

**thinksummer**  
@ ALBUQUERQUE ACADEMY



**Parent &  
Student  
Handbook**

# 2022 Think Academy Programs Calendar

- March 16 **Online Registration Begins (9:00am)**
- Class size is limited – spots sell quickly in popular classes and programs
  - Please determine alternatives before registering in case your first choice(s) are full and closed
  - Payment in full is required at the time of registration
- May 16 **Online Registration Ends**
- Freeze on schedule changes until June 10
  - Last day to receive refund less 30% drop fee — applies to all changes, drops, and withdrawals
- May 27-June 3 Think Academy Office Closed
- June 5 **Open House:** 1:00pm – 3:00pm – Locate classrooms and meet teachers  
Orientation Schedule (By Program)
- Children’s Workshop Orientation: 12:00pm – 12:30pm; Simms Little Theater
  - Multicultural Summer Honors Program: 12:00pm – 1:00pm; Simms Auditorium
  - Day Camps: 2:00pm – 3:00pm
    - Pre-grades 1-3: West Campus Gym
    - Pre-grades 4-6: East Campus Gym
  - Aquatics/Athletics programs: No Open House
- June 6 **Think Academy Summer Begins**
- June 10-14 Window for Elective Schedule Changes  
Based on availability and discretion/approval of Think Academy faculty and staff - **change fees apply**
- June 13 Levanta Narrative Music Seminar Begins
- June 20 **Closed** – Juneteenth Day observed
- June 25 Levanta Narrative Music Seminar Ends
- July 4 **Closed** – Independence Day observed
- July 11-15 **Performance Week, Gallery Showings, and End-of-Program Events**  
Visit [aa.edu/thinksummer](http://aa.edu/thinksummer) for complete listing.
- July 11 All library books due
- July 13 **Family Night:** 6:00pm – 8:00pm
- July 15 **Think Academy Summer Ends**
- July 22 Lost & Found Items discarded

# Academics and Fine Arts Class Schedule

Class periods equal 50 minutes unless otherwise designated

There is a 10-minute passing period between classes

Extended Care	7:30 a.m. – 8:10 a.m.
Period 1	8:10 a.m. – 9:00 a.m.
Period 2	9:10 a.m. – 10:00 a.m.
Break Time	10:00 a.m. – 10:15 a.m.
Period 3	10:15 a.m. – 11:05 a.m.
Period 4	11:15 a.m. – 12:05 p.m.
Lunch*	12:05 p.m. – 12:40 p.m.
Period 5	12:40 p.m. – 1:30 p.m.
Period 6	1:40 p.m. – 2:30 p.m.
Period 7	2:40 p.m. – 3:30 p.m.
Extended Care	3:30 p.m. – 5:45 p.m.

## \*Lunch Notes

- Supervised Lunch required for pre-grades 1-3
- Students enrolled in camps or Supervised Lunch must bring a sack lunch each day
- Students in pre-grades 4+ who are taking classes may purchase lunch in the East Campus Dining Hall

# Think Academy Programs Student & Parent Handbook

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# General Policies

## **The Spirit of Our Community and Our Guiding Principles**

The success of any educational institution is strongly linked with the spirit of the community's relationships. At Albuquerque Academy, we have always tried to create close, positive relationships among students, family, faculty, and staff.

School spirit is but one result of that shared pride in the school and all that we do together to make it a stronger, more productive, and more collaborative environment. We want to foster individual responsibility, mutual respect and support, and community pride in our collective work.

The specific policies and procedures continue to evolve as we maintain our commitment to the basic qualities of a safe and productive learning environment.

We hold ourselves accountable to these guiding principles of conduct:

- to respect the safety, diversity, and dignity of ourselves and others;
- to practice honesty in all of our activities;
- to pursue our studies and other activities with engagement and spirit;
- and to support Albuquerque Academy's mission.

Specifically, this means:

- honoring open, respectful, and honest intellectual dialogue and inquiry;
- respecting the campus and those who maintain it for us;
- and accepting the stewardship of the Academy's tradition and reputation.

An essential component of respecting the dignity and safety of others is our attitude and behavior during times of challenge or even conflict. We seek a constructive partnership with families at all times, including when students are struggling in an academic or disciplinary space; that partnership must be characterized by civility, calm, mutual respect, and the presumption of positive intent on the part of all concerned.

## **Community Commitment to Health and Safety**

The Academy exhorts us to serve country and community with wisdom, conviction, and compassion. As a school community, we have the opportunity to put these words into practice today. Each student, faculty, and staff member plays an integral part in supporting core principles to mitigate the spread of infectious diseases such as COVID-19.

While the Academy can do its part in minimizing risk on campus, everyone must do their part to support efforts to minimize exposure and spread to peers and colleagues. For years, the faculty and staff have sought to keep students safe – emotionally, socially, intellectually, and physically – in the hope that you will one day pay it forward. We are asking you to take responsibility by promising to adhere to our community guidelines, designed to keep your peers and your teachers safe and healthy.

## **Community Pledge**

We ask each individual to take responsibility for your own health and help stop the spread of COVID-19 by agreeing to the following pledge:

I understand I have a part to play in the fight against COVID-19 and commit to being a responsible member of the campus community. I pledge to uphold the Albuquerque Academy Community Pledge every day by demonstrating personal integrity, respecting others, and supporting my school and local community by:

- Following institutional and New Mexico public health guidelines, designed to protect myself and others both on and off campus
- Wearing an appropriate face mask and other protective equipment as directed and possibly, required by the Albuquerque Academy
- Following New Mexico Department of Health guidelines regarding masks, social distancing, and vaccinations
- Washing my hands frequently
- Staying home if I am sick or if I have symptoms of COVID-19
- Reporting to the Academy nurse if I have tested positive for COVID-19
- Knowing the virus does not discriminate on the basis of race, ethnicity, national origin, gender, sexual orientation, age, or physical ability, I will treat my peers, faculty, and staff with respect
- Looking out for others and encouraging their faithful commitment to this pledge

## **Commitment to Diversity, Equity, and Inclusion**

At Albuquerque Academy, a commitment to diversity, equity, and inclusion means that we dedicate ourselves to creating an environment in which all people, regardless of race, gender, marital status, sexual orientation, gender identity, political beliefs, physical disability, ethnicity, socioeconomic level, age, or religion, can thrive. It is the collective responsibility of the Albuquerque Academy community of faculty, students, staff, administrators, and parents to make this environment conducive to learning and to foster mutual respect among all community members. Our director of diversity and inclusion also assists in this area.

Diversity on our campus manifests our acceptance of the fact that we are part of a world community and that we appreciate the possibilities of the broad spectrum of humanity. To that end, we intend to weave diversity education into all aspects of school life where appropriate.

Specifically, a commitment to diversity, equity, and inclusion requires that each of us examines unquestioned attitudes and beliefs about differences and suspend those that are inappropriate. It also requires that we exert an effort to model behavior that reveals our respect and appreciation for differences. To facilitate the examination of our own belief systems and behaviors, diverse curricular materials, student common times, and training programs for faculty, staff, and students on such matters will be part of the fiber of our academic community. Faculty also must model behavior and foster pedagogy that welcomes the diverse identities of our students. To that end, a school policy prohibits the spoken use of the n-word in the classroom, a situation that undermines our students' psychological safety. In this commitment to diversity, equity, and inclusion, we prepare ourselves for the diverse and interconnected world in which we live.

Albuquerque Academy does not discriminate on the basis of race, color, gender, gender identity, sexual orientation, creed, religion, national origin, ethnicity, or disability in admissions, the administration of its educational policies, tuition assistance, athletics, and other school-administered programs.

## **Communication**

A critical part of education is the opportunity to be involved in a free flow of information. In particular, open, honest, respectful, and timely communication between and among faculty, administrators, staff members, students, and parents is valued. When students or parents have questions concerning classroom or school policies, they should ask questions of the relevant people in an appropriate setting and should expect to receive a timely response.

The most useful communication is that in which the involved parties communicate directly with each other. This type of communication is most likely to produce valid information, to avoid misinterpretations, and to facilitate the speediest resolution of questions. For example, if students or parents have questions concerning a classroom matter or school policies, the conversation should generally begin with the appropriate teacher or camp supervisor. Principals, Camp Directors, and the Think Academy Programs Director are available for guidance or intervention when necessary.

## **Facility Use**

The Academy has developed and maintains its facilities in support of its programs, including academics, performing arts, and athletics. To this end, the Academy does not permit public use of its facilities without permission except for the perimeter jogging trail when use of the trail does not interfere with Academy programs.

## **Firearms Policy**

With the exception of law enforcement officers, firearms are prohibited on campus.

## **Marketing Communications, Photos, and Privacy Policy**

Community members are urged to visit the Think Summer website ([www.aa.edu/thinksummer](http://www.aa.edu/thinksummer)) to check events and program updates.

Think Academy Programs will use e-mail addresses provided to communicate about Albuquerque Academy and/or Think Academy Programs. E-mail addresses will not be sold or made available to a third party. *Our privacy commitment – your e-mail address will not be shared beyond the Albuquerque Academy community.*

Photographs and videos of students are used on the Think Academy Programs websites, in digital course catalogs, digital/print advertisements, and in brochures, advertisements, and other print and electronic publications and displays. Teachers, faculty, and students may take photos and videos for internal use in classrooms or school publications.

Parents who do not want their students participating in those kinds of activities should inform their children and e-mail the Think Academy Programs office at [summer\\_mail@aa.edu](mailto:summer_mail@aa.edu). The school will make all reasonable efforts to honor these requests. Students also should be informed, responsible, and proactive about parental wishes and guidelines

# General Procedures & Expectations

## Academic Placement

Students must be enrolled at grade level. To foster a positive learning environment, Think Academy Programs reserves the right to adjust a student's schedule, if necessary, so that s/he is enrolled in an appropriate course for his/her skill level. Parents will be notified prior to finalizing all changes.

## Admission

Think Academy Programs are open to students in the community at large and do not require testing or admission process unless otherwise designated (e.g., Albuquerque Academy Courses for Credit, May Center Summer LEAP/PEAK programs, Multicultural Summer Honors Program, Numbers in the Summer).

## Attendance

Students are expected to report to classes on time. Report absences to the attendance hotline (505.858.8812) or email [SS\\_Attendance@aa.edu](mailto:SS_Attendance@aa.edu). Three unexcused absences result in Think Academy Programs staff contacting parent/guardian using the contact information reflected in the registration materials.

## Credit Course Requirements (Albuquerque Academy Students)

Credit hours, exams, and grades: Credit classes meet for a total of 119 contact hours. Semester exams will be given at the end of the third and sixth weeks. Instructors will complete grade and comment forms at the end of each three-week semester. Grades earned through summer credit courses will be listed on the student's transcript and satisfy graduation requirements but will not be averaged in the student's GPA.

In order to receive credit, students must:

- Complete the course requirements and receive a passing grade.
- Have no more than two excused absences (one per semester).

The standard Albuquerque Academy curriculum for these full-year courses will be covered in the six-week period. Think Academy Summer credit courses are fast-paced and rigorous. Each night, students receive four to five homework assignments (a one-week equivalent). Successful students budget two to three hours per night to fulfill homework requirements.

Think Summer credit courses are subject to a 30% drop fee if a student disenrolls by the registration deadline, and a 100% drop fee thereafter.

All students are expected to comply with the policies outlined in Albuquerque Academy's *Student and Parent Handbook* and comply with the integrity policy, which addresses cheating and plagiarism.

## Dress and Appearance

Clothing must be appropriate and not distracting. It is the school's prerogative to determine what is objectionable. The following are prohibited:

- Excessively tight or revealing clothing
- Clothing that exposes the midriff area
- Clothing that depicts ideology contrary to Academy philosophies and policies, whether stated or implied.

### **Dress and Appearance (continued)**

- Students whose appearance is determined to be in violation of the letter or the spirit of this policy will have to change clothes immediately, and parents may be called to bring appropriate items.
- On Think Summer field trips, it is the sponsor's duty to inform students about appropriate attire.

### **Driving on Campus**

- Expect traffic congestion and allow extra time during peak periods: 8:00am, noon, 3:30pm.
- On-campus speed limits are strictly enforced! **25 mph on campus; 10 mph in parking lots.** Please watch for children and drive with care at all times, especially in parking lots.
- Drivers on campus must obey security officers at all times.
- The north (Harper) and south (Moon) entry gates will be open from 7:00am-9:00am and 3:00pm-6:30pm. The main (Burlison) gate on the west side of campus will be open for entry and exit throughout the day.
- **NOTE: Ride-sharing services** have policies that specifically and explicitly prohibit minors from using them unless accompanied by an adult. For the safety of your children, Think Academy Programs does not permit unaccompanied students to use ride-sharing services to and from campus. Parents and guardians are expected to monitor compliance with this policy.

### **Drop-Off and Pick-Up in Parking Lots**

- See *Appendix* for the **Albuquerque Academy Campus Map** indicating building location, gate entry and parking lots
- All students, regardless of age, must be dropped off and picked up promptly, **within 10 minutes of class/program start/end times.**
- **Students pre-grades K-3** may be picked up only by those adults listed as parents/legal guardians, emergency contacts, or specifically authorized when you registered your child.
  - Expect Think Summer staff to request a photo I.D.
- **Missed the drop-off window?** Call the Think Summer attendance office (505.858.8812).
- **Running late for pick up?** Call the Think Summer attendance office (505.858.8812).
  - Staff members will relocate children who have not been picked up from parking lots at appropriate end times to a designated Think Summer pick-up area.
  - Late pick-up fees apply.
- **Early Pick-up? Late Drop Off? Call ahead to schedule.**
  - If picking up early or dropping off late (e.g., for a medical appointment or other reason), contact the Think Summer attendance office (505.858.8812) **at least one hour before your scheduled pick-up/drop-off time.**
  - **All early pickups must be scheduled prior to 3:00pm.**
  - Students will be released only to those adults listed as parents/legal guardians, emergency contacts or specifically authorized when you registered your child.
  - Expect Think Summer staff to request a photo I.D.

### **Field Trips**

Students will be under the direct supervision of their teacher or sponsor during field trips. Students are responsible for all school rules and standards of decorum.

## Library Services

All students enrolled in Albuquerque Academy Think Summer are invited to use Simms Library during the six-week session.

- Simms Library Summer Hours:

Monday – Friday	8:00am – 3:30pm
Saturday & Sunday	Closed
June 20	Closed
July 4	Closed
- Simms Library welcomes students supervised by an adult. Those enrolled in *Mind the Gap*, *Multicultural Summer Honors Program* and current Albuquerque Academy students (pre-grade 10-12) to be in the library during all open hours. Students may also visit the library with their classes. For supervision purposes, students will be required to sign-in.
  - Unsupervised students will be automatically enrolled in a *Mind the Gap* class and be charged the applicable tuition and/or late pick-up fees.
- Simms Library has many wonderful materials for students to use in the library or check out and take home! Parents should communicate with their students if they do not want them to borrow library materials.
  - **Please return all materials by Monday, July 11, 2022.** Think Summer student accounts will be charged for any lost or damaged materials that are not returned by then.
- Food and drink are allowed in the library. Please be sure to clean up trash and messes. Individual teachers and/or program directors may place restrictions on their classes regarding food and/or drink in the library.

## Lunch Period Guidelines

- **Students in full-day camps (8:00am – 3:30pm):** Lunch supervision will be provided by camp leaders. Students must remain with their camp group during the lunch period.
- **Students in pre-grades K-3** who are on campus during the lunch period are required to be enrolled in a supervised lunch program
- **Students in pre-grades K-6** who are enrolled in a full-day camp or supervised lunch will need to bring a sack lunch each day
- **Students in pre-grades 4 and above** who are attending a full day are monitored by the Think Summer Admin Team/Principals.
- **Students in pre-grades 4 and above enrolled in AM classes or PM classes (not full-day camps)** may purchase lunch in the East Campus Dining Hall

## No-Gap Policy

For your child's safety, Albuquerque Academy requires that every student be supervised while s/he is on campus.

- All students, regardless of age, must be dropped off and picked up **promptly (within 10 minutes of class/program start/end times)**
- All students must be enrolled in a supervised program or in consecutive classes throughout the day – a gap in a student's schedule is not permitted
- Students may use Simms Library only if they are enrolled in a *Mind the Gap* class or supervised by an adult
- Unsupervised students will be automatically enrolled in a *Mind the Gap* class or Extended Care program and be charged the applicable tuition and/or late pick-up fees

### **Personal Electronic Devices**

Personal electronic devices must be used in a way that will not be a distraction to others. Headphones or ear buds must be used for anything involving sound. Teachers may confiscate phones and other devices if students are using them inappropriately.

In the classroom, laptops, cell phones, and other electronic devices should be closed and stowed away unless a teacher gives explicit permission for a particular use related to that day's activity.

Students found using technology inappropriately will be reported to the Principal for appropriate consequences. When student phones or other electronic devices are on school property, school officials have the right to view the electronic contents of these devices (including such items as photos, text messages, etc.) if they have a reasonable suspicion that the phones have been used in violation of school policies.

Additional restrictions apply to credit courses, particularly bringing electronic devices into tests. During lockdowns, cell phones must be turned off until the all-clear signal has been given throughout campus.

Students are not permitted to use cameras or the camera function on a camera-equipped phone in any restroom, exercise area, or shower facility at any time. In addition, students are not permitted to use camera-equipped devices to photograph any confidential documents or proprietary information.

### **Student Property**

Students are strongly discouraged from bringing valuables to Think Summer. The school assumes no responsibility for lost, stolen, or unclaimed student property. Unclaimed Albuquerque Academy Think Summer items are donated or discarded one week after programs end.

### **Supervision Plan**

To ensure the safety of our youngest students, **pre-grade K-3 students will be supervised and transitioned** from class to class by Think Summer staff throughout the day for the entire session.

Camp counselors and teacher assistants are available to assist all pre-grade 4 and above students needing help locating classes. Students in need of assistance should ask any Think Summer staff for help.

### **Technology Responsible Use Policy**

Users of Albuquerque Academy's technology resources are expected to act ethically and courteously. Inappropriate use of technology may result in disciplinary action. Because of the nature of advances in electronic communication, the school reserves the right to modify the Responsible Use Policy at any time. The school, as represented by the administration, reserves the right to view, investigate, or otherwise inspect any email, voicemail, data, or other communications transmitted or stored on any hardware, network, or servers that users access on campus. The guiding philosophy for adult-student electronic interactions should be one of professionalism and regard for school policies and procedures. See *Appendix* for standards that have been established for the Academy's network and technology facilities.

### **Visitors & Guests**

Think Academy Programs does not permit visitors or guests to attend camps, classes, and programs without previous permission from the Think Academy Programs office. Visitors will be required to obtain and wear a guest badge. Parents, grandparents, friends, and family members are welcome to attend Think Academy Programs events by invitation only.

# Health & Safety

## Campus Safety

- Campus Security: 505.828.3366
- Need Help? Ask any staff member wearing a blue Think Summer shirt or an official staff badge
- Stay outside of buildings before/after school and during breaks
- Bikes? Walk them on the path; lock them in bike racks
- No skateboards, scooters, roller blades on campus

## Health and Safety Reminders

- Wear a hat, sunscreen, and attire/shoes appropriate for outside activities
- Use hand sanitizer and wash your hands frequently throughout the day
- Bring WATER and drink often. Bring a snack and/or sack lunch, based on program/schedule
- Do not approach, touch, or chase campus wildlife. To avoid health issues, do not touch birds/animals; report sightings to staff or Security.

## Student Health

For the safety of our students, parents are obligated to notify the health office regarding all health issues, medication changes, and/or changes in physical or emotional status that occur or arise during the course of Think Summer and other Think Academy programs.

Think Summer has a full-time registered nurse and health assistant available daily (8:10am – 3:30pm) to all students, staff, and faculty. The school nurse will collaborate with both faculty and parents to promote the health of Think Summer students. If your student has specific needs or health problems that may require special attention, parents are encouraged to call the school nurse at 505.858.8876.

### **Please refer to the following for illness and return to camp policy:**

- After the first 24 hours of various antibiotic treatments for contagious infections (e.g., strep throat, pink eye, etc.), student may return to campus.
- If your student is experiencing a loss of taste/smell, unusual cough, shortness of breath, or a combination of the following symptoms please keep them home and test for COVID before returning or isolate for 5 days from symptom onset. Other symptoms may include fever over 100.3 F, chills/body aches, unusual persistent headache, sore throat, persistent nausea, vomiting, diarrhea, congestion, or runny nose.
- If your student or a household member has tested positive for COVID-19, please contact the health office for further direction at 505.858.8876.

Recognizing that prevention is a vital component of good community health, the school maintains and adapts its wellness policies over time to reflect good practices in preventive care. School health and illness policy and procedure is subject to change in accordance with NMDOH and CDC guidelines, public health measures, law, or appropriate circumstance.

## Medical Forms

Participation in Think Academy Programs depends upon completion of all of the required medical forms in the registration portal. Information from the medical forms completed during registration is used regularly during activities. No student may attend classes until all medical forms are fully completed and submitted to Think Academy Programs. Parents should call the school nurse at 505.858.8876 to discuss these forms and/or medical concerns as necessary.

## Medications

Prescription and over-the-counter (OTC) medications will not be administered on campus without a completed authorization form.

- **If your child has an Emergency Action Plan, a printed copy of the plan must be kept in a ziplock bag with the corresponding medication.**
- Students requiring any prescription medication not covered by an Emergency Action Plan during the school day must submit a *Health Care Provider's Medication Order and Authorization Form*, completed by both their physician and their parents/guardians, to the school nurse.
- *Students will not be allowed to carry and self-administer controlled substances (e.g., Ritalin, Dexedrine, Codeine).*
- Students may carry and self-administer other prescription medications and OTC medications (e.g., acetaminophen or ibuprofen) if the ordering health care provider, the parents/guardians, and the school nurse believe the student is capable of carrying and self-administering the medication safely.
  - If the student is carrying emergency meds (e.g., epinephrine, albuterol, glucagon), they must be in a ziplock bag and accompanied by a printed copy of the Emergency Action Plan.
- All prescription medications must be kept in a pharmacy labeled container and with only the amount of medication required for one school day.
- All medications must be brought in and retrieved by the student's parent or legal guardian per the *New Mexico School State Health Manual*. Reminder calls and emails will be sent out as the end of the program approaches. All medications not retrieved by the last day of a Think Academy Programs session will be destroyed.

## Immunizations

In accordance with State Health Department regulations, all students must have current immunizations to attend programs. The Academy acknowledges that parents have the right in the state of New Mexico to exempt their children from immunizations for medical or religious reasons. In order for such exemptions to apply, parent/guardian must submit the exemption certificate to the nurse's office in a timely manner. In the event of an outbreak of an immunizable disease at the school or in Albuquerque, the school has the right to require that those students without immunizations stay home for the duration of the outbreak or until the school determines it is appropriate for them to return.

## Medical Emergencies

The Think Academy Programs response team responds to any medical emergency that occurs during Think Summer hours. The team, staffed by the school nurse and trained faculty, is available to provide first aid and emergency care to students, staff, and faculty until further assistance, if necessary, arrives. Parents will be notified as soon as possible in cases of injury or severe illness.

## Student-Support Services

Think Summer student support personnel work as a team with teachers, school nurse, and administration in advocating for students. Parents should be aware that, according to New Mexico law, any student may speak with a counselor in confidence, only sharing information with the student's permission unless there is a significant risk of danger or harm to the student or others and/or when child abuse or neglect is suspected.

# Financial Policies and Procedures

Parents, guardians and/or the financially responsible party shall be responsible for reasonable expenses incurred by Albuquerque Academy in enforcing the terms of the Think Academy Registration Contract including, but not limited to, attorney's fees and other expenses of collection. The Registration Contract shall be interpreted and enforced in accordance with the laws of New Mexico. Families with an unpaid balance will be unable to register for future Think Academy programs.

## Fees for Drops, Withdrawals, and Schedule Changes

- Think Academy Programs charges a fee equal to 30% of the individual course/program tuition whenever a student drops or changes a class (e.g., to withdraw or to make a schedule change).
- Registration for six-week programs ends **May 16, 2022**, which is the last day to drop, withdraw, or make a schedule change; a freeze on schedule changes will remain in effect until **June 10, 2022**.
- Effective **June 10, 2022**, elective schedule changes may be made at the discretion and approval of Think Summer staff; 30% change fees apply.
- No fee will be assessed if a schedule change is made at the request of Think Summer staff.
- Families (Household) who create more than one account per household and/or register a student with more than one account will be charged a **fee equal to 30% of the individual course/program tuition** when classes are dropped, accounts are merged, and duplicate accounts are deleted.

## Refunds & Cancellations

- 70% of tuition paid will be refunded as long as Albuquerque Academy and Think Academy Programs receive a drop or withdrawal request by **May 16, 2022** (for six-week programs); requests must be received five business days prior to the first class/program meeting date for all other programs.
- Think Academy Programs policy allows for full refunds **only** when a significant event beyond a family's control prevents a child from attending the program. In this case, Think Academy Programs are required to obtain documentation from a third party to support the request, e.g., copy of military transfer orders, employer offer letter with job relocation requirement, family illness that requires travel outside of Albuquerque, or a doctor's letter indicating that a child is unable to participate because of medical issues.
- Albuquerque Academy and Think Academy Programs reserve the right to cancel a class, section, or program; 100% of tuition paid will be refunded.
- **No refund will be made if a student is dismissed** from any Think Academy program, class, camp or section.

## Emergency Preparedness Information

Should Albuquerque Academy, Think Academy Programs, and/or the appropriate governmental authorities determine that it is in the best interests of our students, faculty, and staff to cease operations for a time period, fees for classes, programs, and/or camps will be refunded as follows:

- 10% of the total fee paid will be retained by the Albuquerque Academy to offset administrative costs incurred.
- If closure is necessary during the first four weeks of Albuquerque Academy Think Academy, the remaining 90% will be refunded on a pro-rated basis according to the number of unused days remaining in the class, program, or camp.
- If closure is necessary during weeks five and six, tuition will not be refunded.

## Disciplinary Policies

Albuquerque Academy's rules and regulations reflect the school's values; one of the school's central concerns is to prevent a student from harming themselves, others, or the community. In the best circumstances, any disciplinary response is a learning opportunity for the student or students involved, but any disciplinary response must also uphold the standards of the community. Think Academy Programs rules and regulations reflect the school's values, which are based on the principle of mutual respect. Our rules are designed to articulate clear standards of conduct and a range of reasonable and fair consequences for violations.

The major violations listed below must be reported, and students are subject to a full range of disciplinary consequences. Students must cooperate fully and honestly in any investigation, whether party to or a witness of the situation. A student who fails to cooperate fully and honestly in any investigation will be subject to a disciplinary response.

Discipline is handled by teachers, camp supervisors, and/or principals. Serious disciplinary matters are usually investigated by the assistant principals who consult with students and teachers, then recommend a course of action to the principal.

In all disciplinary matters, parents will be notified in a timely fashion through a telephone call or in writing from teachers, camp supervisors, and/or principals. When situations warrant it, the school reserves the right to record student interviews.

Consequences may be discussed with teachers, assistant principals, and students, but the principal determines the final decision. A student may be dismissed or expelled at the discretion of the principal. Cases are resolved as quickly as possible. In all disciplinary cases, parents and students may appeal any action to the Think Academy Director within five school days of the decision.

Albuquerque Academy and Think Academy Programs reserves the right to dismiss any student whose conduct or lack of cooperation and/or whose parent/guardian's conduct or lack of cooperation interferes with the school's policies and procedures. A student's inability or failure to conform to Albuquerque Academy and Think Academy Programs rules and regulations may result in immediate dismissal without prior notice or refund of tuition.

Finally, in any circumstance when students are struggling in a disciplinary space, we believe that it is in the best interest of students when families and school personnel partner to help them take responsibility for their actions, abide by the school's code of conduct, and support the school's mission. Families must engage with school employees in the spirit of mutual respect, civility, calm, and the assumption of positive intent. If families fail to engage in that spirit, they may be asked to speak directly with the Principal and/or the Think Academy Programs Director and may face consequences, up to and including the disenrolling of their child.

## Unwanted Interpersonal Conduct

In order to fulfill the Academy's mission, all individuals must be free to develop relationships, work, and learn in a healthy environment that is free of fear, intimidation, humiliation, threats of violence, or unwanted or unacceptable behaviors that create a hostile atmosphere. To that end, any act of deliberate unkindness or cruelty (even a single incident) is considered a violation under this policy and will be subject to severe sanctions. Unwanted conduct should never be construed, however, to include respectful thought, study, or discussion concerning controversial issues.

The school recognizes that activities that take place entirely off-campus or online can have a profound impact on the lives of the students on campus; therefore, involvement in unwanted conduct that takes place away from the school may subject the involved students to disciplinary action at the Academy. Students who feel that they have experienced unwanted interpersonal conduct are urged to bring the matter to the attention of a teacher, staff member, student support counselor, or principal. Specific examples of unwelcome conduct include harassment, bullying, and hazing:

- **Harassment** includes any action designed to disrespect the safety, diversity, and dignity of others as the action applies to race, gender, marital status, sexual orientation, gender identity, political beliefs, physical disability, ethnicity, socioeconomic level, age, or religion.
- **Bullying** includes any gesture or written, oral, electronic, or physical act where the perpetrator engages in conduct that physically or emotionally harms a community member or damages their property; places a community member in reasonable fear of physical assault or damage to their property; or insults, demeans, or embarrasses any community member or members in such a way as to disrupt or interfere with the school's mission or the education of any student.
- **Hazing** includes, but is not limited to, engaging in any offensive physical contact or restraint of another student, or requiring or encouraging a student to perform any dangerous, offensive, or demeaning physical or verbal act for any purpose, including as a condition of membership or initiation into any team, group, activity, or class, sponsored or operated by the Academy.

## Student Use of Alcohol and Other Drugs

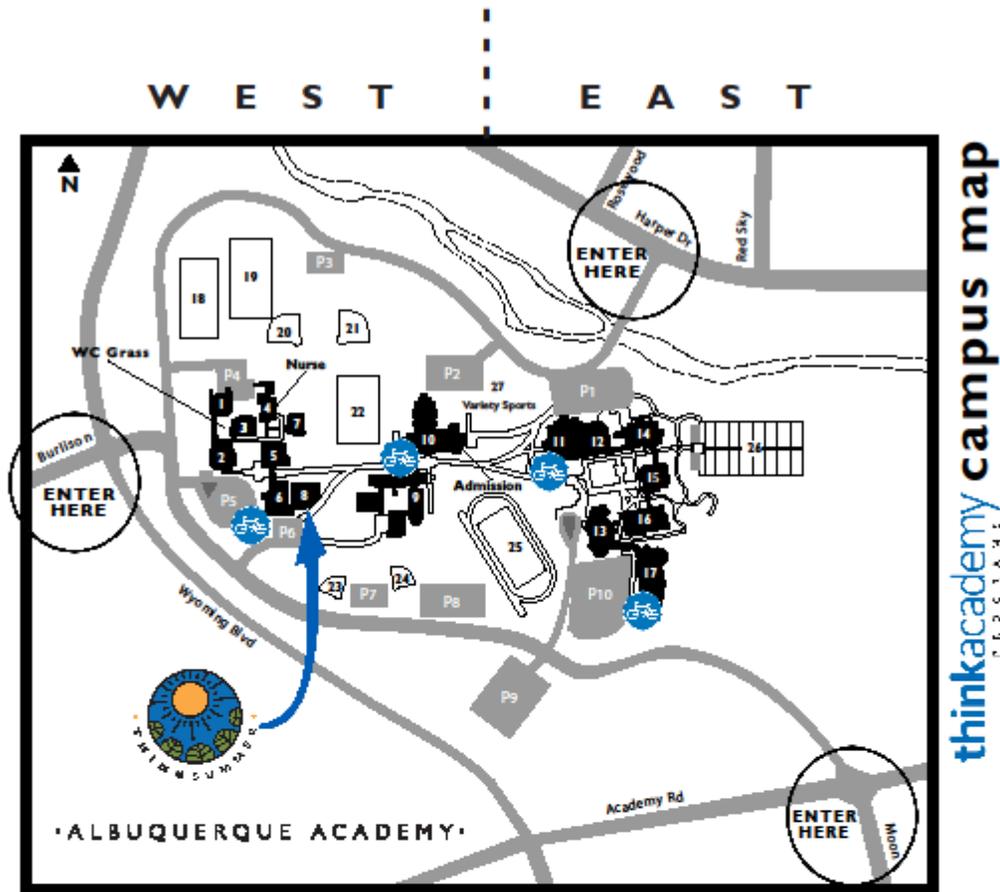
Albuquerque Academy supports a safe and healthy learning environment for students, free of the detrimental effects of alcohol or any other illegal drugs. Albuquerque Academy expects that students will refrain from the use of alcohol, tobacco products, and illegal substances of any kind. It is further expected that students will refrain from inappropriate or excessive use of legal substances (i.e., over-the-counter medications) and controlled substances (i.e., medications obtained through prescription) (collectively described as "substances" herein).

Albuquerque Academy is a smoke- and tobacco-free campus; use of e-cigarettes or vaporizers is considered equivalent to use of tobacco for the purposes of these policies. Albuquerque Academy believes that there is neither any reason nor excuse to possess, use, sell, purchase, or be under the influence of alcohol or any illegal drug and/or non-prescribed drug at school. Using such drugs or alcohol on campus during the school day or arriving to Think Academy Programs under the influence of such drugs or alcohol will result in dismissal for the remainder of the session. Any misuse, sale, or purchase of prescription medications is considered a violation of this policy. Abuse or misuse of over-the-counter medications by a student will also be considered violations of this policy.

### **Other Major Violations**

- Knowingly providing false information to or about faculty, staff, students, or community members
- Forging or altering school documents or equipment
- Theft, unauthorized possession, damage, or misuse of school or other property on campus or property belonging to any member of the Academy community, or involvement in such acts
- Reckless or disorderly conduct, including driving offenses
- Leaving campus during the school day without permission
- Unauthorized entry into or use of school facilities or possession of a school key
- Significant violation of the Technology Responsible Use Policy
- Disruption or obstruction of teaching, administration, disciplinary proceedings, public functions, or other Think Academy activities, including interference with the freedom of movement or freedom of speech of any member or guest of the Academy community.
- Willful failure to comply with directions
- Repeated violations of school rules, e.g., excessive tardies, dress code violations, unexcused class absences, and parking and/or driving violations
- Threats of violence, actual violence, or reckless or disorderly conduct; threats of violence against the school are handled with a separate protocol, which may include contacting law enforcement.
- Possessing a weapon of any kind.
- Violations of local, state, or federal law, even if committed outside of school or school-sponsored events.
- Conduct unbecoming an Think Academy Programs student.

# Appendix



thinkacademy  
 P E R F O R M A N C E

### West Campus Middle School

1. Visual Arts / V1 - V10
2. Multiple Purpose Room / 40s; WC Lab
3. Sixth Grade / 60s; 6THGR
4. West Dining Hall / WCDH
5. 6-7 Administration / 80s
6. West Gymnasium / WCGYM
7. Seventh Grade / 70s; 7THGR
8. Natatorium (Pool) and Think Academy Office

### Central Campus

9. Science Center / S100s-S200s
10. Simms Library - Administration / L100s; LIBR

### East Campus Upper School

11. East Gymnasium / EC Gym; AUX
12. East Dining Hall / ECDH
13. Simms Center for the Performing Arts /SIMMS; SIMMSL; DANCE; Simms PAC
14. McKinnon Hall / MK 100s-200s
15. East Campus Bookstore - Admin Offices
16. Brown Hall / BH300s-BH400s
17. Music Building / M100s; M-PERF

### Athletic Fields

18. Lower Soccer Field
19. Middle Soccer Field
20. JV Baseball Field
21. Marburger Baseball Field
22. Upper Soccer Field
23. Varsity Softball Field
24. JV Softball Field
25. Richard A Harper Memorial Field
26. Tennis Courts / TNSCT
27. EC Gym Field / Variety Sports

### Parking

P1 through P10



### PARKING, DROP-OFF, PICK-UP

- P1** East Campus - North Lot  
Enter / Exit Harper Dr. gate
- P2** East Campus - North Lot  
Enter / Exit Harper Dr. gate
- P4** West Campus - Visual Arts Lot  
Enter / Exit Harper Dr. gate
- P5** West Campus - Mid School Lot  
Enter / Exit Academy & Moon gate
- P6** West Campus - Natatorium Lot  
Enter / Exit Academy & Moon gate
- P8** East Campus - South Simms Lot  
Enter / Exit Academy & Moon gate
- P10** East Campus - South Simms Lot  
Enter / Exit Academy & Moon gate

## **Technology Responsible Use Policy**

Users of Albuquerque Academy's technology resources are expected to act ethically and courteously. Inappropriate use of technology may result in disciplinary action. Because of the nature of advances in electronic communication, the school reserves the right to modify the Responsible Use Policy at any time. The school, as represented by the administration, reserves the right to view, investigate, or otherwise inspect any email, voicemail, data, or other communications transmitted or stored on any hardware, network, or servers that users access on campus. The guiding philosophy for adult-student electronic interactions should be one of professionalism and regard for school policies and procedures. The following standards have been established for the Academy's network and technology facilities:

- Users are defined as faculty, staff, students, and anyone granted access to the Academy's network.
- Users may access only those resources they are authorized to use and must use them only for the purposes specified in this document. Questions about appropriate use can be addressed to the division heads, the director of technology, or the educational technologists.
- All users, except faculty, are responsible for backing up, and, if necessary, restoring their own personal devices.
- Electronic correspondence is governed by the same standards as internet usage. Intimidation or harassment through electronic communication is prohibited.
- Users are expected to have and maintain an anti-virus/anti-malware program on their computer. Users should remain alert to the possibility of viruses or other types of malware and forward any concerns to the technology department.
- The head of school or their designate must approve use of Academy email or system resources for non-school related concerns.
- Account holders are responsible for all usage of their accounts (including use by other persons). Passwords must NOT be given to others. If a password is compromised, change it immediately and report it to the technology department. Lost or forgotten passwords should be reported to the technology department.
- Use of another's account without their permission or any attempt to impersonate a member of the community through electronic media is strictly forbidden. Students who engage in this behavior will face a disciplinary consequence.
- Users may not access, download, or copy software or data belonging to others without express consent to do so.
- Users are responsible for adequately researching and complying with applicable copyright law as it pertains to writing, software use, research, or project development. Questions about copyright concerns can be addressed to the director of library services or the educational technologists.
- Students may not load software on Academy computers without authorization from the technology department.
- Users must not modify or disconnect any hardware or erase or disable any software provided by the Academy. Computer areas are to be kept clean, and computers must be used responsibly. Any damage to equipment or software may result in appropriate disciplinary action. It is the responsibility of all users to promptly report any malfunctioning or broken equipment to the technology department.
- Users should respect the rights of others. A user may neither hamper nor deprive another of access to resources or encroach on another's use of computing resources. Users must consider the impact of their conduct on others. The highest priority for use of technology on Albuquerque Academy's campus is for educational endeavors. Students may not use Academy computers for non-educational purposes (games, social media, etc.) if it prevents other students from using a computer for educational purposes.

### **Technology Responsible Use Policy (continued)**

- Users should exhibit caution in divulging any personal information (name, address, telephone number, credit card information, age, etc.) to online sources. Users should be alert to such threats as phishing schemes and malware attacks and take appropriate care when accessing unfamiliar links and sites. If uncertain, please contact the director of technology.
- Use of Academy technology resources should generally be limited to scholarly research and educational exploration. Users may not access or exchange inappropriate materials; this includes, but is not limited to, sexually explicit material and/ or hate-related material. If an inappropriate site is accessed accidentally, it should be reported to the director of technology, the appropriate division head, a dean of students, or the associate head of school.
- The Academy prohibits faculty and staff from connecting with current students on social media platforms. Exceptions are given for faculty and staff friending current students who are their own children or close relatives.
- Students should be aware that school representatives can and do periodically read social networking sites and that the school will act on information from such sites when that information indicates violations of school policy and/or rules.