

OUR FOUNDATION

MISSION STATEMENT

To serve the Lord by providing a Christ-centered, quality academic educational program.

PURPOSE OF ALBUQUERQUE CHRISTIAN SCHOOL

It is the desire of Albuquerque Christian School to provide and maintain a comprehensive program to assist in the education of each child spiritually, academically, socially, and physically. We strive to maintain an environment that fosters an ardent love for the gospel of Jesus Christ. Our goal is to provide Biblical principles integrated into a solid academic foundation. We provide a variety of enrichment classes that will enhance each student's academic foundation. Socially, it is our ambition to maintain an environment that will foster relationships reflecting Christian principles. We endeavor to instill lifelong habits through our physical education program that will promote healthy lifestyles. *"Hear, O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates," Deuteronomy 6:4-9. "Train a child in the way he should go, and when he is old he will not turn from it," Proverbs 22:6.*

OBJECTIVES

In seeking to be consistent in the application of the Christian philosophy to every aspect of life, ACS strives to enable each student who enrolls to:

1. Study under the guidance of a faculty wherein each member is an academically competent and spiritually mature Christian.
2. Be in a student body where the majority are Christians seeking to increase their spiritual life in Christ.
3. Experience close personal contacts with faculty and staff members through daily work and study.
4. Develop healthy social relationships with peers.

STATEMENT OF FAITH

1. **We believe the Bible to be the only inspired, infallible, authoritative, unerring Word of God.** *“All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness,” 2 Timothy 3:16. “For prophecy never had its origin in the will of man, but men spoke from God as they were carried along by the Holy Spirit,” 2 Peter 1:21.*

2. **We believe there is one God, eternally, existent in three persons – the Father, the Son, and the Holy Spirit.** *“The virgin will be with child and will give birth to a son, and they will call him Immanuel - which means, ‘God with us,’” Matthew 1:23. But in these last days he has spoken to us by his Son, whom he appointed heir of all things, and through whom he made the universe,” Hebrews 1:2. “I and the Father are one,” John 10:30. “Now the Lord is the Spirit,” 2 Corinthians 3:17. “May the grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with you all,” 2 Corinthians 13:14.*

3. **We believe in the deity of Christ,** *“‘We are not stoning you for any of these,’ replied the Jews, ‘but for blasphemy, because you, a mere man, claim to be God,’” John 10:33. **His virgin birth,** “The angel answered, ‘The Holy Spirit will come upon you and the power of the Most High will overshadow you. So the holy one to be born will be called the Son of God,’” Luke 1:35. **His sinless life,** “For we do not have a high priest who is unable to sympathize with our weaknesses, but we have one who has been tempted in every way, just as we are – yet was without sin,” Hebrews 4:15. “Such a high priest meets our need – one who is holy, blameless, pure, set apart from sinners, exalted above the heavens,” Hebrews 7:26. **His miracles,** “This, the first of his miraculous signs, Jesus performed at Cana in Galilee. He thus revealed his glory, and his disciples put their faith in him,” John 2:11. **His vicarious and atoning death,** “For what I received I passed on to you as of first importance: that Christ died for our sins according to the Scriptures,” 1 Corinthians 15:3. “In him we have redemption through his blood, the forgiveness of sins, in accordance with the riches of God’s grace,” Ephesians 1:7. “But we see Jesus, who was made a little lower than the angels, now crowned with glory and honor because he suffered death, so that by the grace of God he might taste death for everyone,” Hebrews 2:9. **His resurrection,** “Jesus said to her, ‘I am the resurrection and the life. He who believes in me will live, even though he dies,’” John 11:25. “that he was buried, that he was raised on the third day according to the Scriptures,” 1 Corinthians 15:4. **His ascension to the right hand of the Father,** “After the Lord Jesus had spoken to them, he was taken up into heaven and he sat at the right hand of God,” Mark 16:19. **His personal return in power and glory,** “‘Men of Galilee,’ they said, ‘why do you stand here looking into the sky? This Jesus, who has been taken from you into heaven, will come back in the same way you have seen him go into heaven,’” Acts 1:11.*

4. **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.** *"For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life. For God did not send his Son into the world to condemn the world, but to save the world through him. Whoever believes in him is not condemned, but whoever does not believe stands condemned already because he has not believed in the name of God's one and only Son. This is the verdict: Light has come into the world, but men loved darkness instead of light because their deeds were evil," John 3:16-19. "I tell you the truth, whoever hears my word and believes him who sent me has eternal life and will not be condemned; he has crossed over from death to life," John 5:24. "For all have sinned and fall short of the glory of God," Romans 3:23. "But God demonstrates his own love for us in this: While we were still sinners, Christ died for us. Since we have now been justified by his blood, how much more shall we be saved from God's wrath through him!" Romans 5:8-9. "For it is by grace you have been saved, through faith – and this not from yourselves, it is the gift of God – not by works, so that no one can boast. For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do," Ephesians 2:8-10. "He saved us, not because of righteous things we had done, but because of his mercy. He saved us through the washing of rebirth and renewal by the Holy Spirit," Titus 3:5. **This belief includes the essential role of baptism for the remission of sins.** "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age," Matthew 28:19-20. "Peter replied, 'Repent and be baptized, every one of you, in the name of Jesus Christ for the forgiveness of your sins. And you will receive the gift of the Holy Spirit. The promise is for you and your children and for all who are far off – for all whom the Lord our God will call,'" Acts 2:38-40.*
5. **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.** *"Do not be amazed at this, for a time is coming when all who are in their graves will hear his voice and come out – those who have done good will rise to live, and those who have done evil will rise to be condemned," John 5:28-29.*
6. **We believe in the spiritual unity of believers in our Lord Jesus Christ.** *"The body is a unit, though it is made up of many parts; and though all its parts are many, they form one body. So it is with Christ. For we were all baptized by one Spirit into one body – whether Jews or Greeks, slave or free – and we were all given the one Spirit to drink," 1 Corinthians 12:12-13.*
7. **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.** *"For if you live according to the sinful nature, you will die; but if by the Spirit you put to death the misdeeds of the body, you will live, because those who are led by the Spirit of God are sons of God," Romans 8:13-14.*

DOCTRINAL STATEMENT OF PHILOSOPHY

We will teach Bible to every student, and each student will attend daily assemblies (either in the classroom or with the entire student body), which will include the Pledge of Allegiance, the singing of a patriotic song, and singing of praise songs. The Bible will be used as a resource for life. 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. Our motto is 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."* We define the "cord of three strands" surrounding each student as the Christian home, the Bible believing church, and the Christian school. We symbolize this 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."



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 past 25 years, including both Mountainside and Netherwood Church of Christ. We are blessed to currently have all of our students under one roof at the Montgomery Church of Christ facility. ACS has always been a non-denominational Christian school.

SCHOOL MANAGEMENT

ACS SCHOOL BOARD, FACULTY, AND STAFF MEMBERS

BOARD OF DIRECTORS

Lori McCarty
Sheryle Kuhnley
Lila Earwood
Scott Nance
Dan Rowe

ADMINISTRATION

| | |
|----------------------|-----------------|
| Principal | Shaun Adams |
| Vice Principal | Regina Santo |
| Biblical Counselor | Glennys Elliott |
| Childcare Supervisor | Peggy Conard |

TEACHERS

| | | | |
|------------------|-------------------|--------------------|-----------------------|
| Pre-School | Deena Ashcraft | Fifth Grade | Donna O'Rear |
| Pre-Kindergarten | Lynn McElveny | | Patti Smith |
| | Karen Monks | Mid-School Science | Carol Cole |
| | Shauna Reinert | Bible | Rusty Elliott |
| Kindergarten | Vicki Pitcher | Language | Amy Hagedorn-Sears |
| | Stephanie Salazar | History | Dawn McKenzie |
| | Ann Sears | Math | Mike Tucker |
| First Grade | Mary Butler | Spanish | Noel Cothren |
| | Peggy Conard | | |
| | Lucinda Shelton | Computer | Liesl Rael |
| Second Grade | Laray Sears | Home Economics | Liesl Rael/Joan Moyer |
| | Jean Varner | Library | Jenna Wiley |
| Third Grade | Caren Cocchiola | Music and Art | Beverly Custer |
| | Stacey Morris | Creative Writing | Nancy Salyer |
| Fourth Grade | Jacquie Neill | Physical Education | Nina Wadzeck |
| | Kay Strait | | |

CHILDCARE STAFF

| | |
|-----------------|----------------|
| Deena Ashcraft | Dawn Jones |
| Aneesa Brooks | Karen Martinez |
| Tennille Garcia | Vicki Pitcher |
| Crusita Jaimes | Michael Sears |
| | Stacy Sonchar |

SUPPORT STAFF

| | |
|-----------------|------------------|
| Amanda Williams | Registrar |
| Delilah Haley | Receptionist |
| Dian McDaniel | Business Manager |
| Julie Templin | Office Assistant |
| Michele Dietl | Nurse |

TEACHERS' AIDES

| | |
|---------------|----------------|
| Susan Brown | Cindy Melikian |
| Lisa Burton | Dawn Schrader |
| Beverly Hubbs | Michael Sears |
| Dawn Jones | |

BOARD OF DIRECTORS

A Board of Directors sets the policies and procedures, and governs Albuquerque Christian School. The ACS School Board meets once a month. While the board is the governing agent of the school, the board is not involved in the day-to-day operation of the school. With this in mind, it is important for proper channels to be followed when addressing the board. In the case of an issue regarding a teacher at ACS, the parent is asked to speak with the teacher first and, if the problem cannot be resolved there, to take the concern to the principal. All other school issues are to be brought to the principal first. If the principal is unable to reach a resolution that is satisfactory to the parent, the issue will be added to the agenda for the next board meeting. The parent will then be asked to attend the board meeting to voice the question/concern. If for some reason this meeting does not take place after taking the steps outlined above, the parent may contact the board president directly.

FACULTY AND STAFF

The Board of Directors has placed great emphasis on selecting a faculty and staff that will be capable of meeting the diverse needs of the children who make up the student body of ACS. Those who serve on the teaching faculty, support staff, childcare staff, and office/administrative staff must share the vision expressed in the ACS mission statement. They are to be Christians dedicated to offering a Christ-centered, quality academic educational program to the children of our community. They must see this work as a part of their personal ministry to the Lord, and strive to share this dedication and love with the students and their families in such a way as to strengthen them and bring others to the Lord.

FOREWORD TO PARENTS

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 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 fundraising to benefit ACS through the purchase of items that enrich the school program. This organization also spearheads service projects including (but not limited to) the Fall Fun Festival, Thanksgiving luncheon, and May Day Play Day. Every parent is encouraged to participate in this worthwhile organization.

REGISTRATION AND ADMISSION

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 on the basis of race, color, handicap, or national or ethnic origin in the administration of its educational policies, athletics, or any other school-administered programs. ACS does, however, 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 will be 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

The steps for admission to Albuquerque Christian School are as follows:

- Pay for and participate in an entrance evaluation to evaluate the student’s academic skills and determine grade level placement. (The last report card should be presented at the time of evaluation for students grades First through Eighth.)
- Provide the following to the Business Office (after successful entrance evaluation): completed Registration Form, Medical Information Form, Student and Parent/Guardian Contracts, Park Permission Form, a signed Records Release Form to be sent to the student’s previous school (if applicable), 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 Student Handbook and acknowledge understanding of the expectations and guidelines by signing the Parent/Guardian and Student Contracts (copies of these contracts are included in the Student Handbook for future reference).

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. We believe it is our duty as a Christian school to meet our financial obligations in a responsible manner, and this can only be accomplished with the money brought in through school fees and tuition.

REGISTRATION FEES

Registration fees will be assessed for all students at the time of registration each year. Registration fees **MUST** be received in order to hold a place on the class list. First time enrollment/registration is \$200 for the first student, with enrollment/registration for additional students in the same household being \$100 each (payable after successful entrance evaluation). Yearly registration for returning students is \$100 per student. **Registration fees are non-refundable.**

CURRICULUM FEES

For returning students, the curriculum fee or the curriculum fee option must be settled on or before March 17, or the applicant will no longer be guaranteed placement for the next school year. The curriculum fee option allows those families that opt for the 11-month FACTS payment plan to pay the curriculum in June, which will be the only month a FACTS tuition withdrawal will not be scheduled to occur. The curriculum fee covers the cost of textbook replacements, workbooks, expendable supplies, paper products, and individual student school supplies. Collecting this money in March 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 need to be initiated before the student will be allowed to start school. Please refer to the 2009-2010 Registration Information/Price Sheet for exact tuition costs.

FACTS CONTRACTS

If the option of using the FACTS (Fast Automatic Cash Transfer System) Tuition Management Company for payment of tuition and/or childcare is chosen, 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 \$38 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. ACS is not responsible for cash payments and your cancelled check will be your receipt. If a written receipt is required, the payment must be brought upstairs to the Business Office.

TUITION DISCOUNTS/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 returned as insufficient which were written to ACS.
- The Business Office will assess a \$7 fee for checks returned as insufficient which were written to PTFC.
- ACS may assess a \$30 fee for accounts that are excessively past due.
- Childcare payments must be made in a timely manner. A child may be declined admission to the childcare program 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.

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.

REMOVAL FROM CLASS FOR LACK OF PAYMENT

If FACTS tuition payments have been 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 and/or the School Board.

REFUND POLICIES

If a student leaves during the course of the school year, the tuition will be refunded on a prorated basis (based on the number of months attended). 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.

SCHOOL OPERATIONS

ATTENDANCE/ABSENCES

All absences for students in Pre-School through Fifth Grade must be called in to the school by 10:00 a.m. on the morning of the absence. All absences for students in Mid-School must be called in by 8:30 a.m. on the morning of the absence. If it is anticipated that the student will be missing more than one day, the parent/guardian will need to pick up the student's missed assignments. A note of explanation should accompany the student upon his/her return to school. Included in this note should be helpful information for the classroom teacher such as any medication the student is taking, potential symptoms to watch for, and any need for reduced physical activity. The teacher will do his/her best to provide missed assignments and tests. **Students shall not exceed ten absences per semester (18-weeks).** More than ten absences per semester may subject the student to academic penalties, such as an inadequate participation grade in class. If a student exceeds this limit without receiving prior approval by the principal, it will be

necessary to bring in a doctor's written explanation for any subsequent absences. When a student reaches 9 absences a note will be sent home. **Extended periods of absence** other than for illness are to be arranged with (and approved by) the principal at least three days prior to the absence. Teachers will provide the assignments that will be covered during the time of the absence. In addition, it is the responsibility of the students (for grades Sixth through Eighth), and of the parents (for grades Pre-School through Fifth) to notify the teacher at least two days prior to any scheduled absence and request the work that will be missed. Tests that are missed will be made up upon return. Teacher-directed portions of tests may be omitted if deemed necessary by the teacher. We realize that occasional family emergencies occur. In such instances the school will work as closely as possible with the family in an effort to provide help during such difficult times. Unnecessary absences, however, are strongly discouraged. Family vacations should be planned around the many days we have scheduled throughout the school year for holidays/breaks. If excessive absences are noted, a conference will be scheduled with the principal.

“Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving,” Colossians 3:23-24. **In accordance with State of New Mexico school laws, every child attending ACS in grades First through Eighth is required to attend 180 days of school per year.**

TARDINESS

The classroom teacher will notify the principal if a student has reached a fifth tardy in a nine-week reporting period. The principal will in turn send a letter notifying the parents of the excessive tardiness. It is the responsibility of the parents/guardians of the students to make every effort to get them to school on time. Tardiness hinders the achievement of the student and of other students in the class by disrupting the routine. Punctuality is an important aspect of responsibility and habitual tardiness will be treated in a serious manner, with consequences as outlined below.

- **For students in Pre-School through Fifth Grade**, when a fourth tardy occurs in a nine-week reporting period, the student will miss half of one recess that day. Five tardies equal one absence. A letter will be sent notifying you when this happens.
- **For students in Mid-School**, when a fourth tardy occurs in a nine-week reporting period, the student will serve a lunch detention. Subsequent tardiness will result in increasingly severe disciplinary action including (but not limited to) work detail, early morning detention, in-school suspension, or at-home suspension. Five tardies equal one absence. A letter will be sent notifying you when this happens.

CHILDCARE

Childcare is offered as before and/or after school care for students enrolled at ACS. Childcare is available from 7:00 a.m. until 6:00 p.m., Monday through Friday, including early dismissal “half days” (in-service days). Parents are required to sign students up in advance for these in-service days as childcare attendants are scheduled dependant upon the number of children signed up. Sign up sheets will be made available to the parents the week of the scheduled in-service. Childcare is not available during the school holidays/breaks. Childcare 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 childcare will also be available; the information regarding this program will be distributed in April.

EMERGENCY CHILDCARE

For students who are not enrolled in the ACS Childcare Program, emergency childcare is available at a rate of \$8.00 per hour. This service is to be used on an occasional basis only and is not to take the place of a regular childcare 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 childcare package. Students will be signed in for emergency childcare 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 childcare. Please be aware that any portion of an hour will be billed at the hourly rate.

FIELD TRIPS

With safety as the goal, ACS is encouraging as many “on-campus” field trips as possible. Some off-site field trips may be offered when enough parent drivers are 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 for safety reasons.
- Children under the age of 12 will not be allowed to ride in the front seat of a vehicle equipped with a passenger air bag.
- Proof of insurance of the driver 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.

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.

HOLIDAY SENSITIVITIES

The faculty and staff of ACS strive to be considerate of holiday sensitivities that students or their families may have. If a student's family chooses not to participate in holiday celebrations, the parent/guardian is asked to share this information with the classroom teacher. ACS does not acknowledge the celebration of Halloween; as an alternative, PTFC offers a Fall Fun Festival on an evening near October 31st. This festival is a family-friendly evening of fun and games. The students (and parents) may wear costumes as long as they are of a positive and modest nature (no ghosts, witches, or other "spooky" costumes).

LUNCH PROGRAM/DRINKS

A hot lunch program is available to students First Grade and above, and to students who are in Childcare at lunchtime. The food is provided by Canteen of Central New Mexico and is served to the 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 10 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 e-mail or a phone call letting you know that your child will not be able to order hot lunch until payment has been made.

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.

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** (please see the Dress Code section of this handbook for guidelines).

MEDICATIONS

(Adopted from the State of New Mexico policies and procedures agreement.)

- Facilities have the right to refuse to administer any medications.
- 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**. The child's parent or guardian is responsible for bringing medication to the receptionist's desk (or childcare attendant) and completing the appropriate medication form.
- When the medication is no longer needed, it shall be returned to the parent/guardian, or destroyed.
- Medications requiring refrigeration shall be kept in a closed and clearly marked container in the refrigerator.
- All medications will be inaccessible to children.
- The facility shall 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.
- The facility shall 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.

NOTIFIABLE DISEASES

No facility shall admit or allow the continued attendance of children who are ill or who are known to have (or suspected of having) any notifiable disease. An assessment of their condition will be made (temperature taken, symptoms noted, etc.) and if it is determined that the child is ill, a parent/guardian will be notified. If unavailable, the emergency numbers will be called until a designated adult can be located to pick the child up from school. Until this adult arrives, the child will remain in isolation. A list of notifiable diseases (i.e., measles, rubella, and smallpox) will be posted in the Childcare area at all times. A child diagnosed as having a notifiable disease will be reported to the Licensing Authority.

SEVERE WEATHER

Should it become necessary to dismiss school for inclement weather or other perils, the **voice messaging reached by calling ACS at 872-0777 will have the most current information. In addition, we will send out information via e-mail (through RenWeb).** The announcement will also be carried on KOB TV-4, KOAT TV-7, KRQE TV-13, KFLQ Family Life Radio 91.5 FM, KKOB New Radio 770 AM, KNKT Radio 107.1 FM, and M88 Radio 88.3 FM. In the event of a delayed schedule, all Pre-School and Pre-Kindergarten (morning and afternoon) classes will be cancelled. All morning Kindergarten classes will be cancelled. All other classes will begin at 12:00 noon and end at 3:15 PM (no lunch). Even if school is cancelled, childcare will be available, provided a childcare attendant can safely make it to the school. Parents are asked to call the school (as a courtesy to the childcare attendants) and indicate the specific hours they

will need childcare on days when school is cancelled. Cancelled school days will be made up at specified times to comply with state regulations.

COMMUNICATIONS

A representative of the school can be reached by calling 872-0777 between 7:30 a.m. and 4:00 p.m. on days when school is in session. Every effort will be made to promptly return messages left on the voice mail. Communication with the school is also available by fax at 830-3889 or by e-mail at acsmail@aaahawk.com. E-mail communication is also available through the school website as follows:

principal@albuquerquechristianschool.com (Mr. Adams),
vice.principal@albuquerquechristianschool.com (Miss Santo)
info@albuquerquechristianschool.com (Office Assistant), and
registrar@albuquerquechristianschool.com (Registrar)

RENWEB

RenWeb ParentsWeb 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 e-mail 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.

To access the RenWeb ParentsWeb, follow the steps outlined below:

- Go to Internet Explorer and type in the address www.renweb.com
- Click on "ParentsWeb Login" in the red box.
- Log in as follows:
 - Type in "ACS-NM" for your School ID.
 - Type in the e-mail address that you previously provided to the school.
 - Click on "New Parent Login" if you have not logged into RenWeb before.
 - You will be e-mailed a new password within three minutes (to the e-mail address you typed in. Please remember that this must be the same e-mail address that you provided to the school).
- Type in the password assigned.
 - To access grades, click "classrooms." This will bring up all classes in which your child is enrolled at the school.
 - Click on "homework summary" or "gradebook summary" at the top of the column for each child.
 - You can access other school information regarding your child on this site, as well as e-mail the teachers directly.

FUNDRAISING

Most of the fundraising for ACS will be done by the PTFC. All fundraising done by PTFC will receive prior approval by the principal. Individual groups or classes will be allowed to do fundraising with the following guidelines:

- The principal must approve the fundraising.
- Solicitation must be held to a minimum.
- Upfront costs must be kept to a minimum and approved by the principal.
- All students and their families must have the right to choose whether or not to participate.

TOYS/EQUIPMENT AT SCHOOL

Nothing of a disruptive nature will be allowed to be in use during school hours. This includes (but is not limited to) radios, tape or CD players, MP3 players/ipods, magazines, video gaming systems, toys, cards, etc. 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 phones and pagers must be turned off during the school day and while in the Childcare program. If a student needs to make a phone call while at school, they are asked to enlist the help of an ACS employee. Electronic devices that provide internet access and/or having movie playing capabilities are prohibited at all times.

EMERGENCY PROCEDURES

The procedures outlined below will be followed carefully if an emergency occurs. If the situation prohibits the following of these procedures, the principal or adult in charge at the time will make the necessary decisions to assure the safety of the students to the very best of his/her ability.

NOTE: No student will be allowed to leave the school campus during any of the emergency procedures unless the parent/guardian personally comes into the building, signs the student out, and takes the child into his/her custody. If the students are grouped outside the building and a parent/guardian wishes to take his/her child(ren), a short note (with the date and time noted) must be written explaining that the parent/guardian is taking custody of the child(ren). This note will then be given to the adult in charge of the students (this includes before/after school hours). Should these events take place shortly before school dismissal time, dismissal will be delayed until the situation is deemed safe.

FIRE PROCEDURE

Fire drills will be conducted at monthly intervals throughout the school year. In the event of a fire drill or a real fire emergency, the fire alarm will sound. The teachers/staff members will make sure all windows are closed, all doors are shut, and all lights are turned off in their designated areas. Everyone will evacuate the building in an orderly manner as quickly and quietly as possible. Running or pushing during a fire drill will not be allowed. The escape routes posted in the rooms will be used (unless deemed unsafe). Each classroom teacher will take the class roll and information sheets with him/her. Students will line up at least 100 feet from the building (facing away from the building). The teacher will take roll and immediately report any injuries and/or missing students/personnel to the principal or adult in charge at the time. No one will be allowed to re-enter the building until it has been checked and the principal or emergency personnel has given the all-clear signal.

TORNADO PROCEDURE

In the event of a tornado drill or a real tornado emergency, the principal will call over the intercom and inform the people in the building to take shelter. The procedure outlined below will be followed. The teacher will talk with the students to help keep them calm. He/she will make sure they know the procedure and exit route. The teacher will take the class roll and information sheets with him/her. If a severe storm is approaching the area, an announcement will be made over the intercom to move the students and faculty to the safest area possible. Immediately and as quietly as possible, all people in the building will move to the B-wing and church hallways. The first class to arrive will go to the far end of the hallway to make room for classes that follow. Students will be instructed to stay away from all windows and glass and will be asked to protect their face, head and neck by crouching or sitting with head down and hands on the back of the neck. Small rooms, closets and bathrooms will be utilized for shelter if there is no space left in the hallways. Large open areas like the gym and auditorium will be avoided. When the danger has passed, the principal or the adult in charge will give instructions regarding what to do next. If the storm has passed without damage to the building, the students will be asked to return to their rooms, where roll will again be taken. If the storm has caused damage to the building, evacuation of the building will be called for. The building will be evacuated in an orderly manner, as quickly and quietly as possible, using the escape routes posted in the rooms (unless deemed unsafe). Students will gather at the far end of the parking lot closest to the door exited and roll will be taken. Injuries and/or missing students/personnel will be reported immediately to the principal or adult in charge at the time. No one will be allowed to go near the building until it has been checked and the principal or emergency personnel has given the all-clear signal.

EARTHQUAKE PROCEDURE

In the unlikely event of an earthquake, the procedure outlined below will be followed. At the first signs of shaking or rumbling, students will be asked to drop and cover by holding

their hands on both sides of the neck to help protect the head. If they are near a desk or table, they are to get under it. If they are near any window or glass, they are to turn away from it. They will be instructed to remain in place for at least 60 seconds after the shaking and rumbling has stopped. The building will be evacuated in an orderly manner, as quickly and quietly as possible. The escape routes posted in the rooms will be used (unless deemed unsafe). If at any time during the evacuation procedure the shaking starts again, cover will be taken immediately (using the procedure noted above). The classroom teacher will take the class roll and information sheets with him/her. Students will gather at the far end of the parking lot closest to the door exited and roll will be taken. Injuries and/or missing students/personnel will be reported immediately to the principal or adult in charge at the time. No one will be allowed to go near the building until it has been checked and the principal or emergency personnel has given the all-clear signal.

HUMAN CATASTROPHE (INTRUDER) PROCEDURE/LOCK DOWN

Classrooms with doors that lock will be locked at all times when a classroom is left empty. Nothing will be done to the door that would prevent it from being shut and locked quickly (this does not include doorstops on classroom doors). The front door to the school may be propped open right before and after school as long as the receptionist is present at all times while the door is open. If a person is seen in the building and is not recognized as being a parent/guardian, student, or staff member, and gives cause for concern, the situation should be brought to the attention of the principal or the person in charge. Anyone who appears as though they could incite a potentially violent situation should be reported immediately.

If it is determined that an intruder has entered the building, or that a potentially violent situation is possible, the predetermined code will be announced over the intercom. (All teachers will be informed of the code at the beginning of each school year and the code will be changed whenever deemed necessary.) Upon hearing the code, the teacher of each classroom will look out into the hall and bring any students present in the hallway into the classroom and close the door, making sure to lock it (if it is a locking door). The teacher will then turn out the lights and move the students to the corner of the room that is least visible from the door or window. The students and staff are to crouch down as low as possible and stay in that position until the all-clear is given. Even though in the event of a real emergency, this could be a long period of time, under no circumstances are the students to leave until the all-clear is given. The all-clear will be a code word that only the staff members will know. If students are in the gym or lunch rooms at the time this procedure is initiated, they are to move as quickly and as quietly as possible to the nearest locking room (the kitchen is a good option if it is determined to be safe). If it is determined that exiting from the gym or lunch rooms cannot be done safely, the students are to hide behind something solid (the tables can be turned on their side and used as barriers). If the students are outside of the building at the time of the lock down, the staff will be informed of the situation over the 2-way radios. The teachers will lead the students to one of the neighborhood houses (preferably the Arvey's if exiting from the playground). Neither staff nor students will go into the school for any reason unless contacted via the 2-way radios and told to do so.

If an order is given to evacuate the building (after the code word has been given), the building will be evacuated in an orderly manner, as quickly and quietly as possible. The escape routes posted in the rooms will be used (unless deemed unsafe). The teacher will take the class roll and information sheets with him/her. Students will gather at the far end of the parking lot closest to the door exited and roll will be taken. Injuries and/or missing students/personnel will be reported immediately to the principal or adult in charge at the time. No one will be allowed to go near the building until it has been checked and the principal or emergency personnel has given the all-clear signal.

EVACUATION OR SCHOOL CANCELLATION PROCEDURE

If it is determined that the school is no longer safe or needs to be permanently evacuated for any reason, the police will be called to enlist their assistance. Radio stations and television stations will be contacted so they can inform parents of what to do in order to pick up their children. After this has been done, calls will be made to students' parents and/or emergency contacts as quickly as possible.

ACADEMICS

STUDENT PLANNERS/WEEKLY NEWSLETTERS

Parents are encouraged to maintain open communication with their children's teachers and the school. A newsletter from the school will be sent home each Tuesday to make parents aware of upcoming events at ACS. The majority of the teachers send their own letter on Tuesdays as well, to help parents stay informed with regard to what is happening in the classroom. Personal notes to students and/or parents may be written on this weekly letter. In addition, each student (First through Eighth grade) will be issued a student planner in which the students will be required to take notes concerning homework and other assignments, weekly events in the classroom, and upcoming special events. Personal notes to the student and/or the parent/guardian may be noted in the student planner as well. **A parent/guardian is to review the child's student planner on a DAILY basis.** It is the responsibility of the parent/guardian to keep up with the student's grades and communications from the teacher.

PROGRESS REPORTS

An interim report of student progress is issued to all students in First through Eighth grade. For the dates on which progress reports will be issued, please refer to the ACS 2009-2010 School Calendar. Additional reports may go out to students who are having academic and/or behavioral problems. Mid-School progress reports will be sent via e-mail (through RenWeb) or mailed, rather than handed to the students.

REPORT CARDS

To make parents aware of student progress, report cards will be issued for Kindergarten through Eighth Grade 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

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 come to the school to meet with the teacher and discuss the student's progress. Impromptu conferences are likely to be unsatisfactory; parents are therefore asked to call the teacher or the school to schedule an appointment for a parent/teacher conference. 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 who will in turn present the book to the Education Committee for evaluation.

MID SCHOOL SPORTS

ACS offers volleyball, track, tennis, golf, and basketball for mid school students. For additional information about each sport and a list of the requirements and fees, please ask for a sports packet at the front desk.

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.

DISCIPLINARY ACTION

The best discipline is self-discipline. Encouraging students in this area helps them develop self-control, positive character, and orderly conduct. Discipline is an important part of the educational process. At the Mid-School level, each teacher will utilize a system of increasing penalties (such as lunch detention and in-school suspension) to deal with classroom rule infractions. *"He who heeds discipline shows the way to life, but whoever ignores correction leads others astray," Proverbs 10:17. "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen," Ephesians 4:29.*

Activities not allowed in the classroom at Albuquerque Christian School include:

- Chewing gum
- Bringing personal electronic devices or toys to school
- Leaning back in the chairs or sitting on the desks
- Leaving the classroom without direct permission of the teacher
- Disrupting the classroom by not following the rules the teacher has set forth

Activities that will not be tolerated at Albuquerque Christian School include:

- Cheating
- Making disrespectful comments, using a disrespectful tone of voice and/or inappropriate body language

- Insubordination (open or willful disobedience)
- Improper behavior in the classroom, during assemblies, on field trips, or at athletic events
- Using profanity or replacement words intended to imply profane or inappropriate meanings
- Willful destruction of property
- Stealing
- Possession of weapons of any kind (including pocket knives)
- Leaving the classroom or campus without proper authorization
- Fighting
- Lying
- Possession, use, display, or transfer of tobacco, alcohol, or any controlled substance.

“There are six things the LORD hates, seven that are detestable to him: haughty eyes, a lying tongue, hands that shed innocent blood, a heart that devises wicked schemes, feet that are quick to rush into evil, a false witness who pours out lies and a man who stirs up dissension among brothers,” Proverbs 6:16-17. Do not envy wicked men, do not desire their company; for their hearts plot violence, and their lips talk about making trouble,” Proverbs 24:1-2.

The principal will discipline a student for any of the offenses noted above, severe rule infractions, or repeated offenses. All disciplinary action that requires the involvement of the principal will be noted in the student’s file.

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.

- **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). A note from the principal will accompany the student and will require a parent’s signature.
- **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 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. 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.

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.

“I also want women to dress modestly, with decency and propriety,” 1 Timothy 2:9. “Your beauty should not come from outward adornment... Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight,” 1 Peter 3:3-4.

DRESS CODE FOR ALL STUDENTS (PRE-SCHOOL THROUGH EIGHTH GRADE)

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

- The following clothing items will not be allowed: tank tops, sundresses, spaghetti straps, halter tops, crop tops, tops that show the midriff, mini skirts, leggings, high-heeled boots or shoes, sandals or backless shoes.
- For the safety of the students, rubber-soled/closed-toe shoes (such as tennis shoes) are required and should not slip off easily. Students may be asked to refrain from certain playground and/or PE activities if inappropriate shoes or boots are worn.
- Shoes with wheels in them will not be allowed.
- Clothing should be neither excessively tight nor excessively baggy.
- Jumpers, skirts, and skorts are to meet the following requirements: The minimum length is to be no more than four inches from the middle of the kneecap up to the bottom of the hem, and maximum length is to be no more than four inches from the middle of the kneecap down to the hem. Skorts must be full enough to look like a skirt when the student is standing straight. 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.
- Shorts including “spandex” bicycle shorts, cut-off jean shorts (color or denim) and short-shorts are not allowed (except under skirts). The minimum length of shorts for girls and boys is the same as that outlined above for skirts. Shorts are to be no longer than the bottom of the kneecap.
- 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 (male or female) 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 not be allowed inside.

UNIFORM CODE (FIRST THROUGH EIGHTH GRADE)

Students in First through Eighth Grade are required to follow the Uniform Code, as outlined below.

Approved solid colors (for shirts and sweaters):

- True Red
- Navy Blue
- White
- Burgundy/Maroon
- Ash Gray
- Dark Green

Approved colors for pants and shorts:

- Khaki
- Navy Blue

Approved clothing:**Shirts:**

- All shirts are to be one of the solid colors listed above, with no stripes or designs
- Collars and cuffs must be of the same approved color as the shirt. Collars and/or cuffs may have lace of the same color.
- Long-sleeve or short-sleeve polos
- Long-sleeve or short-sleeve oxfords
- Turtlenecks
- Cardigan or pull-over style sweaters
- Undershirts must be tucked in. If a t-shirt can be seen under the collar of a uniform shirt, it must be a uniform color.

Pants, shorts, and capris:

- All pants and shorts are to be “uniform style”/plain
- Either khaki or navy in color
- Cotton or cotton/polyester blend
- Straight legged with no slits or pocket flaps

Skorts, jumpers, skirts, tights, and scarves:

- All skorts, jumpers, and skirts are to be “uniform style”/plain
- Khaki or navy in color, or plaid with true red, navy blue, white, burgundy, ash gray, or dark green
- Tights must be in one of the six approved solid colors listed
- Scarves or other headwear must be in one of the approved solid colors listed above
- Navy polo dresses are allowed.

Inside jackets:

- Jackets worn inside the school building must be in one of the six approved solid colors listed above, with no stripes or designs.
- Pull-over or zippered sweatshirts in approved solid colors may be worn over uniform shirts, but they may not be worn in lieu of uniform shirts.
- Athletics jackets issued by ACS may be worn indoors.

Outside jackets:

- Jackets worn outside of the school building (i.e., during recess) may be of a non-approved color
- Team jackets are acceptable

PE DRESS CODE (KINDERGARTEN THROUGH FIFTH GRADE)

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

PE UNIFORM (SIXTH THROUGH EIGHTH GRADE)

Each middle-school student will receive two pairs of shorts, two t-shirts, and a pair of sweatpants. Mid-School students are expected to wear the school-issued uniform during PE. 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

2008-2009 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

2008-2009 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.