolled at ACS. One of the best ways to accomplish this goal is through volunteering and participation in the Parents, Teachers, and Friends Club (PTFC).*

## **OUR FOUNDATION**

### **Mission Statement**

Equipping students to be Jesus in their world.

### **Vision Statement**

ACS is a Christ-centered, diverse educational community where students and staff grow spiritually and academically in Christ's love to become leaders of tomorrow.

### **Statement of Faith**

- We believe the Bible to be the only inspired, infallible, authoritative, unerring Word of God.
- We believe there is one God, eternally, existent in three persons – the Father, the Son, and the Holy Spirit.
- We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, His personal return in power and glory.
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved. This belief includes the essential role of baptism for the remission of sins.
- We believe people were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit, by whose indwelling and teaching through the Word of God, the Christian is enabled to live a godly life. We believe that marriage is meant to be between a man and a woman and that any other sexual union is a sin.
- We believe that God created two genders, male and female. (Genesis 1:27; 2:24)

## History of Albuquerque Christian School

Steve and Cindy West founded Albuquerque Christian School in 1981. The school opened its doors to students in the fall of 1982, at the Avalon Road Church of Christ. A number of Church of Christ congregations have graciously shared their facilities with ACS over the years, including both Mountainside, Netherwood, and Montgomery Blvd Church of Christ. We are blessed to currently have all of our students at one campus on McLeod Road. This location has been our campus home since 2019. ACS has always been a non-denominational Christian school. Today, many of our families come to ACS without a church home, and the school then serves a dual purpose for them in hopes that they will find a church to call home.

## Educational Philosophy

ACS is fully committed to the education of the children at our school. We want to partner with parents to contribute to the growth of our children both spiritually and academically. We will teach Biblical truth to every student and teach the Pledge of Allegiance, sing patriotic and praise songs. The Bible is used as a resource for life. All faculty and staff members are fully committed to the healthy development of each child. We will promote Christian values based on the Bible in all academic and extracurricular activities. We will not promote the specific doctrine of a particular denomination of Christianity and will refer students' questions concerning debatable topics to their parents. Our goal is to let the Lord work through us to create a Spirit-filled, loving, and safe Christian environment where children can grow spiritually and academically in Christ's love.

## Expected Student Outcomes

Students will leave ACS:

- Skilled in reading, writing, listening, thinking, and speaking
- Proficient in math, science, and the arts
- Exhibiting the skills needed to question, think creatively, and problem solve
- Utilizing resources to find, analyze, and evaluate information
- Cultivating a personal relationship with Christ
- Articulating and defend their Biblical worldview
- Engaging in their community through acts of service and citizenship
- Understanding the role of Godly relationships in order to mentor and be mentored
- Demonstrating strong moral character
- Discovering their God-given gifts in order to further the kingdom of Christ

## Academies of Albuquerque Christian School

### *Early Education (PK3 & PK4)*

This is where our Preschool and Prekindergarten students receive their foundation in Christian Education. Christian and academic foundations are taught in a loving environment that takes into consideration the developmental and social needs of children. Students leave our preschool with an understanding of the fact that God loves you.

## *Elementary School (Grades K-5)*

Our kindergarten through fifth grade students begin to apply their foundation to succeed in learning the skills needed for proficiency in academic areas as well as applying scripture and history to their daily lives and choices. The students will receive consistent, quality instruction in all academic areas. Students leave our elementary program with a solid understanding of basic academic principles as well as an understanding that all scripture is true and applicable and by the time they complete 5th grade, be able to defend their faith and share it with others.

## **School Management**

### *School Board Members*

President:	Scott Nance
Vice President:	Addison Keele
Secretary:	Kelly Denison
Treasurer:	Jim Guthrie
Members:	Brianne Lewis, John Sullivan, Dan Rowe

### *Responsibilities of the School Board*

The ACS school board has adopted a policy-based governance structure in which the School Board adopts bylaws and develops and approves governing policies for the school. The School Board operates as a whole as well as within specific committees to carry out the governance structure of the school. The School Board hires one professional employee, the principal, to oversee the day-to-day operations of the school. The School Board supports the principal to achieve specific annual goals.

With this in mind, it is important for proper channels to be followed when addressing the board. By following the Biblical principle of Matthew 18, individual concerns of families or staff will be addressed by going directly to the person responsible. If the problem is not resolved, it will then be addressed with the principal. All other school issues are to be brought to the principal first. If the principal is unable to reach a satisfactory resolution, the principal will make a request to the board for the issue to be added to the agenda for the next board meeting.

## **Faculty and Staff**

The faculty and staff members of ACS are Christians and members of a Bible believing church. Each member is capable of meeting the diverse needs of the children who make up the student body of ACS. Everyone shares in the vision expressed in the ACS mission statement, and sees this work as a part of his/her personal ministry to the Lord. Our faculty and staff strive to share this dedication and love with the students and their families.

### *Administration*

Principal	Tami Perez	<a href="mailto:t.perez@acsrams.org">t.perez@acsrams.org</a>
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### *Early Education*

Director and PreK3	Suzette McCarthy	<a href="mailto:s.mccarthy@acsrams.org">s.mccarthy@acsrams.org</a>
Prekindergarten (PK4)	Shauna Reinert	<a href="mailto:s.reinert@acsrams.org">s.reinert@acsrams.org</a>

### *Elementary School*

Kindergarten	Courteny Yates	c.yates@acsrams.org
First Grade	Lynn McElveny	l.mcelveny@acsrams.org
Second Grade	Laveinna Trammel	l.trammel@acsrams.org
Third Grade	Vicki Pitcher	v.pitcher@acsrams.org
Fourth Grade	Tiffeny Thomas	t.thomas@acsrams.org
Fifth Grade	Stephanie Salazar	s.salazar@acsrams.org

### *Enrichment*

Art, Music, Computer, Coding	James Loftus	j.loftus@acsrams.org
Physical Education, Library	Nick Neill	n.neill@acsrams.org

### *Support Staff*

Business Manager	Jacqui Cross	j.cross@acsrams.org
Registrar and Enrollment	Masha Keele	m.keele@acsrams.org
Administrative Assistant	Alice Vandevender	a.vandevender@acsrams.org
Spiritual/ Family Counselor	Jorel Johnson	j.johnson@acsrams.org

## **Parents, Teachers, and Friends Club (PTFC)**

The PTFC is an organization made up of people who collectively serve ACS. PTFC organizes events for the school community in order to enrich the family atmosphere and create unity among our families. This organization also works with the board committees to help with fundraising efforts. Every parent is encouraged to participate in this worthwhile organization.

## **Admission Process**

### *ACS Non-discrimination Policy*

ACS admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school, provided they meet the entrance requirements. It does not discriminate based on race, color, handicap, or national or ethnic origin in the administration of its educational policies, athletics, or any other school-administered programs. ACS maintains the right to refuse admission to any student if it is believed that the student will not benefit from the program offered at ACS.

### *Eligibility for Admission*

At ACS, the principle criterion for the admission of a student is his/her willingness to accept and strive to follow the teachings of Jesus Christ. This means he/she will do his/her very best to get along with fellow students. Each student will obey and respect his/her teachers. All students will strive to achieve their God-given potential in the service of Jesus. *“A new command I give*

*you: Love one another. As I have loved you, so you must love one another,” (John 13:34).  
“Jesus replied, ‘If anyone loves me, he will obey my teaching. My father will love him, and we will come to him and make our home with him,’” (John 14:23).*

ACS academic admission standards require students to demonstrate a minimum of “on grade level” achievement. Based on entrance evaluation results, teachers and administrators will determine if the program offered at ACS can effectively serve the student. ACS reserves the right to refuse admission to (or discontinue enrollment of) a student who cannot be adequately served by the program offered at ACS. In addition, enrollment will be discontinued if it is determined that the student is a detriment to other students.

### ***Steps for Admission***

- Fill out our online application, if the student is transferring from another school, we will need a copy of their previous records and any IEP or 504 plan that may have been created by a previous school.
- Pay for and participate in an entrance evaluation to evaluate the student’s academic skills and determine grade level placement.
- Participate in a family interview with the principal.
- Pay the registration fee, curriculum fee, activity fee, and tuition, or establish a FACTS tuition contract.
- Read the Family Handbook and acknowledge understanding of the expectations and guidelines by electronically signing the student and parent contracts in the application packet.

### **Financial Considerations**

The funds necessary for the daily operation of ACS come directly from the fees and tuition paid by the families of those students enrolled in the school as well as a capital fund. We believe it is our duty as a Christian school to meet our financial obligations in a responsible manner, and this is accomplished with the money brought in through school fees, tuition, and donations.

#### ***Application Fees***

Each new family goes through an evaluation process to make sure that the student is academically, socially, and emotionally ready for our program. The application fee helps pay for the teacher and testing material for this process.

#### ***Registration Fees***

Registration fees are assessed before open registration each year. Registration fees must be received in order to hold a place on the class list. First time enrollment/registration is \$250 per student and \$150 for every additional student. **Registration fees are non-refundable.**

#### ***Curriculum Fees***

The curriculum fee covers the cost of textbooks, workbooks, expendable supplies, paper products, and individual student school supplies. Collecting curriculum fees prior to the start of the school year allows the school to purchase all supplies needed as need arises in the classrooms. **Curriculum fees are non-refundable.**

#### ***Tuition Fees***

The lowest tuition fee in each category is available when tuition is paid in full on or before the first day of August. If tuition has not been paid in full by August 1<sup>st</sup>, a FACTS contract will be

initiated before the student will be allowed to start school. Tuition fees can be found on the Registration Information Price Sheet.

### ***FACTS Contracts***

All tuition and/or childcare accounts not paid in full by August 1<sup>st</sup> will be handled using the FACTS (Fast Automatic Cash Transfer System) Tuition Management Company. Parents will be responsible for setting up an account for direct withdrawal from either a checking or savings account. The withdrawal can be set up for either the 5<sup>th</sup> or the 20<sup>th</sup> of the month. A yearly FACTS enrollment fee of \$50 per family will be assessed.

### **Tuition Discounts and Rebates**

We understand that the cost associated with a private school Christian education is a big financial decision. ACS offers several discounts to help make this decision more affordable for our families.

#### ***Multiple Child Discount***

We offer discounts for additional families with multiple siblings in the same immediate family enrolled at ACS. The 2<sup>nd</sup> Child will have a 10% discount applied to the account. Any additional child will have a 15% discount off. Discounts are always applied to the lower tuition.

#### ***Community Servant/Service Discount***

A 7% discount applies to families that have an immediate family member of the student serving as a first responder (ie: police, fireman, EMT), in the medical field (doctor or nurse), minister of a local church, or active duty military member.

#### ***Tuition Paid in Full***

Returning families who pay their yearly tuition in full by June 30 will receive a 5% discount. Families new to the school can receive the discount if tuition is paid in full when setting up their financial arrangements.

#### ***Referral Rebate***

Families with students currently enrolled at ACS are eligible to receive a \$100 rebate for referring a new family who enrolls students in either preschool or elementary school at ACS. The new family will also be awarded the \$100 rebate. Rebates will be applied in December, in the form of an adjustment to the FACTS contract or by check, if tuition has been paid in full. The referring family needs to fill out and submit a Referral Form to the Business Manager no later than December 1 in order for the rebate to be processed.

### **Penalties and Late Fees**

- In the event that an attempted FACTS withdrawal returns as insufficient, FACTS will automatically assess a \$25 missed payment fee through the established bank account. The missed tuition payment will then be re-attempted by FACTS in 15 days.
- The Business Office will assess a \$25 fee for checks written to ACS or PTFC and returned as insufficient.
- ACS may assess a \$30 fee for accounts that are excessively past due.
- Ram Club payments must be made in a timely manner. A child may be declined admission to the Ram Club if the account is more than 30 days past due.
- Report cards/transcripts will be held until the family's account is in good standing.



- Students will not be enrolled in the next grade level if money is owed from the prior school year.

## **Early Withdrawals**

If a student leaves during the course of the school year and the tuition has been paid in full, the tuition will be refunded on a prorated basis. The entire month's tuition is charged for any month in which the student has attended one or more days. A Student Withdrawal Form must be completed in the Business Office before the refund can be calculated. Tuition will be completely refunded if the Business Office receives notice to withdraw the student's enrollment before the actual start of the school year. **There will be no refund for entrance evaluation, registration, or curriculum fees.**

## **Late Enrollment**

If a student enrolls after the start of the school year, the tuition will be prorated, being reduced by the number of school days that have already passed. Registration, activity, and curriculum fees must be paid in full.

## **Removal from Class for Lack of Payment**

In the unfortunate circumstance where families have not been able to meet their financial obligation for two consecutive FACTS tuition payments, the student may be removed from class until the debt is paid or satisfactory arrangements have been made with the principal or business manager.

## **School Operations**

### ***Attendance Policy***

ACS will follow the laws set forth in the New Mexico Compulsory Attendance Law which requires all children of school age to attend school. An absence, simply put, means a student was not present in class, for whatever reason. The school complies with the state's statute for determining excused and unexcused absences. Student attendance is a critical educational process component. Students, families, teachers, and ACS personnel must work together to promote student success by encouraging daily student attendance.

Parents and guardians are also subject to this law. It is our desire to work with families to keep attendance issues to a minimum. Students enrolled in classes at ACS are expected to attend class regularly.

### ***Excused Absences***

Absences, along still considered absences, may be excused for the following:

- Illness
- Family emergency
- Medical or health appointments
- Close family deaths
- Deployment of military parent/guardian
- Religious commitments
- Tribal obligations



## *Unexcused Absences*

All absences for reasons not included under excused absences shall be considered unexcused. Examples include, but are not limited to:

- Non-school sponsored activities or trips
- Family vacations outside of the normally scheduled school breaks

## *Chronic Absenteeism*

When a student has been absent (excused or unexcused) for more than 10% of the school days, teacher, parent, and principal will meet to determine the best course of action to take to ensure that the student is not falling behind but making ample progress toward promotion to the next grade. An Early Intervention Plan will be put into place to help the student succeed.

## *Excessive Absenteeism*

When a student has been absent (excused or unexcused) for more than 20% of the school days, teacher, parent, and principal will meet to determine how effective the plan has been and work to create an Intensive Support Intervention Plan. The hope of the plan is to have the student present, engaged, ready to learn, and growing academically. If the student's attendance does not improve, the Juvenile Probation Services Office will be notified with a report submitted to CYFD.

## *Absence Procedure*

- Parents are asked to call the school to report the absence of their child. Calls are requested as early in the school day as possible; however, they will be accepted until the end of the missed school day. After the school day, the absence is considered unexcused unless approved with the principal for a family emergency.
- Teachers are informed of calls from parents concerning absences.
- Absences are recorded daily in RenWeb and reported on individual report cards.
- Parents bring documentation for an excused absence.
- If a planned extended absence will be occurring, families need to fill out an extended absence form from the office. This must be given to the principal at least 5 days in advance of the absence. Families will receive the principal's signature and present the signed form to their child's teacher at least 3 days in advance in order for make-up work to be considered.
- When a student follows the above protocol for a planned unexcused absence and receives the assignments to be completed, those assignments are due according to the teacher's instruction. Students must take any quizzes or tests which are given, even if the test occurs on the student's first day back from the planned absence.
- Make up work for excused absences is due after the student has been back to school for the same number of days he/she was absent. If a child is absent for 2 days, he/she has 2 days to make up his/her work.

## *Tardy Policy*

Thank you for making every effort to have your child at school on time. Being late for class is very disruptive to the learning environment. Punctuality is an important aspect of responsibility and excessive tardies will be treated in a serious manner.

- Any K-5<sup>th</sup> grade student arriving after the school day begins at 8:15 must be checked in at the front desk by a parent or guardian.
- Any PreK3 or PreK4 student who arrives after 8:30 must be checked in at the front desk.
- The only excused tardy is one that accompanies a doctor's note for an appointment.

- Students may have 3 unexcused tardies per nine weeks.
- Four unexcused tardies equal one unexcused absence.
- All tardies will be kept on a nine-week basis.
- After 6 tardies on any given quarter, parent contact will be made to discuss tardiness issues.

## Leaving Campus during School Hours

On occasion a student may have to leave campus during school hours (for a doctor's appointment, etc.). Parents are asked to inform the student's teacher of such appointments in advance. Parents are to sign the student out at the reception area, and then sign the student back in upon return (if returning to finish the school day). Parents are encouraged to arrange as many appointments as possible before or after school hours.

## Illnesses

We want your children at school, but when they are sick and not feeling well, we need them to stay home and get better. We are not equipped with a nurses station or sick bed and cannot watch them when they are under the weather.

- Please keep your child home when he/she is exhibiting any of the following symptoms: diarrhea, vomiting, impetigo, persistent cough, thick yellow/greenish nasal discharge, drainage or discharge from eyes, fever at or above 100.4, or infectious rash.
- Your child may return to school with doctor's approval 24 hours after antibiotic treatment has begun and/or 24 hours after a fever has returned to normal for 24 hours with no medication for fever.
- Children who become ill during the day will be separated from the other children and a parent or guardian will be notified to pick up their child.
- ACS will not admit or allow the continued attendance of children who are ill or who are known to have (or suspected of having) any notifiable disease.
- ACS follows the COVID protocols in place as applicable by law.

## Medication

ACS does not have a school nurse but does assist parents by giving medication (prescription or over-the-counter) to students when medically necessary. We encourage parents to give morning medications at home whenever possible. ACS follows the New Mexico School Health Manual Standards:

- Parents will submit written authorization from the provider for the medication to be given during the instructional day
- The written authorization must match the label on the medication (student's name and medication and dosing instructions)
- The medication is in the properly labeled pharmacy container or OTC container
- The medication will be stored in a locked drawer in the back office
- School staff will administer the medication and note the dosing for parent's review
- For life-threatening emergency situations (anaphylaxis, severe asthma, diabetic reaction), school staff may administer oral, inhaled, or injectable medication as long as a student has the following:
  - A provider's written authorization for emergency medication on file for the current school year
  - The staff member has been trained to administer the medication

- Emergency medication is stored in an unlocked drawer for quick access if needed

Parents can come to the school to administer medication to their student, if proper medication documentation is not available.

## Injuries

A designated ACS employee will attend to any child's minor injuries administering first aid as needed. Parents will be notified immediately in the event of a head injury or any other injury of greater concern.

## School Visitors

Parents and supporters are welcome and encouraged to visit the school. The all-school assemblies on Monday, Wednesday, and Friday mornings afford a perfect opportunity to observe an integral part of the student's day. Classroom visits will be by appointment only and classroom observations must be pre-arranged with the principal. **All visitors are to sign in at the reception area and are asked to respect the school's policy regarding modest attire (revealing clothes are not permitted).**

## Volunteers and Background Checks

Throughout the school year, there are many opportunities to volunteer at school or in your child's classroom. All volunteers are required to have a background check on file. Once parents have been cleared, a badge can be issued and worn when volunteering on campus. Please allow adequate time for background results to come back to the school before assisting in the classroom, helping around campus, or going on field trips.

## Field Trips

Off-site field trips may be offered when the trip will enhance the learning environment and meet the objectives of the educational goals of the classroom. There must be enough parent drivers available. The following guidelines must be followed for off-site field trips:

- A permission slip must be completed by the parent/guardian and returned to the teacher.
- All chaperones or adult attendees must be approved 3 days prior to the field trip.
- Siblings will not be allowed on field trips.
- All vehicle safety procedures given to drivers must be followed.
- Proof of insurance of any drivers must be presented at the front desk prior to the field trip (2 days before the trip).
- Students and parents are expected to abide by all ACS standards of conduct and dress code while on field trips.
- All chaperones must have a background check and receive approval 2 days before a scheduled field trip.

## Lost and Found

Items found on the school premises will be placed in the "Lost and Found" area. Items such as lunch boxes, backpacks, sweaters, coats, gloves, hats, etc. should be marked with permanent identification. ACS is not responsible for lost or stolen articles. All items that are not claimed at the end of each nine weeks will be displayed in the gym for collection and then donated to a charity if not claimed.

## Lunch Program

For the academic year, hot lunch will be available for purchase Monday, Wednesday, and Friday from local restaurants. Parents can view the lunch calendar and order lunch from Renweb directly. Each meal comes with a main and fruit or vegetable. For those with a larger appetite, extra items are also available. The cost per meal is \$4.25. Tuesday and Thursday, students will need to bring their lunch from home. Breakfast is not available.

## Toys and Equipment

Nothing of a disruptive nature will be allowed to be in use during school hours. Fidget Spinners are considered as toys and will not be allowed in the classroom. This includes anything that is not used directly for instruction. Any such items used at school will be confiscated and returned to the parent/guardian. ACS will not be responsible for lost or broken toys, electronic devices, and/or other personal items confiscated. The classroom teacher at his/her discretion may make exceptions on special occasions to this policy in his/her classroom.

## Cell Phones

We all like to feel connected to our children and know they are safe. However, cell phones do not have a place during the school day and can be distracting to students. All cellular devices must be turned off during the school day and while in the Ram Club. If a student needs to make a phone call while at school, they are asked to enlist the help of an ACS employee. We encourage parents to have students leave all cellular devices at home.

## School Communications

Phone: 505-872-0777 Available 7:30AM to 4:00PM on school days.

Fax: 505-830-3880

Principal – Tami Perez

[t.perez@acsrams.org](mailto:t.perez@acsrams.org)

Business Manager – Jacqui Cross

[j.cross@acsrams.org](mailto:j.cross@acsrams.org)

Admissions Coordinator – Masha Keele

[m.keele@acsrams.org](mailto:m.keele@acsrams.org)

Administrative Assistant – Alice Vandervender

[a.vandervender@acsrams.org](mailto:a.vandervender@acsrams.org)

## Text Alerts

Text alerts will be sent out via Renweb in case of school closures or emergencies. Parent contact information that was used during enrollment will be the number the alert will go out to.

## Parent/Teacher Communication

Good communication between parent and teacher is vital to a child's education. It ensures that parents and teachers understand how best to facilitate the child's growth, it fosters consistency between home and school and it allows parents to maintain their biblical responsibility for their children. Our part in promoting good communication includes the following:

- A newsletter, containing important information relating to the school, is emailed home every Friday. It can also be found online at our website [www.acsrams.com](http://www.acsrams.com). Hard copies are available in the front lobby.
- A newsletter with information that applies specifically to your child's classroom is emailed home every Tuesday. It can also be found in RenWeb under his/her homeroom class. Kindergarten families are asked to sign in the child's communication notebook that a newsletter has been received.
- Parent/Teacher Conferences are scheduled at the end of the first quarter for all parents to discuss the progress of their child. Major concerns should be dealt with as they arise.

- Progress reports and report cards are sent home at regular intervals.
- RenWeb is available for parents to check your child's progress regularly.

Parents are asked to address any concerns about their child to the classroom teacher or to the individual most directly involved. Parents, teachers, and students are all expected to use the principles given in Scripture (e.g., Matthew 18) when dealing with issues of offense or sin. This will aid in achieving a positive solution, avoiding gossip and rumors, and building relationships.

- If you have a concern, talk with the person directly involved privately and quickly. Approach the situation with an attitude of restoration rather than finding fault or blaming. Above all, let love, as described in 1 Corinthians 13, guide your interaction. Discussing the problem with others first may be gossip and usually results in making the problem larger and more difficult to resolve.
- Approach the concern from a "What can I do to make things better."
- If the problem is not resolved, talk with the school administrator.
- If the problem is still not resolved, the principal will set up an appointment for you with the board.

Although parents are strongly encouraged to communicate with teachers, we ask all parents to be sensitive to a teacher's schedule. The best way to contact the teacher is to send them an email or to contact them through Bloom's to let him/her know you'd like to set up a time to talk. Do not expect the teacher to be able to discuss a problem when you drop in. Please schedule an appointment to talk.

## **RenWeb**

RenWeb is a private and secure website that has been set up for our school to allow parents to see information specific to their child. Parents can view their children's grades and attendance as well as other useful school information. They can also communicate with teachers and other school staff online whenever necessary. An Internet-capable computer or cell phone is needed to access this program.

## **Severe Snow Weather**

When APS announces a delayed schedule or cancellation, ACS will typically do the same. Listen to local TV stations for announcements of delays or cancellation. During a delayed schedule, school and childcare will start at 10:15AM to allow ample time for roads to be cleared. Parent alerts will be sent out via Renweb text alerts. Lunch will need to be brought from home on late start days (no outside lunch available).

## **Emergency Procedures**

ACS has an extensive set of emergency procedures that have been approved by local law enforcement agencies and our accreditation association for the following types of catastrophes.

- Bomb Threat
- Death
- Earthquake Procedures
- Evacuation or Unexpected School Cancellation Procedures
- Fire Procedures
- Human Catastrophe (intruders) Procedures
- Serious Injury
- Suicide Attempt

- Tornado Procedures
- Weapon

If you would like to see these procedures in their complete written form, they are available upon request from the principal or are posted online at [www.acsrams.com](http://www.acsrams.com)

## **Evacuation Procedure**

If it is determined that the school is no longer safe or needs to be evacuated for any reason, the police will be called to enlist their assistance. A parent alert text will be sent with instructions for pickup if needed.

## **Ram Club**

Ram Club is offered as before and/or after school care for students enrolled at ACS. Ram Club is available from 7:15 A.M. until 6:00 P.M. Monday through Friday. The cost for after school care is \$8 an hour (rounded up to the nearest 15 min interval). Ram Club is not available during the school holidays/breaks. Ram Club care is available during Teacher In-Service days for an additional charge (\$40 per day with advance registration). Summer Camp will also be available; the information regarding this program will be distributed in March with specific calendar events in May.

## **Academics**

### **Use of Educational Time**

Every child enrolled at ACS will receive instruction in Bible, language arts, and math daily. Science, social studies and other classes must meet the required time objectives set for each grade level. Other enrichment classes including PE, art, music, computer, and library will be taught to all students in kindergarten and above throughout the school year. Each elementary level teacher is responsible for offering adequate recess time for his/her students.

### **Report Cards**

To make parents aware of student progress, report cards will be issued for all 1st - 5th grade students every quarter. The grading structure is as follows:

A+ = Excellent 100	C+ = Average 77-79	S+ = Above Average
A = Excellent 92-99	C = Average 72-76	S = Satisfactory
A- = Very Good 90-91	C- = Average 70-71	S- = Below Average
B+ = Above Average 87-89	D = Below Average	NI = Needs Improvement
B = Above Average 82-86	F = Failing	U = Unsatisfactory
B- = Above Average 80-81		I = Incomplete

The student's grades will be based on his/her class work, regularly scheduled tests and examinations, as well as class participation. Promotion from one grade level to the next will NOT be based solely on a student's report card grades. Evaluation of grades, standardized test scores, class participation, attitude toward schoolwork, behavior, and parental support will all be considered before determining whether or not to promote a student to the next level of academic work.

### **Honor Roll**

The ACS Honor Roll is structured as follows:

- "Corey's List" – All grades A+, A, or A- (AKA Corey's List)
- "A/B Honor Roll" – All grades A's and B's

At the end of the school year, students who reach this academic milestone over all 4 quarters will be recognized at an assembly that parents are encouraged to attend.

### **Academic Probation**

All students will be on probation for the first four weeks of school. This will be an assessment time to ensure that the student is receiving the appropriate grade level of education and is meeting the expected classroom requirements. The teacher will notify the parents of the student's progress at the end of the first progress report period.

Any student who consistently fails to meet ACS's standards of academic achievement will be placed on academic probation. Academic probation will also be assigned to any student who receives a "D" grade or lower in any subject for two consecutive nine-week grading periods. A grade of "D" or lower denotes work that is "below average" and is not of the standards expected of an Albuquerque Christian School student. If the student fails to bring the "D" or lower grade up to at least a "C" grade by the end of the probationary period, the student is at risk of not being promoted to the next grade level.

In addition, any time a student receives two or more grades that are "D" or below (either on a progress report or on a report card), the student will be placed on academic probation with a parent meeting required to establish a plan of action. While a student is on academic probation, his/her grades will be monitored weekly. If the student is bringing the grades up, the monitoring will be the only action taken.

### **Parent Teacher Conferences**

Parent/teacher conferences are important tools that can assist teachers in communicating the individual needs of their students. Parents are invited to schedule a meeting with the teacher and discuss the student's progress at any time. A scheduled parent/teacher conference will be set up right after 1<sup>st</sup> quarter for all parents who would like to meet. The administration and faculty believe that parent involvement is essential to a successful school experience.

### **Library Books**

New books will be purchased as needed based on the need and budget restrictions. The school will accept donations of hardback books that meet the following goals/criteria:

**Goals:** Books in the ACS library will encourage children to:

- Read books of enduring value.
- Become more discriminating readers.
- Develop the ability to recognize good and evil.
- Read books that promote wholesome values, edifying themes, and positive goals

**Criteria:** The following guidelines will be utilized for exclusion of books from the school library.

- Books that contain profanity will not be accepted.
- Books that take the Lord's name in vain will not be accepted.
- Books that contain more than a minimal amount of derogatory language or slang will not be accepted.
- Books that promote questionable values, themes, or goals will not be accepted.
- Books in which evil is not overcome will not be accepted.
- Books that become too graphic when dealing with delicate situations will not be accepted.



If a parent/guardian feels that a book from the ACS Library is questionable and does not meet the above goals/criteria, the book should be brought to the attention of the librarian, teacher, or principal.

## **Expected Behavior and Discipline**

### **Behavior**

When a child becomes a student at ACS, he/she agrees to adapt himself/herself to the school's stated purpose and policies. The student is expected to be a good citizen, to maintain a wholesome attitude, to respect his/her fellow students, the administration, faculty, and staff. The student must exercise good manners and sportsmanship, and his/her language must be wholesome. The student shall strive to imitate Jesus. The reputation of the school is directly related to the behavior of the students both on and off campus. Actions that adversely reflect on the good name of the school will lead to disciplinary action. **Remember: Respect and responsibility!** *"A fool gives full vent to his anger, but a wise man keeps himself under control," Proverbs 29:11.*

### **Behavior Probation**

All students will be on behavior probation for the first four weeks of school. This will be an assessment time to ensure that the student is meeting the expected classroom behavior requirements. Any student who consistently fails to meet ACS's standards regarding expected behavior will be placed on behavior probation. This probation will be for a period of time determined by the teacher and the principal after they have had a conference with the student and his/her parents.

### **School Wide Discipline Plan**

Each classroom teacher has set up a classroom discipline plan. This plan includes the use of weekly class meetings in order to address classroom issues and train for appropriate behavior. If a child continues to misbehave after the guidance that comes within the classroom plan, he/she will be sent to the principal's office. The teacher will record the discipline issue in RenWeb and with the parents. When the behavior is a repetitive or serious event, appropriate disciplinary action will be taken.

### **Disciplinary Action**

The best discipline is self-discipline. Encouraging students in this area helps them develop self-control, positive character, and orderly conduct. Discipline and guidance are important parts of the educational process. Students in violation of the student contract will be subject to disciplinary action that requires involvement of the principal. The student's parents will be notified and recorded in the student file. A copy of the Student and Family Contract is included in the family handbook.

### **Detentions and Suspensions**

The school believes that with proper classroom management plans in place, students will learn how to properly interact with peers and become better Christians showing Christ's character. However, if problems persist, additional disciplinary measures may need to be put into place so that all students have the best educational environment possible. Disciplinary action assigned to a student by the principal may include (but is not limited to) to detentions and suspensions listed

below. The level of the discipline will be based on the frequency, the severity, and the intention of the infraction.

- **Lunch detention:** The student is required to have lunch with the teacher or the principal. The student may be required to write a letter of apology at this time.
- **In-school suspension:** The student is removed from the classroom for a period of time determined by the principal (up to three days). No classroom participation will be permitted. The student will spend the day engaged in an assigned activity. All daily work will be done at home on the evening of the in-school suspension day(s). Parents will be contacted in person before a suspension is assigned.
- **At-home suspension:** In the event that at-home suspension is deemed necessary, the student will not be allowed on campus during the time of the suspension (a period of up to three days). All daily grades will be recorded as a zero; however, the work will need to be completed for mastery of subject material. Tests will be taken upon the student's return to school; teacher-directed portions of tests may be waived, at the teacher's discretion. Any student who interferes, in any manner, with the discipline of another student will be immediately suspended from school and sent home for a period of up to three days.
- **Expulsion:** There are instances in which students may be expelled from ACS. For a severe infraction, a student may be expelled on the first offense, at the discretion of the principal. Parents will be required to pick up their student at any time when requested to do so by the principal. Refusal by the parent to pick up the student may result in immediate expulsion of the student from ACS. The student will not be allowed to return to ACS during the school year in which the expulsion occurred. The student may apply for admission in a subsequent year. If the student is re-admitted, he/she will enter under special probationary terms that are separate and in addition to the usual probationary terms under which all students are admitted.

Students are required to disclose the contents of pockets, purses, or backpacks upon request of a teacher or the principal, in the presence of an adult witness. Lockers are school property and may be inspected by school personnel at any time as deemed appropriate. Inappropriate items will be confiscated. Any student who destroys, removes or in any way defaces property will be subject to disciplinary action. Parents will be responsible for paying, in full, the cost of the repair or replacement of damaged property.

*“The fear of the LORD is the beginning of knowledge, but fools despise wisdom and discipline,” Proverbs 1:7. “He who seeks good finds goodwill, but evil comes to him who searches for it,” Proverbs 11:27. Now all has been heard; here is the conclusion of the matter: Fear God and keep his commandments, for this is the whole duty of man. For God will bring every deed into judgment, including every hidden thing, whether it is good or evil,” Ecclesiastes 12:13-14.*

## **Bullying**

ACS is committed to providing a safe environment in which our students can learn while treating each other respectfully without any form of intimidation or harassment. We want to give every student the opportunity needed to reach his/her full potential. Students who feel they are being bullied or are witnessing bullying by another person are asked to immediately report the incident to a teacher or other trusted adult. Any student who is found in violation of our school policy will be subject to immediate disciplinary action.

## **Bullying Definition**

Bullying is unwanted, aggressive behavior that involves a real perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power such as physical strength, access to embarrassing information, or popularity to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
- Actions: making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

## **Types of Bullying**

- Verbal bullying is saying or writing mean things. This includes teasing, name-calling, inappropriate sexual comments, taunting, and/or threatening to cause harm.
- Social bullying involves hurting someone's reputation or relationships. Social bullying includes leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes hitting/ kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, and making mean or rude hand gestures.
- Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and Chromebooks as well as communication tools including social media sites, text messages, chat, and websites.

## **Dress Code**

The ACS dress code policy is as outlined below. The very nature of Albuquerque Christian School demands that we be concerned about the image we are projecting. The dress code is best described as modest. Any 1<sup>st</sup> – 5<sup>th</sup> grade student who comes to school out of dress code may be asked to wear a school supplied clothing item or call home to have appropriate clothes brought to school.

## **Dress Code for all Students**

- Clothing should be neither excessively tight nor excessively baggy without rips, tears or frays.
- Shirts must cover the midriff when raising arms. They may be sleeveless as long as there are at least 3 inches at the shoulder. Polos, button-ups, blouses, and t-shirts without inappropriate slogans or advertisements or questionable material are acceptable tops for students
- Rubber-soled closed toe and back shoes are required. Tennis shoes are recommended, and students may be asked to refrain from certain playground and/or PE activities if inappropriate shoes are worn.
- Jumpers, skirts, and skorts are to be no more than 4 inches above the knee. Shorts are to be worn underneath jumpers or skirts (bicycle shorts are acceptable if they do not show when the student is standing).

- Pants can be khaki, jeans, or other cotton blend fabric but must not have rips or tears. They must fit at or near the hips (not baggy). Leggings or athletic bottoms are not allowed.
- Hair is to be well groomed, clean, and neat. Style and/or length should not be so extreme as to be disruptive. Hair should not be colored other than natural hair colors.
- Backpacks, notebooks, book covers, lunch boxes, outerwear, jackets, etc. may not display vulgar or inappropriate language and/or symbols.
- Boys shall not wear earrings to school or to any function that represents the school. Girls' earrings should not be so extreme as to be disruptive. No student shall exhibit any other body piercing.
- Body markings or tattoos are not allowed (whether temporary or permanent).
- Jewelry shall not be in violation of any aspect of the ACS Dress Code, nor shall it be so extreme as to be disruptive.
- Hats, sun visors, other billed headwear, or beanies will only be allowed to be worn outside except on designated days.
- Jackets and other outerwear may not contain any objectionable logos or themes.

### **ACS Game Days**

Athletes may wear their jersey top or athletic shirt during school hours on game days. Cheerleaders may wear their uniforms during school hours on cheer game days.

### **Dress Up Days**

There will be occasions when our students will be asked to dress up. Such occasions include, but are not limited to, competitions such as history day, science and engineering fair, speech meet, and spelling bee.

### **PE Dress Code K – 5<sup>th</sup> Grade**

Students in kindergarten through fifth grade will not be required to change clothes for PE classes; however, it is strongly recommended that they be dressed in pants or shorts rather than skirts or dresses. For the safety of the students, rubber-soled/closed-toe shoes (i.e., tennis shoes) will be required. Students may be held from participation in PE activities if inappropriate shoes/clothing items are worn.

**The principal shall make the final decision concerning the dress code.**

# Albuquerque Christian School

## 2022-2023 Student Contract

*“Even a child is known by his actions, by whether his conduct is pure and right.”  
Proverbs 20:11*

**As a student of Albuquerque Christian School, I agree to:** (please initial each item)

- Conduct myself according to the highest Christian standards of respect for others with honesty, integrity, and responsibility \_\_\_\_\_
- Show proper respect for those in positions of authority \_\_\_\_\_
- Show respect for peers, school property, and school personnel \_\_\_\_\_
- Refrain from lying, cheating, stealing, gossiping, and fighting \_\_\_\_\_
- Refrain from using vulgar or profane language, or calling students or school personnel inappropriate names \_\_\_\_\_
- Refrain from bringing offensive and/or disruptive items to school \_\_\_\_\_
- Uphold the school uniform dress code \_\_\_\_\_
- Follow the standards of conduct outlined in the student handbook which include (but are not limited to) those listed above \_\_\_\_\_

**I have read and understand the above Student Contract.** By signing this contract, I agree to do my best to abide by all of the above standards of conduct while I am a student at Albuquerque Christian School. I understand that failure to do so could result in my being asked to withdraw from the school.

*“Whatever you do, work at it with all your heart, as working for the Lord, not for men.” Colossians 3:23*

\_\_\_\_\_  
\* Student signature (4<sup>th</sup> grade and above)

\_\_\_\_\_  
Designated ACS Representative signature

\_\_\_\_\_  
\* Parent/guardian signature

\_\_\_\_\_  
Student's name (date)

\* Student signature **and** parent/guardian signature are required for students 4<sup>th</sup> grade and above. For younger students, only the parent/guardian signature is required and indicates that the adult signing the contract has discussed these items with the student in an age-appropriate way.

# Albuquerque Christian School

## 2022-2023 Parent/Guardian Contract

*“Train a child in the way he should go, and when he is old he will not turn from it.”  
Proverbs 22:6*

**As parent(s)/guardian(s) of the Albuquerque Christian School student named below, I/we agree to:** (please initial each item)

- Support the school and assist the student in abiding by the standards of conduct outlined in the student handbook \_\_\_\_\_
- Reinforce the reasoning behind school rules and policies \_\_\_\_\_
- Support the school’s right and responsibility to discipline according to school policy \_\_\_\_\_
- Ensure that the student is at school on time, rested, and ready to participate \_\_\_\_\_
- Actively participate in the education of the student by reviewing the student planner daily, supervising homework, and encouraging the student to study for examinations \_\_\_\_\_
- Attempt to respectfully resolve any conflicts or misunderstandings with the teacher, other ACS employees, or parents of other students first; then, if necessary, work with the principal on unresolved issues \_\_\_\_\_
- Respect the teacher’s schedule, remembering that impromptu meetings at drop off or pick up time may distract the teacher from his/her responsibilities with the other students \_\_\_\_\_
- Refrain from participating in gossip or discrediting of the school or its faculty/staff \_\_\_\_\_

Parents/guardians must understand that their personal conduct does influence their children and, as such, they are expected to set an example for the conduct of their children in accordance with Biblical principles. It is the desire of ACS to have the school and the families work together in the spiritual growth and educational process of each student enrolled.

I/we have read and understand the above Parent/Guardian Contract and agree to the policies and procedures in the student handbook. **I/we realize that noncompliance with these policies and procedures could result in withdrawal from the school.**

\_\_\_\_\_  
\* Parent/guardian signature

\_\_\_\_\_  
Designated ACS Representative signature

\_\_\_\_\_  
\* Parent/guardian signature

\_\_\_\_\_  
Student’s name (printed)                      Date

\* Signature of both parents/legal guardians is preferred.