



summer

@ ALBUQUERQUE ACADEMY

# STUDENT / PARENT Handbook

# Think Summer 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 Norms**

Our community norms underlie our school culture, and students and parents are expected to commit themselves fully to them.

1. Value and respect the diverse contributions of each person in the community.
2. Assume positive intent and inquire if you are left with questions or concerns.
3. Engage in face-to-face direct conversations; be clear, open, and honest in your conversations.
4. Be present and participate.

### **Commitment to Diversity, Culture, and Belonging**

At Albuquerque Academy, a commitment to diversity, culture, and belonging 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 and Think Summer 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, culture, and belonging and the director of Think Summer also assist in this area.

Diversity on our campus manifests our acceptance of the fact that we are part of a world community and that we welcome the broad spectrum of humanity. To that end, we intend to examine and design our programs through the lens of diversity, equity, and inclusion.

Specifically, a commitment to diversity, culture, and belonging requires that we examine unquestioned attitudes and beliefs about the intersectional identities of both others and ourselves. As we re-examine our beliefs, we can then navigate the world with empathy and compassion as well as communicate in a more productive manner across 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 are essential aspects of our program. Faculty also must model behavior and use pedagogy that affirms and reflects the diverse identities within our community.

In this commitment to diversity, culture, and belonging, 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 with Faculty & Staff**

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.

Direct communication is most likely to produce valid information, avoid misinterpretations, and facilitate the speediest resolution of questions. For example, if students or parents have questions concerning a classroom matter, the conversation should generally begin with the appropriate teacher or camp supervisor. Principals, Camp Directors, and the Think Summer Director are available for guidance or intervention when necessary.

### **Inherent Risk of Injury**

Think Summer students at Albuquerque Academy are well-rounded people who are expected, and in some instances required, to participate in a number of activities as part of their camp/course enrollment. Some of these activities are athletic, some are academic or related to experiential education, and some pertain to the specific interests of the student. Although Albuquerque Academy strives to prevent injuries and protect the health and well-being of every student, injuries unfortunately occur on occasion.

In consideration of the ability to enroll in Think Summer at Albuquerque Academy, the parent, on their own behalf and on behalf of their student(s), acknowledge the risk of injury inherent in any activity and hereby release Albuquerque Academy and its employees, administrators, officers, and board members from any and all liability associated with any injury or loss of any kind associated with participation in a camp/course-related activity, regardless of whether the activity occurs on campus or elsewhere.

Additionally, this provision evidences the acknowledgment of parents, on behalf of themselves and their student(s), that the student is expected and required to abide by the codes of conduct set forth in the Think Summer Student/Parent Handbook and/or Albuquerque Academy Student/Parent Handbook at all times and during all activities, including program-related, off-campus activities and events.

### **Firearms Policy**

With the exception of law enforcement officers, firearms are prohibited on campus. We abide by all state and federal laws and regulations regarding the prohibition of firearms 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 Summer will use e-mail addresses provided to communicate about Albuquerque Academy and/or Think Summer. E-mail addresses will not be sold or made available to a third party. *Our privacy commitment is that your e-mail address will not be shared beyond the Albuquerque Academy community.*

Photographs and videos of students are used on the Think Summer websites, in digital course catalogs, digital/print advertisements, brochures, and other print and electronic publications and displays, including television and video. 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 Summer office at [summer\\_mail@aa.edu](mailto:summer_mail@aa.edu). The school and Think Summer will make all reasonable efforts to honor these requests. Students also should be informed, responsible, and proactive about parental wishes and guidelines.

### **Use of Facilities**

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 the use of the trail does not interfere with Academy programs.

## **General Procedures & Expectations**

### **Academic Placement**

Students shall be enrolled at grade level. To foster a positive learning environment, Think Summer administration and staff reserve 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 Summer is open to students in the community at large and does not require testing or an admission process unless otherwise designated (e.g., Albuquerque Academy Courses for Credit, Algebra 7 Advancement, Multicultural Summer Honors Program, Numbers in the Summer).

### **Attendance**

Students are expected to report to classes on time. Report absences in a timely manner to the attendance office (505.858.8806) or email [SS\\_Attendance@aa.edu](mailto:SS_Attendance@aa.edu). Three unexcused absences will result in Think Summer staff contacting parents/guardians using the contact information reflected in the registration materials.

## Dress and Appearance

We expect student dress choices to align with our school's mission and create an environment in which all people, regardless of race, gender, sexual orientation, political beliefs, physical ability, ethnicity, socioeconomic level, age, or religion can thrive.

No clothing should depict ideology contrary to Academy philosophies and policies, whether stated or implied.

The dress guidelines below are in effect throughout the entire daily class schedule, all extended care time periods, and on all field trips. While the primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s), we provide the following guidelines to help students make appropriate decisions about what to wear:

- Clothing should be suitable for the tasks at hand and provide coverage, so when bodies are in motion they stay covered.
- Students must wear a shirt and bottoms (e.g., pants, skirts, leggings, or shorts) or the equivalent (e.g., dresses, jumpers, overalls, etc.) made of opaque material.
- Shirts and tops must have sleeves and/or straps, and bottoms must be completely covered.
- Students are expected to wear shoes at all times, except when circumstances permit (e.g. recreational swim times, swim lessons, water-play activities).
- Hats and other headwear are permitted in common spaces (e.g., hallways, commons, etc.) but must allow the face to be visible to faculty and staff and not interfere with the line of sight of any student or staff. Hats and hoodies will be allowed in classrooms at the discretion of the instructor. While hats and hoodies may not be allowed to be worn in classrooms, cultural or religious headdresses, including hijabs, head wraps, or other headdresses used as part of an individual's personal cultural or religious beliefs, are always allowed.
- On Think Summer field trips, it is the instructor's duty to inform students about appropriate attire.

**Enforcement:** If a student is not in dress code, faculty and/or summer administration will communicate with them in a respectful, clear manner. Students will be offered two options to address the violation:

- Students will be asked to put on their own alternative clothing, if already available at school.
- A student's parents may bring alternative clothing to be worn for the remainder of the day.

## 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 (Academy) entry gates will be open from 7:00am-9:00am and 3:00pm-6:30pm. The main (Wyoming) 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 Summer does not permit unaccompanied students to use ride-sharing services to and from campus. Parents and guardians are largely responsible for monitoring compliance with this policy.

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

- See the *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 the child was registered.
  - Anticipate Think Summer staff to request a photo I.D. at pickup.
- **Missed the drop-off window?** Call the Think Summer attendance office (505.858.8806).
- **Running late for pick up?** Call the Think Summer attendance office (505.858.8806).
  - 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 may 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 (505.858.8806) **at least one hour before your scheduled pick-up/drop-off time**.
  - **All early pickups must be scheduled prior to 3:00pm.**

### Field Trips

Students will be under the direct supervision of their instructor or teacher assistant 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 19	Closed
July 4	Closed
- Simms Library is pleased to offer library services for the Think Summer program. Students in the library must be supervised by an adult or be participating in a class or camp that is using the library. Current Albuquerque Academy students (pre-grades 10-12) may be in the library during open hours. For supervision purposes, students in pre-grades 10-12 will be required to sign in.
  - Unsupervised students will be automatically enrolled in a *Mind the Gap/Mind the Gap, Jr.* class and be charged the applicable tuition and/or late pick-up fees.
- Simms Library has a wide range of materials for students to use in the library or check out and take home! Because the library serves K-12 students, parents are responsible for communicating with their students if they do not want them to use specific library materials or check out books.
  - **Please return all materials by Friday, July 12, 2024.** Think Summer student accounts will be charged for any lost or damaged materials that are not returned.
- 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 (8:10am – 3:30pm):** Lunch supervision will be provided by camp leaders. Students must remain with their camp group during the lunch period and will not be permitted to purchase lunch in the East Campus Dining Hall.
- **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 K-3** who are on campus during the lunch period are required to be enrolled in a supervised lunch program.
- **Students in pre-grades 4 and above** who are on campus during the lunch period but are not in a full-day camp are monitored by the Think Summer administrative team.
- **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 access Simms Library only if they are enrolled in a *Mind the Gap/Mind the Gap, Jr.* class or supervised by an adult.
- Unsupervised students will be automatically enrolled in a *Mind the Gap/Mind the Gap, Jr.* 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 earbuds 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 summer 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.

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 student property. Whenever possible, students should secure their property and be aware of the more public nature of some of our venues during particular times of the day and year, especially in the gyms and natatorium. Unclaimed 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 the *Appendix* for standards that have been established for the Academy's network and technology facilities.

### **Visitors & Guests**

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

## **Health & Safety**

### **Campus Safety**

- Campus Security: 505.828.3366
- Need Help? Ask a staff member wearing a **RED** 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, or rollerblades 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 sack lunch, based on the program or schedule.
- Do not approach, touch, or chase campus wildlife. To avoid health issues, do not touch birds or animals, and report sightings to staff or Campus 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.

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.

Albuquerque Academy strives to promote student and community health and wellness. Please see below for Health Office parameters for when to keep your child home to help the school foster wellness and prevent the spread of illness.

- The first 24 hours on antibiotic treatment
- Until at least 24 hours have passed since your student has been fever-free (over 100.3 degrees Fahrenheit) without the use of fever-reducing medications (such as Tylenol or Advil)
- Until at least 24 hours have passed since an active vomiting or diarrhea episode
- Any untreated or undiagnosed rash
- If your student is at the onset of any illness and is not feeling well enough to attend school

Please contact the Health Office at 505.858.8876 if you have any questions. Please also contact the Health Office if your student will need any anticipated medical attention during the school day or has a significant illness or injury that could impact learning.

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. Other school health policies are subject to change in accordance with public health measures, laws, or appropriate circumstances.

### Medical Forms

Participation in Think Summer depends upon the 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 Summer. 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 for an epi-pen, inhaler, or other emergency medication, a printed copy of the plan must be kept in a zip lock bag with the corresponding medication.** The Emergency Action Plan form is available in the Health Office.
- Students requiring any prescription or OTC medication not covered by an Emergency Action Plan during the school day must submit a *Health Care Provider's Medication Order and Authorization Form* (see appendix), 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 a student is self-carrying, the *Health Care Provider's Medication Order and*

*Authorization Form* must be completed and stored with the medication in a zip lock bag in their bag and the school nurse must be aware. Please only have a day's supply in the original container. No unidentified or "loose" pills are allowed.

- If the student is carrying emergency meds (e.g., epinephrine, albuterol, glucagon), they must be in a zip lock bag and accompanied by a printed copy of the Emergency Action Plan.
- 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 Summer 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, the 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 Summer 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 Albuquerque Academy Think Summer (henceforth, Think Summer) 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.

### **Full Withdrawal & Refund Policies**

- A *full withdrawal* refers to an instance when the entirety of a student's Think Summer schedule is canceled for any reason.
- **100%** of tuition paid will be refunded when Think Summer receives a full withdrawal request by **March 1, 2024**.
- **70%** of tuition paid will be refunded when Think Summer receives a full withdrawal request before **April 5, 2024**, which is the last day to register for the 2024 Think Summer session.

- Requests to fully withdraw from all other programs must be received ten (10) business days prior to the first class/program meeting date of the program to receive consideration for a full or partial tuition refund.

### **Schedule Changes & Refund Policies**

- A *schedule change* refers to an instance of *course drops* and/or *course additions* impacting a student's Think Summer schedule.
- A *course drop* refers to an instance when one or more (but not all) of a student's Think Summer scheduled course(s) is/are canceled for any reason.
- A *course addition* refers to an instance when an available Think Summer course is added to a student's schedule.
- **100%** of tuition paid will be refunded when Think Summer receives a course drop request by **March 1, 2024**.
- **70%** of tuition paid will be refunded when Think Summer receives a course drop request by **April 5, 2024**.
- All course additions must be made by **April 5, 2024**, which is the last day to register for the 2024 Think Summer session.
- Effective **April 6, 2024**, schedule changes will be limited to **ONLY** course drops. At the time of the drop, the student will be moved to *Mind the Gap/Mind the Gap, Jr.* or be placed under the supervision of the parent if the drop results in a gap in the child's schedule.
- Effective **June 10, 2024**, schedule changes may be made only at the discretion and approval of Think Summer faculty/staff. No fee will be assessed if a schedule change is made at the request of Think Summer faculty/staff.

### **Additional Policies: Refunds & Fees**

- Think Summer allows for refunds after **April 5, 2024, ONLY** when a significant event beyond a family's control prevents a child from attending the program. In this case, Think Summer is required to obtain documentation from a third party to support the request (e.g., a copy of military transfer orders, an employment offer letter with a job relocation requirement, a family illness that requires travel outside of Albuquerque, or a doctor's letter indicating that a child is unable to participate due to medical issues, etc.).
- Albuquerque Academy and Think Summer reserve the right to cancel a class, camp, or program; 100% of tuition paid will be refunded in this case.
- **No refund will be provided if a student is dismissed** from any Think Summer program, class, or camp due to behavioral issues or non-compliance with Albuquerque Academy and/or Think Summer policy.
- Families who create duplicate registration accounts in the same household with an intent to circumvent Think Summer policy will be charged a **service fee equal to 30% of the total account balance** when it becomes necessary to drop classes/camps, merge accounts, and/or delete duplicate accounts. Cancellation of all current and future registration activity may also occur.
- Families with an unpaid household account balance will be unable to register for future Think Summer programs.

### **Emergency Preparedness Information**

Should Albuquerque Academy, Think Summer, and/or any other appropriate authority determine that it is in the best interests of our students, faculty, and staff to cease operations for a time, tuition paid for classes, programs, and/or camps will be refunded as follows:

- If it is necessary to cease operations prior to June 10, 2024, 10% of the total tuition paid will be retained by the Albuquerque Academy to offset administrative costs incurred.
- If it is necessary to cease operations during the period of June 10 - July 5, 2024, tuition paid will be refunded on a prorated basis according to the number of unused days remaining in the class, program, and/or camp.
- If it is necessary to cease operations July 6, 2024, or later, tuition paid will not be refunded.

## Disciplinary Policies

Albuquerque Academy's and Think Summer'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. Our rules are designed to articulate clear standards of conduct and a range of reasonable and fair consequences for violations.

The following major violations must be reported, and students are subject to a full range of disciplinary consequences. Students must cooperate fully and honestly in any investigation, whether a 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 coordinators, and/or summer administrators. Serious disciplinary matters are generally investigated by the assistant principal(s) who will consult with students and teachers, then recommend a course of action to the principal. While disciplinary situations may be discussed with teachers, camp coordinators, and involved students and parents, the principal determines the final consequences of major rule violations. A student may be dismissed or expelled at the discretion of the principal. In all disciplinary matters, parents and students may appeal any action to the Think Summer Director within five school days of the decision.

Parents will generally be contacted as soon as possible once the initial phases of any investigation are complete. When situations warrant it, the school and Think Summer reserves the right to record student interviews. Cases are resolved as quickly as possible, and parents may be notified in a timely fashion either in writing, with a phone call, or through a request for a meeting from the principal and/or Think Summer Director. The results of all disciplinary proceedings are kept confidential.

Albuquerque Academy and Think Summer reserve 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 Summer rules and regulations may result in immediate dismissal without prior notice or a 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 for families and school personnel to partner productively. This helps students 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 Summer 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 of 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. This includes taking and subsequently posting, sharing, or distributing photos of others without their explicit consent.
- **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.

## Sexual Harassment

Sexual harassment is a specific form of discriminatory harassment, as an unlawful discriminatory practice. The Academy and Think Summer have adopted a definition of sexual harassment to address the special environment of our community.

Sexual harassment is:

- Unwelcome.
- Sexual, sex-based, and/or gender-based.
- Verbal, written, online, and/or physical conduct.

The full definition, additional details, and information related to sexual harassment are available from the Think Summer Director.

## Sexual Misconduct

A charge of sexual misconduct may be brought by the Academy when the school is aware of an allegation that a student is the recipient of sexual activity or conduct for which they have not given clear and voluntary consent, has been the victim of sexual violence or sexual exploitation, or has been sexually harassed. Think Summer will follow the Albuquerque Academy policy.

Any Think Summer faculty or staff member who learns of a possible situation in which student sexual misconduct may have occurred **must** report that situation immediately to the Think Summer Director or the Academy’s Human Resources Director. In addition, a student who has been a recipient of such behavior or a student who wishes to report such behavior on behalf of another student may also report such behavior to the summer principal or Think Summer Director.

**Complaint Procedure:** Any student or employee who feels that they have been subjected to conduct prohibited by this policy or in violation of the general personal respect provision should immediately report the incident to the summer principal (if a student) or Think Summer Director or Academy Human Resources Director (adults).

Each adult employed by the school is a mandated reporter. Any school official or employee who has reasonable cause to know or suspect that a child under age 18 has been subjected to physical or sexual abuse or neglect, or who has observed the child being subjected to circumstances or conditions that would reasonably result in physical or sexual abuse or neglect, is legally required to report the matter.

In New Mexico, every adult is required to report suspected child abuse and neglect regardless of occupation or relationship to the child. You can make a report of suspected child abuse or maltreatment by calling the CYFD hotline at **I-855-333-SAFE**.

Additional details and complete information related to this policy are available from the Think Summer Director.

### **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 believes that there is neither any reason nor excuse to possess, use, sell, purchase, or be under the influence of alcohol or other drugs at school. Using or possessing such drugs or alcohol on campus during the school day or arriving to Think Summer 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 of over-the-counter medications by a student will also be considered a violation of this policy. The administration retains the authority and discretion to modify the consequences as individual circumstances dictate.

Albuquerque Academy is a smoke- and tobacco-free campus; the use or possession of vaping devices is considered equivalent to the use or possession of tobacco for the purposes of these policies.

### **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 the campus or property belonging to any member of the Academy community, or involvement in such acts
- Reckless driving



- 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 Summer 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, including failure to provide identification when requested by faculty or staff
- 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/disorderly conduct; threats of violence against the school are handled with a separate protocol, which may include contacting law enforcement. Please see the Think Summer Director for more details.
- 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 of a Think Summer student

## Appendix

### 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 devices without authorization from the technology department.
- Users must not modify or disconnect any hardware or remove 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.
- 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 technology and technology resources should generally be limited to scholarly research and educational exploration while on campus. Users may not access or exchange materials not aligned with our school's mission; this includes, but is not limited to, first-person shooter or similarly violent video games, 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.

- ALBUQUERQUE ACADEMY -  
HEALTH CARE PROVIDER'S MEDICATION ORDER AND AUTHORIZATION FORM  
SUMMER 2024

Please complete this form for medication to safely be administered during school hours on the Albuquerque Academy campus. Please fill out a separate authorization form for each medication. ***This form is for prescription medication that is needed longer than 10 days, a controlled substance, OR an over-the-counter medication needed longer than 3 consecutive days.***

**FOR PRESCRIBED ASTHMA, ALLERGY, DIABETIC OR SEIZURE MEDICATIONS THIS IS NOT REQUIRED. PLEASE ONLY COMPLETE AND PROVIDE THEIR EMERGENCY ACTION PLANS.**

STUDENT'S NAME: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
Please Print Last First

**HEALTH CARE PROVIDER'S ORDER AND STUDENT COMPETENCY STATEMENT:**

1. I have examined this student for (diagnosis) \_\_\_\_\_ and have determined that they require medication during school hours.
2. Name of medication: \_\_\_\_\_ Dosage: \_\_\_\_\_
3. Time of administration: \_\_\_\_\_ Duration of administration (how long?): \_\_\_\_\_
4. Please check this box if this medication is to be administered only when a morning dose of medication is forgotten at home (it is the parents' responsibility to contact school nurse and request medication be given).
5. Special instructions regarding this medication: \_\_\_\_\_
6. Contact me if the following signs or symptoms appear: \_\_\_\_\_

I believe this student is able to carry and administer her/his own medication (**excluding controlled substances**) at the appropriate time and in the appropriate way. Please check: \_\_\_ YES \_\_\_ NO

Health Care Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Health Care Provider Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

**PARENT/GUARDIAN STATEMENT – please complete the appropriate statement below:**

1. I/We, the undersigned parent(s)/guardian(s) of \_\_\_\_\_, believe they are competent to **carry and administer** their own medication (**excluding controlled substances**) at the appropriate time and in the appropriate way. I/We give my/our permission for them to do so. I/We agree that my/our child will carry the medication in a pharmacy labeled container with only the amount of medication required for the day.
2. I/We, the undersigned parent(s)/guardian(s) of \_\_\_\_\_, request that either **the school nurse or a designated school employee** administer the above medication according to the health care provider's instructions. I/We agree to furnish the necessary prescribed medicine in the properly labeled container, to provide replacement medication as necessary, and I/we agree to notify the school nurse immediately if the health care provider or medication prescription is changed.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home/ CELL/ Work Phone: \_\_\_\_\_

**• ALBUQUERQUE ACADEMY •**  
**AUTHORIZATION TO ADMINISTER SHORT-TERM MEDICATION**  
**SUMMER 2024**

This form is to be completed for non-controlled substance medications needing to be administered by the Health Office for an anticipated or planned time span of less than 10 days. Any over-the-counter medication that is administered for more than 3-5 consecutive days must use the *On-Campus Long-Term Medication Authorization Form* completed by an overseeing provider.

DATE \_\_\_\_\_ STUDENT'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
Last First

NAME OF DRUG \_\_\_\_\_ DOSAGE \_\_\_\_\_ TIME OF ADMINISTRATION \_\_\_\_\_

DURATION OF TIME STUDENT WILL BE ON THIS MEDICATION \_\_\_\_\_

SPECIAL INSTRUCTIONS REGARDING MEDICATION \_\_\_\_\_

PRESCRIBER NAME \_\_\_\_\_ PRESCRIPTION # \_\_\_\_\_

DISPENSING PHARMACY \_\_\_\_\_ PHONE # \_\_\_\_\_

\*\*\*\*\*

PARENT/GUARDIAN STATEMENT: (Please fill out (A) or (B) below and complete form.

(A) I/We, the undersigned parent(s) guardian(s) of \_\_\_\_\_ believe they are competent to carry and administer their own medication at the appropriate time and in the appropriate way. I/We agree that my/our child will carry the medication in a pharmacy labeled container with only the amount of medication required for each day that they need the medication.

(B) I/We, the undersigned parent(s)/guardian(s) of \_\_\_\_\_ request that either the school nurse administer or a school employee assist the student with self-administration of the above medication according to the physician's instructions. I/We agree to furnish the necessary prescribed medicine in the properly labeled container, to provide replacement medication as necessary and to notify the school nurse immediately if the health care provider or medication prescription is changed.

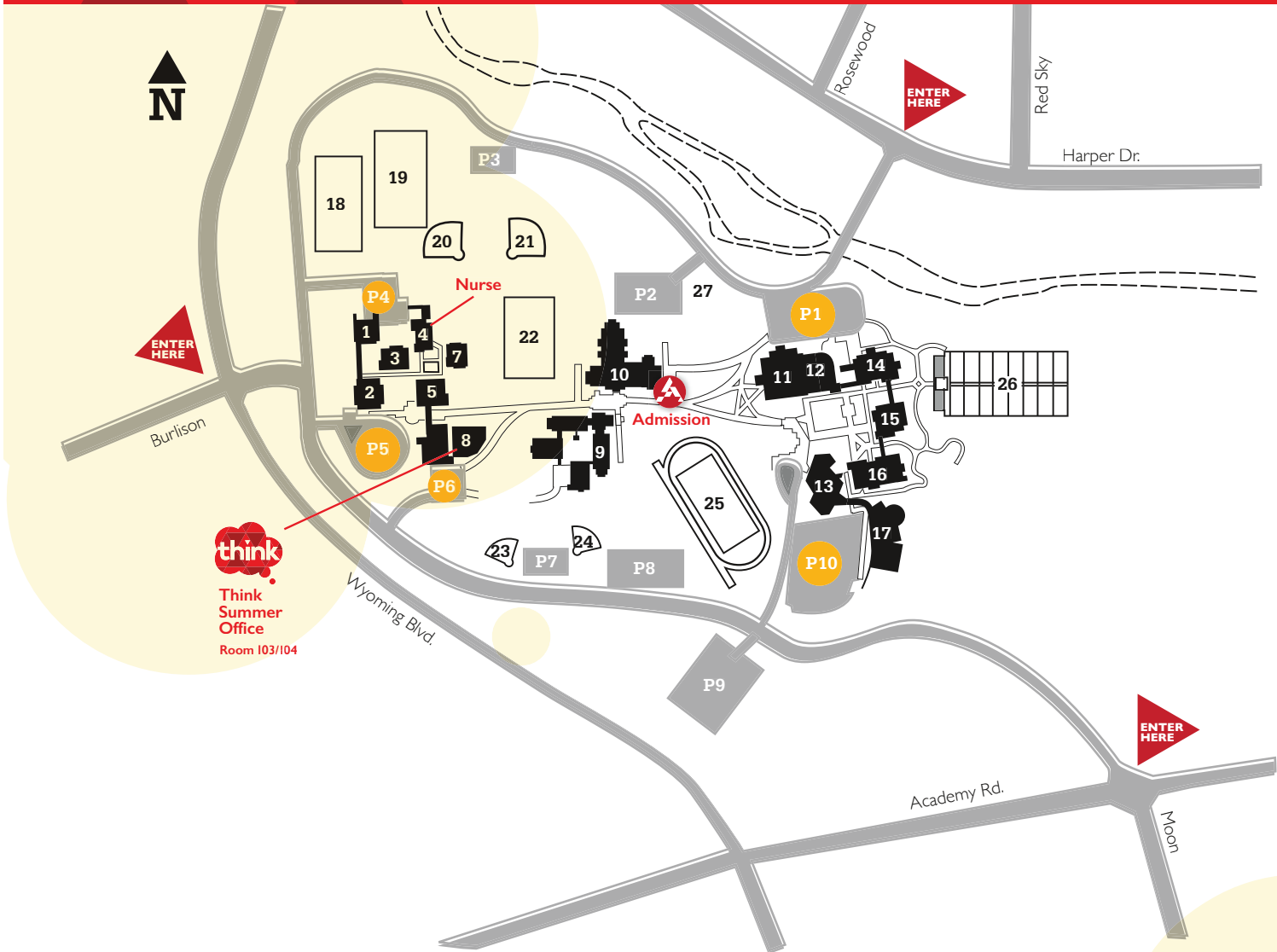
\_\_\_\_\_  
Home Phone Business/Cell Phone Parent's/Guardian's Signature Date

# Daily Class Schedule

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

## \*Lunch Notes:

- Supervised Lunch is **REQUIRED** for pre-grades 1-3 students.
- **ALL** students enrolled in full-day or afternoon camps or a supervised lunch must bring a sack lunch each day.
- Students in pre-grades 4+ who are taking classes **ONLY** may purchase lunch in the East Campus Dining Hall.



**West Campus Middle School**

- 1. Visual Arts Building
- 2. Labs/Multipurpose Center
- 3. Sixth Grade Building
- 4. West Dining Hall
- 5. 6-7 Administration Building
- 6. West Gymnasium
- 7. Seventh Grade Building
- 8. Natatorium (Pool) and Think Academy Auxillary Programs Office

**Central Campus**

- 9. Science Building
- 10. Simms Library – Admission & Bookstore

**East Campus Upper School**

- 11. East Gymnasium
- 12. East Dining Hall
- 13. Simms Center for the Performing Arts

- 14. McKinnon Hall
- 15. Administration
- 16. Brown Hall
- 17. Music Building

**Athletic Fields**

- 18. Overflow Parking Lot
- 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
- 27. Variety Sports Field

**Parking**

P1 through P10

**PARKING – Dropoff & Pickup**

- P1** East Campus – North Lot  
Enter / Exit Harper Dr. Gate
- P4** West Campus – Visual Arts Lot  
Enter / Exit Burlison & Wyoming Gate
- P5** West Campus – Middle School Lot  
Enter / Exit Burlison & Wyoming Gate
- P6** West Campus – Natatorium Lot  
Enter / Exit Burlison & Wyoming Gate
- P10** East Campus – South Simms Lot  
Enter / Exit Academy & Moon Gate