



# **Family Handbook**

## **2024-2025**

Updated 2/2024 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.*

### **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.

## **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 (Infant, Toddler, PreK3, PreK4)***

This is where our youngest students receive their foundation in Christian Education. 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 them.

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

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 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 with support from their family and church community.

### *Middle School (Grades 6th-7th, (8th grade in 2025-2026))*

Given the foundation and fundamentals needed for their Christian walk, our sixth and 7th grade students will show academic competencies in order to defend their faith and share with others. Students will continue to receive consistent, quality instruction in order to demonstrate their proficiency in all academic areas and develop skills in analytical thinking, group dynamics, time management, and articulation. Students leave the Middle School with a solid Christian education and meet all of the expected student outcomes of Albuquerque Christian School.

## **School Management**

### *School Board Members*

President:	Scott Nance
Vice President:	Addison Keele
Secretary:	Kelly Denison
Treasurer:	Jim Guthrie
Members:	Dan Rowe, Val Sanchez, Brett Rimer

### *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 active 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	t.perez@acsrams.org
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### *Support Staff*

Chaplain, Student Services	Jorel Johnson	j.johnson@acsrams.org
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Business Manager	Jacqui Cross	j.cross@acsrams.org
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Enrollment Coordinator	Masha Keele	m.keele@acsrams.org
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Administrative Assistant	Mia Amaya-Schmidt	m.schmidt@acsrams.org
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### *Early Education*

Early Ed Director	Suzetter McCarthy	s.mccarthy@acsrams.org
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Infant	Allison Hope	a.hope@acsrams.org
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Toddler	Samantha Olguin	s.olguin@acsrams.org
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PreK3	Joann Starky	j.starky@acsrams.org
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PreK4	Shauna Reinert	s.reinert@acsrams.org
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### *Elementary*

Kindergarten	Courtney Yates	c.yates@acsrams.org
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First Grade	Lynn McElveny	l.mcelveny@acsrams.org
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Second Grade	Tina Hamby	t.hamby@acsrams.org
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Third Grade	Vicki Pitcher	v.pitcher@acsrams.org
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Fourth Grade	Tiffany Thomas	t.thomas@acsrams.org
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Fifth Grade	Stephanie Salazar	s.salazar@acsrams.org
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### *Middle School*

Sixth/Seventh Grade	Leah Yates	l.yates@acsrams.org
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Sixth/Seventh Grade	TBA	
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### *Enrichment Teachers*

James Loftus	j.loftus@acsrams.org	
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Nick Neill	n.neill@acsrams.org	
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Shelley Chappel		
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## 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 attend the monthly meetings and add to the conversations about how to bring the school community together through engaging events.

## 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.

PreK3 and PreK4: All children must be **fully potty trained** and able to use the restroom without assistance. **Fully potty trained includes being able to communicate bathroom needs to teachers, the ability to pull down pants/underwear to use the restroom by themselves, wipe if necessary, and tell teachers if an accident has been had.**

### *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, standardized test data, two references from previous teachers, and any IEP or 504 plan that may have been created by a previous school.
- Students will participate in an entrance evaluation to assess the student’s academic skills and determine grade level placement.
- Participate in a family interview with the principal or early ed director
- If eligible to enroll, pay the enrollment fee (\$300) and establish a FACTS tuition contract or pay the yearly tuition in full.

- Read the Family Handbook and acknowledge understanding of the expectations and guidelines by electronically signing the student and parent contracts in the application packet.

## 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 Kindergarten – 7th grade student who comes to school out of dress code may be asked to wear school supplied clothing items or call home to have appropriate clothes brought to school.

### Dress Code for all Students (Kindergarten to 7th grade)

- Solid colored polo or oxford style shirt which appropriately covers the midriff with arms raised.
- Solid colored chino style pants or modest shorts that are no more than 3” above the knees. Solid colored jeans are also acceptable but may not have rips or tears. All pants must fit at or near the hips (not baggy).
- Girls may wear solid skirts (no shorter than 3” above the knee) with appropriate clothing underneath as needed to be modest. Uniform style solid jumper dresses are also acceptable with appropriate clothing underneath for modesty. Skirts and dresses may not be knit fabric but rather woven fabric.
- Clothing should be neither excessively tight nor excessively baggy and be without rips, tears, or frays.
- 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. **Crocs, sandals, and jellies are not allowed as they pose a safety risk.**
- Jackets, sweatshirts, and other outerwear may not contain any objectionable logos or themes.
- 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.
- Jewelry should be modest and small, not to pose a safety hazard. Large earrings or long necklaces can easily be caught on the playground equipment and cause serious injury. Jewelry shouldn’t be extreme as to be disruptive.
- Body markings or tattoos are not allowed (whether temporary or permanent).
- Make-up is not appropriate for students in preschool or elementary school. Modest, natural make-up that is not distracting may be worn by Middle School students only.
- Hats may be worn only if worn appropriately and if not a distraction in the class. Hoodies must be removed off a student’s head while in the classroom.
- Leggings, athletic bottoms, or other knit fabric are not allowed.
- Backpacks, notebooks, book covers, lunch boxes, outerwear, jackets, etc. may not display vulgar or inappropriate language and/or symbols.

### Dress Up Days

There will be occasions when our students will be asked to dress up. We have spirit weeks which we encourage students to participate in which include wearing fun themed clothing outside of normal dress code clothing.

## PE Dress Code K – 7<sup>th</sup> Grade

Students in kindergarten through seventh 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 and points may be deducted from their participation for the day. Mid school students may have PE field trips that may have additional clothing options.

## 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 (\$100) helps pay for the teacher and testing material for this process. **Application fees are non-refundable**

### *Enrollment Fees*

Enrollment fees are determined before open registration each year. Enrollment fees must be received in order to hold a place on the class list. The family's first student's enrollment is \$300 and \$250 for each additional student. **Enrollment 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 2024-2025 Tuition Rates and Fees page (p. 25). Tuition fees cover the following: instructional materials, curriculum, classroom supplies, field trips, chromebooks, software, yearbook, ACS t-shirt as well as tuition.

Not included in tuition: lunches, background checks, athletic fees, school photo packages, lost or damaged school items, after school care.

### *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 at no additional charge, or a credit card which is subject to a 2.95% service fee by our service provider. 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 fee of \$55 per family will be assessed for those entering into a payment plan. Families wanting to pay in full will have a FACTS charge of \$25.

### *Tuition Discounts and Credits*

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. Tuition discounts are not available to our Infant/Toddler program.



### ***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

### ***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. FACTS charges families who pay in full a \$25 fee.

### ***Referral Credit***

Families with students currently enrolled at ACS are eligible to receive a \$100 credit 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 credit. Credits 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 credit to be processed.

### ***Financial Aid***

ACS accepts applications for those families who may need assistance with meeting the tuition obligations of the school. Families are encouraged to apply early as funding is limited. The Financial Aid Committee evaluates requests on a rolling basis and strives to award aid within a couple of weeks of all documentation being received. To complete the application, all responsible parties (mother and father normally) must submit W-2s and/or the most recent tax returns.

Students who receive Financial Aid must maintain ACS standards.

- Students must maintain a 2.0 or higher and not have any Fs.
- Students must attend school regularly with at least a 90% attendance rate.
- Students must follow ACS's behavioral standards in and out of the classroom.

Students who do not meet the academic, attendance, or behavioral standards will forfeit their financial aid until the student is able to meet the standards once again.

Students enrolling in preschool should first contact ECECD for possible assistance, and then if the family is not eligible, submit an application for financial aid through the portal.

No financial aid is available for our Infant or Toddler programs.

### ***ECECD***

ACS accepts contracts from the State of New Mexico to cover tuition and fees in our preschool program. Parents are encouraged to apply for ECECD assistance first to determine their eligibility before applying for admission to ACS. If the family has a contract, enrollment fees and tuition fees may be covered, depending on hours allowed through the program. ECECD contracts typically do not cover Kindergarten - 7th grade tuition. ECECE may help cover after school care though for elementary or middle school aged students.

## Penalties and Late Fees

- In the event that an attempted FACTS withdrawal returns as insufficient, FACTS will automatically assess a \$30 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 \$30 fee for checks written to ACS or PTFC and returned as insufficient.
- 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 start the next year 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. Parents must submit their request in writing (electronic or paper) so the Business Office can calculate any refund due or bill for final payment.

Students leaving mid year will be charged \$400 to cover subscriptions, curriculum, classroom supplies, material that was purchased for the year.

Tuition fees 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 application or enrollment 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 and the first month's tuition payment must be made before the student may begin.

## 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

### *School Day Times*

<i>Program</i>	<i>Regular Day</i>	<i>Half Day</i>
PreK3/PreK4	8:00 am-2:00 pm (F/T); 8:00 am-12 pm (P/T)	8:00 am-11:00 am
Kinder/1st	8:05 am-2:52 pm	8:05 am-11:10 am
2nd/3rd/4th	8:05 am-2:55 pm	8:05 am-11:20 pm
5th/6th/7th	8:05 am-3:05 pm	8:05 am-11:30 pm

The school is open for students beginning at 7:15 am in our Morning Ram Club Program. There is no charge for families wanting to take advantage of the early drop off time.

Students who are not picked up by 3:15 pm will be signed into Ram Club, our after school day care program. Families will be charged \$9/hour.

### *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 are expected to attend class regularly.

Families who are receiving financial assistance, employee discounts, or financial aid are subject to losing their financial award if a student is chronically absent (more than 10%). Financial awards can be regained once regular school attendance is maintained for 1 quarter.

### *Excused Absences*

Absences, although 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 other than those listed above 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. Excessive absences may be reported 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.
- Teachers are informed of calls from parents concerning absences. Parents can contact teachers directly through Bloomz as well.
- 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 so teachers have adequate time to prepare material for the duration of the absence.
- 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. Start time is 8:05am for Kindergarten - 7th grade. Preschool (Prek3 and Prek4) begins at 8:00am. Being late for class can be very disruptive to the learning environment. Punctuality is an important aspect of responsibility and excessive tardies will be treated in a serious manner.

- Any student arriving after 8:15 must be signed and checked in at the front desk by a parent or guardian.
- 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.

Preschool has a required quiet nap period for all full day students. To help our sleeping students, we ask that parents who need to pick up a preschooler early make sure that the pick up does not interfere with the state mandated nap time.

## ***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. We do not have a sick bed and students must be picked up promptly.
- 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.
- If your child becomes sick at school and families are notified, we ask that parents make this a priority and make arrangements for students to be picked up within 45 minutes. ACS does not have a sick bed and all students and staff's health are important.

## Medication

ACS does not have a school nurse but does assist parents by administering 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 on the back of the authorization form.
- 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 provided by the family and doctor is stored in an **unlocked** drawer for quick access if needed

Parents are welcome to administer medication to their students during the school day.

## Injuries

A designated First Aid trained ACS employee will attend to any child's minor injuries administering assistance 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. Assemblies in the morning afford a perfect opportunity to observe an integral part of the student's day. **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. 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 (current price for background checks is \$22).

## 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.
- 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 donated to a charity if not claimed.

## Lunch Program

Hot lunch will be available for purchase on all regular school days. Parents can view the lunch calendar and order lunch from Renweb directly. Each meal meets the necessary dietary guidelines set forth by the USDA and includes a fruit, a vegetable, and milk. For those with a larger appetite, extra items may be available. The cost per meal is \$5.50. **Lunch service will not be available on inclement weather days or half days.** Those who do not order before the cutoff may be given an alternative lunch if the student did not bring a lunch to school. Students who order but are not present will NOT be issued a refund for their lunch. Prepaid lunches not eaten will NOT be issued a credit.

Lunches can be ordered daily for the entire month or just when needed. To help with planning needs, lunches need to be ordered by Monday 8:30 am for the upcoming week (or Tuesday if Monday is a holiday).

## Toys and Equipment

Learning takes place in the classroom. To help students focus on the task at hand, we ask that anything that might be of a disruptive nature be left at home. If something is brought to school and needs to be taken away from a student, it'll be 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 may make exceptions to this policy in his/her classroom to fit the individual learning styles and activities in the classroom.

## Cell Phones/Smart Watches

Cell phones and smart watches (with texting capabilities) do not have a place during the school day and can be distracting to students. All cellular linked 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. If a parent needs to relay a message to their student, we ask that the parent call the front office. We will be happy to pass along the message. We encourage parents to have students leave all cellular linked devices at home.

## School Communications

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

Text: 505-377-8120

After School Ram Club: 505-377-8120

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 – Mia Schmidt

[m.schmidt@acsrams.org](mailto:m.schmidt@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 to which the alert will go.

## 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:

- The principal makes every effort to email a weekly newsletter, containing important information relating to the school
- A newsletter with information that applies specifically to your child's classroom is sent home each week. Some teachers require a signature that the newsletter has been read.
- Parent/Teacher Conferences are scheduled part way through the first quarter for all parents to discuss the progress of their child. Major concerns should be dealt with as they arise. A second Parent/Teacher Conference is scheduled in the Spring to give parents the opportunity to check in on the progress of their child.
- RenWeb is available for parents to check a student's progress and grades regularly.
- Teachers are available to meet with parents as situations arise. Please email the teacher directly to find a time that works best for you and the teacher. Parents can also send a Bloomz to the teacher to work out a time that works best for both parties.

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 Blooz 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 there is inclement weather in the Albuquerque Metro area, ACS may have a delay to the start of school. Parent alerts will be sent out via Renweb text alerts. ACS also posts delays to KQRE when there is a delay or cancellation. During a regular delayed schedule, school begins at 10:00AM to allow ample time for roads to be cleared. ACS’s campus will open at 9:45am to allow a window of time for drop off. Times may vary based on the weather.

Lunch will need to be brought from home on late start days (no outside lunch available) as there is not adequate time for our cafeteria staff to make lunches on delayed start days. Families who have prepaid lunches on these days will NOT be issued a refund or credit.

## **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



## **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.

## **Extended Care**

During the school year, the school is open for students beginning at 7:15am. There is no charge for students who come to school early in preparation of the school day.

After school Ram Club is offered for families who need child care at the end of the instructional day. Care is available until 5:30pm. The cost for after school care is \$9 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 (\$45 per day with advance registration). Week long summer camps will also be available; the information regarding this program will be distributed in Spring.

## **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, ASL, Health, 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 - 7th grade students every quarter. 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**

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 after the first month of school if there are any issues that are of concern.

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.

Families who are receiving ACS sponsored financial aid or employee discounts are subject to losing their financial award if a student is not making proper academic progress. A C average with no Fs is required to maintain awards. Financial awards can be regained once a student’s grade meets the criteria for 1 quarter. Additionally, student athletes who are not making proper academic progress will be pulled from participation in sports until their grades are brought back up. A 2.0 with no Fs is required to play sports.

### **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 during first 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.

Families who are receiving ACS sponsored financial assistance or employee discounts are subject to losing their financial award if a student is put on probation due to behavioral problems. Financial awards can be regained once the student's behavior improves and is maintained for 1 quarter. Additionally, student athletes who are on behavior probation will be pulled from participation in sports until their behavior probation ends.

### 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, the teacher will reach out to the parents to set up a meeting to help come up with a plan to help the student be successful in the classroom. The teacher will record the discipline issue in RenWeb after meeting with the parent. 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 the action recorded in the student file. A copy of the Student Contract and the Parent/Guardian 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 teacher or 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 or Recess 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. 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.
- **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. 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. Serious infractions include perceived threats of violence, weapons on campus, and serious assault on others.

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 children who are bullied and who bully others may have serious, lasting issues.

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.

# Albuquerque Christian School

## 2024-2025 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

## 2024-2025 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 family 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 at home in the education of the student by reviewing and supervising homework, and encouraging the student to read and to study for tests and quizzes \_\_\_\_\_
- 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, either by mouth or on social media \_\_\_\_\_
- Support teacher in their methods of instruction and trust that they understand the needs of their students and class \_\_\_\_\_

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



## 2024-2025 Tuition Rates and Fees

Program (Aug to May only, except for Infant and Toddler Programs)	Tuition
Infant (6 weeks to 18 months) - available year round w/ school holidays	\$1250/mo
Toddler (18 months to 36 months) - available year round w/ school holidays	\$1100/mo
Pre-K 3 (3 Day, MWF - Part Day - 8am-12pm)	\$3900/sch. yr
Pre-K 3 (3 Day, MWF - Full Day - 8am-2pm)	\$5300/sch. yr
Pre-K 3 (5 Day - Part Day - 8am-12pm)	\$6200/sch. yr
Pre-K 3 (5 Day - Full Day - 8am-2pm)	\$8000/sch. yr
Pre-K 4 (5 Day - Part Day - 8am-12pm)	\$6200/sch. yr
Pre-K 4 (5 Day - Full Day - 8am-2pm)	\$8000/sch. yr
Kindergarten	\$8600/sch. yr
1st-5th Grade	\$8900/sch. yr
6th-7th Grade	\$9300/sch. yr
Application Fee	
Includes evaluation for readiness for our program and family interview	\$100
Registration Fee	
First Student	\$300
Each additional Student	\$250
Payment Plans	
10 month FACTS payments Aug to May	
11 month FACTS payments July to May	
Available Discounts for Full Time Programs	
Sibling Discount (second child)	10%
Sibling Discount (third, fourth or more child)	15%
Community Servant Discount (EMT, Police, Fire, Military, Ministers, Teachers)	7%
Pay in Full (by June 30)	5%

- ★ **Included in Tuition:** curriculum, supplies, , technology, spirit shirt, yearbook, field trip fees
- ★ **Not included in tuition:** Lunch, sport fees, lost/damaged curriculum, after school care, photo packages and other incidental expenses