



FAMILY HANDBOOK

2017-2018

OUR FOUNDATION

Mission Statement

Albuquerque Christian School: providing Christ-centered, quality academics.

Vision Statement

ACS is where children grow spiritually and academically in Christ's love to become the 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 in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- 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.

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 and Netherwood Church of Christ. We are blessed to currently have all of our students at one campus at Montgomery Church of Christ. ACS has always been a non-denominational Christian school. The motto used for many years was based on Ecclesiastes 4:12 which states, *"Though one may be overpowered, two can defend themselves. A cord of three strands is not quickly broken."* The "cord of three strands" surrounding each student was defined as the Christian home, the Bible believing church, and the Christian school. It was symbolized as a triangle with the Christian home as the base and the church and school as the two sides. The child who is supported by all three of these "strands" is strengthened in the Lord and is "not quickly broken." 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

Albuquerque Christian School 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 Bible to every student, and each student will attend group assemblies, which will include the Pledge of Allegiance, singing a patriotic song, and singing praise songs. The Bible is used as a resource for life. All faculty and staff members are fully committed to healthy development of each child. We will promote Christian values based on the Bible in all academic and extra-curricular activities. We will not promote the specific doctrine of a particular denomination of Christianity and will refer students' questions concerning highly debatable topics to their parents. Our goal is to let the Lord work through us to create a wholesome, Spirit-filled, loving, and safe Christian environment where children can grow spiritually and academically in Christ's love.

Expected Student Outcomes

Albuquerque Christian School will graduate students from eighth grade who:

- Are skilled in reading, writing, listening, thinking, and speaking
- Show proficiency in math and science
- Exhibit the skills needed to question and problem solve
- Utilize resources to find, analyze, and evaluate information
- Display competencies needed to succeed in high school
- Understand the importance of a personal relationship with Christ
- Articulate and defend their Christian worldview
- Engage in acts of service for their community
- Experience a Christian community in order to mentor and be mentored
- Discover their God-given gifts in order to further the kingdom of Christ

Academies of Albuquerque Christian School

Foundations

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

Fundamentals

Given the foundation of love, our first through fourth 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 the Fundamentals academy with a solid understanding of basic academic principles as well as an understanding that all scripture is true and applicable.

Discipleship

Given the foundation and fundamentals needed for their Christian walk, our fifth through eighth 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 Discipleship academy with a solid Christian education and meet all of the expected student outcomes of Albuquerque Christian School.

School Management

School Board Member

President: Scott Nance
Vice President: Doug Salyer
Secretary: Margaret Hendrix
Treasurer: Dan Rowe
Members: Peggy Conard

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 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

Administration

Principal	Regina Santo	r.santo@acsrams.com
Assistant Principal	Dawn McKenzie	d.mckenzie@acsrams.com

Foundations Academy Preschool, Pre-K, and Kindergarten

Early Education Director and MWF Preschool	Suzette McCarthy	s.mccarthy@acsrams.com
Preschool TTH	Jennifer Manning	j.manning@acsrams.com
Prekindergarten	Adrienne May	a.may@acsrams.com
	Shauna Reinert	s.reinert@acsrams.com
Kindergarten	Ann Sears	a.sears@acsrams.com

Fundamentals Academy 1st – 4th Grades

First Grade	Lynn McElveny	l.mcelveny@acsrams.com
Second Grade	Stephanie Salazar	s.salazar@acsrams.com
Third Grade	Vicki Pitcher	v.pitcher@acsrams.com
Fourth Grade	Tammi Kaltenbach	t.kaltenbach@acsrams.com

Discipleship Academy 5th – 8th Grades

Bible	Jorel Johnson	j.johnson@acsrams.com
History	Dawn McKenzie	d.mckenzie@acsrams.com
Language	Donna O'Rear	d.orear@acsrams.com
Math	Sheryle Kuhnley	s.kuhnley@acsrams.com
Science	Tiffany Thomas	t.thomas@acsrams.com

Enrichment Classes

Art	Natalie Hardcastle	n.hardcastle@acsrams.com
Computer/Home Ec.	Liesl Rael	l.rael@acsrams.com
Library	Jennifer Manning	j.manning@acsrams.com
Music	Rebecca Keene	r.keene@acsrams.com
PE/Athletic Director	Reilly O’Rear	r.orear@acsrams.com
Reading Specialist	Tiffeny Thomas	t.thomas@acsrams.com

Ram Club Staff

Karen Monks
TJ Neill
Beryl West

Support Staff

Admissions and Marketing	Natalie Hardcastle	n.hardcastle@acsrams.com
Aide	Beverly Hubbs	
Business Manager	Diane Carman	d.carman@acsrams.com
Front Desk	Delilah Haley	d.haley@acsrams.com

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 their personal ministry to the Lord. Our faculty and staff strive to share this dedication and love with the students and their families.

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).

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 does maintain 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 principal 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

- Pay for and participate in an entrance evaluation to evaluate the student’s academic skills and determine grade level placement.
- Schedule and participate in a family interview with the principal.
- After successful entrance evaluation, provide the following forms to the Business Office: completed Registration Form, Medical Information Form, Student and Parent/Guardian Contracts, Park Permission Form, a signed Records Release Form for the student’s previous school, a copy of the student’s up-to-date immunization record, and a copy of the student’s birth certificate.
- Pay the registration fee, curriculum fee, and tuition, or establish a FACTS tuition contract.
- Read the Family Handbook and acknowledge understanding of the expectations and guidelines by signing the Parent/Guardian and Student Contracts.

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.

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. **Registration fees are non-refundable.**

Curriculum Fees

The curriculum fee covers the cost of textbook replacements, 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 supplies during the summer for the upcoming school year.

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 1st, a FACTS contract will be initiated before the student will be allowed to start school. Please refer to the Registration Information/Price Sheet for exact tuition costs.

FACTS Contracts

All tuition and/or childcare accounts not paid in full by August 1st will be handled using the FACTS (Fast Automatic Cash Transfer System) Tuition Management Company. An account will be set up for direct withdrawal from either a checking or savings account. The withdrawal can be set up for either the 5th or the 20th of the month. A yearly FACTS enrollment fee of \$43 per family will be assessed. One change may be made to the contract during the school year at no cost; subsequent changes are billed at \$10 per change. A brochure with further information about the FACTS payment plan is available in the Business Office.

Other Expenses

ACS will accept payment for hot lunch, fundraising events, etc. at the front desk. Payments must be placed in a stamped payment envelope provided at the front desk. All applicable information is to be filled in and the envelope deposited in the drop slot. Cash payments should be brought to the office; ACS is not responsible for cash payments that are put in the drop box. Your cancelled check will be your receipt unless the payment is taken to the Business Office and a receipt is requested.

Tuition Discounts and Rebates

Multiple Child Discount

The following discounts apply for multiple children from the same immediate family:

- 2nd Child – 10% off the lower tuition
- 3rd Child – 25% off the lowest tuition
- 4th Child – 50% off the lowest tuition

Multiple Year Discount

After a family has had any child enrolled at ACS for four or more consecutive years, the tuition for all children in the family will be \$100 off the full tuition price for each child.

Referral Rebate

Families with students currently enrolled at ACS are eligible to receive a \$100 rebate for each family referred to and subsequently enrolled in ACS. This rebate will be applied in December, in the form of an adjustment to the FACTS contract, or by check if the tuition was paid in full. A Referral Form must be filled out by the family who made the referral and submitted to the Business Office 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 wait list, 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 and curriculum must be paid in full.

Removal from Class for Lack of Payment

If FACTS tuition payments are returned as insufficient for two consecutive months, 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. 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.

Any student enrolled in ACS for Kindergarten – 8th grade may not have more than 10 unexcused absences in a semester. Any more than 10 unexcused absences will result in a family conference with the principal and may result in attendance probation. Any student placed on attendance probation may not be allowed to make up any work, quizzes, or tests missed due to unexcused absences.

Excused Absences

- Illness
- Doctor's appointment
- Family emergency
- Medical or legal appointments
- Religious commitment
- Diagnostic testing
- High school visits

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

Attendance Procedures

- 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.
- Please bring notes from doctors or medical appointments 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 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-8th grade student arriving after the school day begins at 8:15 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.
- On the fourth tardy and every tardy thereafter for the remainder of the nine weeks, the student will be given a lunch detention.
- All tardies will be kept on a nine-week basis.

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. Parents are encouraged to arrange as many appointments as possible before or after school hours.

Illnesses

- 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.

Medication

A representative at ACS will administer medication to a child as needed when a parent or guardian fills out the appropriate Medication Form and medication is provided in its original container.

Medication Guidelines

- Medications, when given to a child, shall be in their **original container** with written instructions including the **name of the child and medication**, the **dosage**, and the **time the medication is to be given**.
- When the medication is no longer needed, it will be returned to the parent/guardian or destroyed.
- Medications requiring refrigeration will be kept in a closed and clearly marked container in the refrigerator.
- All medications will be inaccessible to children.
- ACS will keep a written record of all medications given to children on file for at least six months.
- A designated staff member shall be responsible for administering medication.
- ACS will keep a daily record of all medications given to children, which shall specify name of child, medication, dosage, time the dosage was given, and signature of the designated staff member giving the medication.

Injuries

A designated ACS employee will attend to any child's injuries. First aid will be provided as needed. Parents will be notified immediately in the event of a head injury or any other injury of greater concern. All incidents will be recorded in RenWeb and sent to a parent or guardian.

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. Family members are also welcome to join their child for lunch. Classroom visits will be by appointment only and classroom observations must be pre-arranged with the principal and the registrar. **All visitors are to sign in at the reception area and are asked to respect the school's policy regarding modest attire.**

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 every year. There are two days set aside for volunteer pictures to be taken and when the background check is complete, a volunteer badge will be issued and kept at the school. They will be handed out as volunteers are approved for specific activities.

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.
- 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" container, located in the kitchen. 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

A catered hot lunch is provided for all student by Canteen of Central New Mexico, and is served to students by ACS staff. Students have the choice of bringing lunch or ordering hot lunch on a daily basis. A monthly menu is sent home with each student so the family can plan accordingly. Lunches are to be paid for in advance. For \$30, the student will receive a credit for 8 lunches. A student may order two lunches, or an extra entrée, on any given day if the parent feels the quantity of a single lunch will not be adequate (the cost for an extra entrée is \$1.50). One drink (milk or juice) is included with each lunch ordered. Drinks (milk or juice) may also be purchased separately at a cost of \$.50 per drink. Lunch account balances may be monitored through RenWeb. No family will be allowed more than \$30 in past due lunch charges. When a family reaches the \$30 limit, you will receive either an email or a phone call letting you know that your child will not be able to order hot lunch until payment has been made.

Fundraising

ACS does not participate in product fundraising. All fundraising will be approved in advance by the Development Committee. All students and their families have the right to choose whether or not to participate.

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 held in the principal's office until they are picked up by a 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. 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.

School Communications

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

Fax: 830-3880

Email:

Principal	Regina Santo	r.santo@acsrams.com
Vice Principal	Dawn McKenzie	d.mckenzie@acsrams.com
Business Office	Diane Carman	d.carman@acsrams.com
Marketing/Admissions	Natalie Hardcastle	n.hardcastle@acsrams.com

Text Alerts

Parents and guardians may sign up to receive a text message alert to be notified of school delays, closures, or other important reminders.

Parents must register each school year after August 1.

To sign up, text "@acsparent" to 81010 and follow the instructions given.

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 Tuesday. It can also be found online at our website 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.

- 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 call the office during office hours and leave a message for the teacher to return your call or email the teacher directly. 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, attendance, and homework, as well as other useful school information. They can also communicate with teachers and other school staff online whenever necessary. An Internet-capable computer is needed to access this program. If the parent has not provided the school with an email address, they will not be able to utilize this service, as this is the means by which RenWeb recognizes individuals as being eligible to gain access into the website.

Logging in for the First Time

- Go to www.renweb.com
- Click **Logins** on the far right of the task bar
- Click the **Parent** button
- Type the **District Code (ACS-NM)**
- Click **Create New ParentsWeb Account**
- Type the email address that the school has on file in RenWeb for you
- Click **Create Account**

An email is sent to the email address on file in RenWeb for the Parent, Student or Staff.

- Access the email account and click the link to create your user name and password
- Type a **User Name** and **Password**
- Click **Save User Name and/or Password**

Logging into ParentsWeb

- Go to www.renweb.com
- Click **Logins**
- Click the **Parent** button
- Type the **District Code (ACS-NM)**
- Type your **User Name**
- Type your **Password**
- Click **Login**

The **ParentsWeb** displays

Severe Weather

When APS announces a delayed schedule or cancellation, ACS will typically do the same. During a delayed schedule, school and childcare will start at 10:15AM. Lunch will not be catered from Canteen, and students will need to bring their own lunch that day. Listen to local TV stations for announcements of delays or cancellation. The school voice message will carry the most recent information and announcements will be sent through RenWeb and Facebook. Parents who have signed up to receive a Remind text will also be notified through their phone of any delay or cancellation. Childcare will not be open when school is cancelled.

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

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 Remind text will be sent and parents will be called individually as is appropriate and informed where to pick up their children.

Ram Club

Ram Club is offered as before and/or after school care for students enrolled at ACS. Ram Club is available from 7:00 a.m. until 6:00 p.m., Monday through Friday, including early dismissal half-days. Parents are required to sign students up in advance for these in-service days as Ram Club attendants are scheduled dependent upon the number of children signed up. Sign up sheets will be made available to the parents the week of the scheduled in-service. Ram Club is not available during the school holidays/breaks. Ram Club is pre-arranged and sold as a package with payments made through a FACTS contract or paid in full by August 1st. Please refer to the Childcare portion of the Registration Information/Price Sheet for packages and costs. Summer Camp will also be available; the information regarding this program will be distributed in April.

Emergency Ram Club

For students who are not enrolled in the ACS Ram Club Program, emergency hours are available at a rate of \$10.00 per hour. This service is to be used on an occasional basis only and is not to take the place of a regular package for those families who will routinely require before and/or after school care. If a family is using this service more than three times per month, they will be asked to register for a Ram Club package. Students will be signed in to Emergency Ram Club if they have not been picked up within 15 minutes of

their regularly scheduled class dismissal time. Students dropped off before 8:00 am will be checked into Emergency Ram Club. Please be aware that any portion of an hour will be billed at the hourly rate.

Academics

Use of Educational Time

Every child enrolled at ACS will receive instruction in Bible, language arts, and math for a minimum of 30 minutes daily. Science, social studies and other classes must meet the required time objectives set for each grade level. Fifth – eighth grade students receive 48-minute class periods. Other enrichment classes including PE, art, music, computer, and library will be taught to all students in 1st grade and above throughout the school year. Each elementary level teacher is responsible for offering adequate recess time for his/her students.

Student Planners

All students in 2nd – 8th grade are issued a student planner. Second graders begin training with their teacher about the use and importance of planners. All other grades are asked to use their planners for keeping their assignments. The teacher may ask parents to check and sign planners daily.

Report Cards

To make parents aware of student progress, report cards will be issued for all students every nine weeks. 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:

- “A Honor Roll” – All grades A+, A, or A-
- “A/B Honor Roll” – All grades A's and B's
- “B Average Honor Roll” – All grades averaging a minimum of B- with no grades below C-

Students must maintain these grades for all four quarters in order to receive the Honor Roll certificate at the Awards Assembly on the last day of school.

Academic Probation

All students will be on academic probation for the first three 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. 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. If the grades are not improving, the student will be held from enrichment classes for tutoring until the grades have been raised to “C” or better. If the student fails to bring his/her grades to “C” or above by the next grading period, a conference with the student’s parents will be requested by the principal to establish a plan of action.

Parent Teacher Conferences

Parent/teacher conferences are important tools that can assist teachers in meeting 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 1st 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 each year 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, positive goals, and contain no more than a minimum of derogatory language.

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 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 three 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. 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

Disciplinary action assigned to a student by the principal may include (but is not limited to) the 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.
- **Early-morning detention:** The student is required to check in with the principal at 7:30 a.m. The student is then assigned work detail, which may include vacuuming, cleaning tables and chairs, cleaning boards, etc. If this detention is missed for any reason or if tardiness occurs, the time to be served will automatically double to two consecutive mornings. Failure to serve two consecutive mornings will result in an in-school suspension.
- **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 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 among school aged children 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.
- Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

stopbullying.gov

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 tablets 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 “conservative” and students are required to dress modestly and appropriately.

Dress Code for all Students

Although the uniform code applies only to students in first grade and above, there are dress code considerations that apply to even the youngest students.

- All clothing must be modest and meet the length requirements of the uniform code.
- Clothing should be neither excessively tight nor excessively baggy without rips, tears or frays.
- Shirts must cover the midriff. They may be sleeveless as long as there are at least 3 inches at the shoulder.
- 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 meet the uniform length requirements of 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).
- T-shirts should not have any inappropriate slogans or advertisements.
- 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.

Uniform Requirements for 1st – 8th Grade Students

Any 1st – 8th grade student who comes to school out of uniform may be asked to wear a school supplied uniform or call home to have appropriate clothes brought to school.

Approved Clothing

Shirts:

- Any long or short sleeve polo without words or graphics
- Any long or short sleeve oxford buttoned appropriately
- Cardigan or pull-over style sweaters in a solid color
- If a shirt can be seen under a uniform shirt, it must be a solid color

Pants, shorts, and capris:

- Solid black, khaki, or navy in color
- Cotton or cotton/polyester blend
- Shorts may be no shorter than 4 inches above the kneecap
- All pants and shorts must fit on or near the hip and not be excessively tight or loose
- Leggings may not be worn as pants
- No jeans on regular uniform days

Skorts, jumpers, skirts, tights, and scarves:

- All skorts, jumpers, and skirts are to be uniform style in solid black, khaki, or navy in color, or a plaid design
- Length of skorts, jumpers, and skirts may be no shorter than 4 inches above the kneecap
- Tights and socks must be solid color
- Scarves must be solid color
- Polo dresses are allowed

Friday Dress

Every Friday, students may wear uniform clothing or any ACS t-shirt and jeans. Jeans must fit on or near the waist without being excessively baggy and without rips, tears, or frays.

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.

Inside Jackets

This applies anytime during school hours when the students are inside the building. These may not be worn instead of uniform shirts.

- One solid color, with no stripes or designs
- Zipper or liner accent colors are acceptable
- Pull-over or zippered sweatshirts in solid colors worn over uniform shirts
- All jackets issued or sold by ACS may be worn indoors

Outside Jackets

- Jackets worn outside of the school building (i.e., during recess) do not have to follow the uniform code, but may not have any inappropriate slogans or advertisements
- Team jackets are acceptable

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 – 4th Grade

Students in kindergarten through fourth 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.

PE Uniform 5th – 8th Grade

Each discipleship academy student will receive two pairs of shorts, two t-shirts, and a pair of sweatpants. The students are expected to wear the school-issued uniform during PE. PE uniforms may not be worn during any other class. The cost of the PE uniform is included in the mid-school curriculum fee.

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

Albuquerque Christian School

2017-2018 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 (4th grade and above)

Designated ACS Representative signature

* Parent/guardian signature

Student's name (date)

* Student signature **and** parent/guardian signature are required for students 4th 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

2017-2018 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.