



Christine Duncan's  
**Heritage Academy**

*Making a difference with every child!*  
*¡Haciendo la diferencia con cada niño!*

**STUDENT & PARENT HANDBOOK**  
**2010/2011**

**Dual Language K-8 School**  
**FREE PUBLIC EDUCATION**

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Dear Parents,

Welcome to a terrific school year! Thank you for entrusting us with your children. We ask for your support, patience and cooperation as we continue to develop our charter school this year. We have great ideas pending implementation for this school year. Our ultimate goal is for students to meet or exceed standards in order to be promoted to the next grade level in a safe learning environment.

Our small classes and school size will allow us to teach your children in many innovative ways, utilizing the NM State Standards as a guideline for instruction. We also want to provide a school-wide proactive culture that is positive and consistent. Behavioral expectations will be understood, taught and modeled by students and staff. We are also striving for the local community to know and support the expectations set forth for Christine Duncan's Heritage Academy.

**In this handbook, you will find a great deal of information on what is expected from you and your child.** We encourage you to come into the school to see what we are doing and how students are learning! We hope to develop a great team this year in order for your child to succeed in school. We want you to always feel welcome at our school. You may come and spend time in your child's classroom at any time.

Sincerely,

Mr. Jesús Moncada  
Principal  
Christine Duncan's Heritage Academy



# Christine Duncan's Heritage Academy

## Mission Statement

Christine Duncan's Heritage Academy will promote social and high academic achievement with differentiated instruction to strive to meet grade level proficiency in a dual language setting. We value environmental stewardship, active community participation, family centered learning and cultural diversity.

## Misión de la Escuela

La Academia de Herencia de Christine Duncan promoverá el aprendizaje social y un alto rendimiento académico para lograr preeficiencia en el nivel de grado en un ambiente bilingüe con instrucción diferenciada. Nosotros valoramos el medio ambiente y la participación activa de la comunidad, siendo la familia el centro del aprendizaje. También valoramos la diversidad cultural.



## **Goals:**

- **To provide differentiated instruction, delivered through a developmentally appropriate curriculum in a small class setting.**
- **To provide an educational climate of respect and high expectations for every student.**
- **To create a child, family, and community of support where family involvement is a focal point.**
- **To ensure that all students exit their school year meeting or exceeding grade level proficiency.**

## **Christine Duncan's Heritage Academy Philosophy**

Christine Duncan's Heritage Academy staff believes the worth and dignity of each and every individual, whether a baby in diapers, a third grader studying multiplication, a high school student reading Plato, a parent working in their occupation or someone proud of his grandchildren. We see individual strengths and encourage those strengths; we strive to help individuals achieve one's greatest potential. Christine Duncan's Heritage Academy staff uses several innovative strategies and techniques, which have proven to be highly successful.

We accept the premise that the best program in school can only be successful if there is a strong home/school relationship. We respect that parents and families know their children in great depth. We learn immense information about our students in a group setting and use various methods to truly understand them. We also believe joining our knowledge and understanding, with the knowledge of love of you as a parent, will create a powerful force in the academic, social, emotional and physical success of Christine Duncan's Heritage Academy students.

Teddy Roosevelt once wrote, **"If you think that you can, you're absolutely right. If you think you can't, you're absolutely right."** This is a profound statement that we believe to be true for our students as well as ourselves, **"one can do anything they set their mind to."**

The staff at Christine Duncan’s Heritage Academy expects our students to have good values and strong character. Good values and strong character don’t just happen. It’s up to each of us, CDHA teachers, parents, students, and community to lay a solid foundation for character development by teaching right from wrong and by acting as positive role models. All people who follow these rules and regulations will help CDHA students build **RESPECT, RESPONSIBILITY, FAIRNESS, TRUSTWORTHINESS, CARING AND CITIZENSHIP.**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **You have the right:**

- To be safe and to learn
- To be taught, and graded in a clear, proper, and fair way
- To know exactly what is expected of you in class
- To be treated with dignity and respect
- To give your side if accused of breaking school rules
- To receive help in resolving problems with other students

### **You have the responsibility:**

- To respect and obey ALL adults
- To respect and take care of your school
- To respect the rights of others, to learn, and to be safe
- To bring to the attention of teachers or administrators situations in which you are in danger or have been treated unfairly
- To attend school every day, and to make up all work missed if you must be absent
- To be on time and prepared for each class every day
- To do your work both at school and at home
- To dress appropriately –school is your “job”
- To follow school rules, including those set up by individual teachers, and accept responsibility for your actions
- To make a good effort to find solutions to problems
- To abide by all Christine Duncan’s HA policies

## General Information:

Master Calendar – The master calendar is published at the beginning of the school year. It contains dates and times of vacation, parent conferences, performances, PTO meetings, family night events and other special events.

School Newsletter: Our bilingual newsletter is sent home on a monthly basis. It provides information on Christine Duncan activities and issues.

## Daily Schedule (Monday-Thursday)

7:30-7:50	Before School Program/Breakfast	
8:00	Class Begins	
11:00-11:30	K - 2 <sup>nd</sup>	Lunch
11:30-12:00	3 <sup>rd</sup> - 4 <sup>th</sup>	Lunch
12:00-12:30	5 <sup>th</sup> - 6 <sup>th</sup>	Lunch
12:30-1:00	7 <sup>th</sup> - 8 <sup>th</sup>	Lunch
3:00	School ends for grades K-6	
3:30	School ends for 7 <sup>th</sup> and 8 <sup>th</sup> grade	
3:00-5:30	After School Program Schedule	

\*Please review school calendar 10-11 in the appendix for IMPORTANT DATES

### TRUSTWORTHINESS

- ❖ Be honest.
- ❖ Don't deceive, cheat or steal.
- ❖ Be reliable – do what you say you'll do
- ❖ Have the courage to do the right thing.
- ❖ Build a good reputation.
- ❖ Be loyal – stand by your family, friends and country.

“Character is revealed by how we behave when we are sure we won't be found out.”  
-Thomas Babington Macaulay

## Attendance

The main office is open from 7:30 a.m. to 4:30p.m. daily. The school voicemail is available 24 hours a day. **Parents or guardians are responsible for calling in a student's absence.** We are concerned for the safety of our students. Each day of your child's absence, please call the office **(839-4971)** to notify us that he/she will be absent. The absence may be left on the school recorder. If a phone is not in the home please send a note to the office. If a child has more than three absences you will be notified immediately. If truancy continues you will be contacted to appear in court and perhaps be fined. Research clearly states that consistent school attendance is highly proportionate to academic success. The staff at Christine Duncan's Heritage Academy considers school

attendance and punctuality a necessity to reach student expected outcomes as well as instilling life skills for students. **It is extremely important for your child to be in school daily.** An excess of absences defined as 10 or more absences within a semester will result in disciplinary action, to include referral to the Albuquerque court system/and or suspensions. Extenuating circumstance with regard to a student's health will be referred to home/hospital schooling. Absences may be excused for the following reasons, with appropriate documentation:

- Doctor's appointment
- Death in the family
- Religious Commitment
- Illness
- Family Emergency
- Diagnostic Testing
- School or college visit

**Excessive excused absences may result in further inquiry from the principal and request for additional documentation.** Family vacations are considered unexcused absences, and it is expected that parents will schedule vacations during periods of time when school is not in session. Students who are signed out before the end of the instructional day must have written documentation of the reason (as defined under excused absences) or be subject to the same consequences as tardy.

**\*State law requires a school to disenroll a student after ten (10) consecutive days of absence; provided that withdrawals do not include truants and habitual truants the school is required to intervene with and keep in an educational setting as provided in Section 22-12-9 NMSA 1978.**

Parent permission is required if a student leaves school during the day; students must first report to the attendance office. Parents must pick up their child in the administration office. If someone other than a parent will pick up the child, you must list them on the school registration card. We will request a picture I.D. before we release the student. Anyone not listed on this card will not be allowed to remove the student from school.

### **Make Up Work**

- Students are entitled to make up work for ALL absences—excused and unexcused with the following exception. Principals have the discretion to decide whether or not truant students will be entitled to make up their work.
- It is the student's responsibility to request make-up assignments.
- Teachers may need 24 hours from the time of the request to compile assignments.
- The student will have the opportunity to complete the work in a period of time equal to the number of days absent, unless other arrangements have been mutually agreed upon by the student and the teacher.

### **Tardiness**

Parents must come in and sign in with their child anytime after 8:30 a.m.

- Students who are tardy for class receive consequences.
- Tardiness will also be documented.
- Excessive tardiness will be reported.

## **Announcements**

The staff of Christine Duncan's Heritage Academy makes every effort to communicate clearly and often with students and parents. We request student and parental participation to communicate with us as well. Please check students' backpacks daily for important announcements or communication regarding your child or children.

## **Changing of Student Information**

It is very important for parents to keep the school informed, in writing, of any changes in student information to include but not limited to:

- Allergies
- Medication
- Illnesses
- Doctors
- Hospital Choice
- Address
- Phone number
- Emergency Contact Numbers
- *Authorized person who may pick your child up from school*
- *Unauthorized individuals who are not permitted to pick your child up from school.*

## **Visitors**

Safety is very important in our school. All visitors must report to the office and sign in. You will be asked for a photo ID. A pass will be given to all visitors, indicating the purpose and destination. Please understand if you do not have a pass you may be questioned and sent to the office. We only want to make sure all visitors have legitimate reason to be on our campus. All employed staff, volunteers, and visitors are required to wear badges.

Teachers give their full attention to students during class time, so parents are encouraged to set up appointment to meet with teachers during their prep periods. Group teacher conferences can be arranged through any of your child's teachers.

In addition, students are not allowed to bring visitors to school, (older siblings, cousins, friends or school age visitors). This violates Christine Duncan's Heritage Academy's insurance policy. Parents and adult family members are always welcome! Students may leave only with parent or an authorized person.

## **Positive Discipline Program:**

An important part of a student's learning is how to live and work with other people. Christine Duncan's Heritage Academy students are expected to follow the Character Counts guidelines for behavior:

- ✓ Trustworthiness: Integrity, Honesty, Reliability, Loyalty
- ✓ Respect: "Golden Rule," Tolerance, Acceptance, Nonviolence, Courtesy
- ✓ Responsibility: Duty, Accountability, Pursue Excellence, Self-Control

- ✓ Fairness: Justice, Openness
- ✓ Caring; Concern for Others, Charity
- ✓ Citizenship: Do your Share, Respect Authority, Respect the Law

We use a program called “Walking Tall” to promote Character Counts in which students exhibiting any of the Character Counts pillars are rewarded during school assemblies.

## **Code of Conduct**

The principals that govern behavior at school are principals of “*Character.*” Courtesy; sportsmanship and consideration for others are the basis of our discipline policy. Staff is trained in using a philosophical approach titled, “*Love and Logic.*” We use a progressive form of discipline that the students have been taught. It is based on equity, natural and logical consequences, and genuine concern for all students. The following is the procedure for disciplining students:

- **Warning** regarding their behavior is given the first time
- If the behavior or behaviors continue, the student proceeds to,
  - **time out (no recess)**
  - **a phone call home**
  - **referral to the Principal**
  - **a parent conference**
  - **Behavior Individual Plan**
  - **ultimately suspension or expulsion**

At any time, Christine Duncan’s Heritage Academy reserves the right to suspend or expel a student should the behavior or behaviors be dangerous to the safety or educational process to others including, carrying or using deadly weapons.

## **Aggressive Acts**

No acts of aggression will be tolerated on the campus of Christine Duncan’s Heritage Academy or during any activity sponsored by Christine Duncan’s Heritage Academy. Acts of aggression are defined as:

- The injury of another person either intentionally or from failure to behave responsibly.
- Verbal abuse
  - **use of profane behavior**
  - **abusive behavior or language**
  - **sexually explicit language**
  - **threats**
  - **bullying Behavior/Acts (See Approved Anti-Bullying Policy)**
- Physical contact of any type to include behavior which may be considered offensive.

## RESPECT

- ❖ Treat others with respect; follow the Golden Rule
- ❖ Be tolerant of differences.
- ❖ Use good manners, not bad language
- ❖ Be considerate of the feelings of others.
- ❖ Don't threaten, hit, or hurt anyone.
- ❖ Deal peacefully with anger, insults, and disagreements.

“Rudeness is the weak man's imitation of strength.”

-Eric Huffer

### **Suspension and Expulsions**

Christine Duncan's Heritage Academy defines suspension as the removal of a student from the campus of Christine Duncan's Heritage Academy for a designated length of time not to exceed ten days. Expulsion is defined as removal of a student from Christine Duncan's Heritage Academy campus for a semester, one academic year or permanently. The progressive discipline policy will be followed. If the behaviors are not remedied, suspension or expulsion may follow. Any act that is potentially hazardous to students such as but not limited to weapons, aggressive behavior, sexual assault etc., is means for immediate suspension or expulsion.

### **Tobacco, Alcohol, and Drug Free Campus**

The campus of Christine Duncan's Heritage Academy is tobacco, alcohol, and drug free. All persons entering the campus of Christine Duncan's Heritage Academy are not permitted to carry or use tobacco, alcohol or non-prescribed drugs.

### **Vandalism**

Destruction of any property of Christine Duncan's Heritage Academy or the property on the campus of Christine Duncan's Heritage Academy requires disciplinary action. Depending on the degree of vandalism, the disciplinary action may range from restoration of the environment to suspension or expulsion.

### **Weapons**

Christine Duncan's Heritage Academy recognizes that the presence of weapons or look-alike weapons on the campus not only presents a danger to all, but it also presents a climate that is not conducive to learning. Any person bringing a weapon on campus, or to any event sponsored by Christine Duncan's Heritage Academy, will be permanently barred from Christine Duncan's Heritage Academy campus and functions. We reserve the right to include look-alike weapons of any type to be held to the same criteria.

## **Harassment**

Harassment of students, whether sexual, verbal, physical, intimidation, etc. by other students and/or by any Christine Duncan employee, will not be tolerated. Sexual harassment includes (but is not limited to) the following: Sexually oriented verbal or written communication, persistent unwelcome attempts to change a previous relationship, creating a hostile environment, and joking, name calling, or teasing; unwelcome touching.

Racial or ethnic joking or name-calling is inappropriate. Internet, blogging, text messaging or e-mail harassment will not be tolerated.

Harassment extends to any individual who is physically or mentally handicapped and who is the object of any form of verbal, written, or physical mistreatment.

Students who believe they have been subject to harassment should discuss the problem with their parents, teacher, principal, YDI counselor, or any other certified staff member at Christine Duncan.

Harassment by students will be dealt with in an administrative manner and could result in suspension from school and a report filed with Albuquerque Police Department.

### **CITIZENSHIP**

- ❖ Do your share to make your school and community better.
- ❖ Cooperate.
- ❖ Stay informed; vote.
- ❖ Be a good neighbor.
- ❖ Obey laws and rules.
- ❖ Protect the environment.

“No now is useless in this world who lightens the burdens of another.”  
-Charles Dickens

## **Dress Code: Student Attire and Grooming**

### **Policy**

Christine Duncan’s Heritage Academy takes great pride in demonstrating the high standards that we adhere to. It is our belief that the manner in which our staff and students dress and behave reflects who we are to the community at large. We recognize that a student’s grooming and the way the student dresses have not only a bearing on the way the student behaves, but also influences the way other students and the professional staff react to the individual, emphasizes that dress and grooming should be clean and well kept. If a style of dress and or grooming demonstrates that it is disruptive of the

educational process, constitutes a possible threat to the safety and health of the student or others, or is in violation of any statute it would not be permitted in this school. Within these limits, we believe that the final decision regarding attire and grooming should be a cooperative decision of the students, parents, and administrative staff. Should a disagreement arise, the Principal shall make the final decision.

### **Regulation**

The school administration and teachers are responsible for enforcing the School's Uniform Policy (**See Approved Uniform Policy**).

An individual dress, personal appearance, cleanliness, and behavior, should reflect sensitivity to and respect for others. Attire or grooming that causes a distraction in the instructional process or is disruptive to the educational environment will not be permitted. The final decision in those situations of disagreement will be made by the school Principal after consultation with the student and the parents.

### **Procedure**

When, in the opinion of the school administration, a student is dressed or groomed in such a manner as to violate school policy, the school administration will advise the student of the violation and take the appropriate action. When possible and appropriate, the school administration will contact the parents, present the problems, and seek their cooperation to rectify the situation. Should such action include disciplinary action, school policy will be followed.

#### **RESPONSIBILITY**

- ❖ Do what you are supposed to do.
- ❖ Persevere: keep on trying!
- ❖ Always do your best.
- ❖ Use self-control; be self-disciplined
- ❖ Think before you act – consider the consequences.
- ❖ Be accountable for your choices.

“The willingness to accept responsibility for one’s own life is the source from which self respect springs.” -Joan Didion

### **Computer Access**

Computers are accessible in every classroom and are also available for use in the before and after school program. Computers shall be used for educational purposes only. Plagiarism, invasion of privacy, and the international misuse of prohibited sites are strictly prohibited. Christine Duncan’s Heritage Academy requires all parents and students to sign an internet use agreement form holding to a proper use of internet.

## **Fire/Emergency Drill**

A drill may or may not be a real emergency. We will practice fire drills throughout the school year. We will begin with a weekly fire drill for the first month of school and will continue practicing fire drills once a month for the remainder of the school year. It is essential that students remain absolutely quiet and follow instructions exactly. There is a map posted in each room next to the exit which shows the emergency exit route for that classroom. If any emergency drill occurs during passing period or at lunch, go out the nearest exit and report to the area assigned to your previous class period. Students should not talk, run, or push so that order can be maintained during the evacuation of the building. Once you and your teacher are clear of the building, remain together so that the teacher can take roll. An administrator will signal when safe to return to class.

## **Assemblies**

Assemblies are held at various times throughout the year for many different reasons. Students are expected to act appropriately and abide by the following rules:

1. Enter quietly and quickly
2. Sit with your teacher and your class.
3. Do not talk to neighbors while the assembly is in progress
4. Show appreciation by applauding at appropriate times in a respectful manner.
5. Wait to leave until properly dismissed by section.
6. Walk to class in an orderly fashion.

Inappropriate behavior will result in removal from the assembly and discipline referral.

## **Textbooks**

Textbooks are school property provided by the taxpayer for student use. All textbooks are issued to students, and students are responsible for them. All textbooks issued to students must be kept covered at all times to prevent excessive wear and soiling. If textbooks are lost, damaged, excessively soiled, or worn beyond normal use, the student responsible must pay for the damages. If a student receives a book that is marked or soiled, the student should call it to the attention of the teacher at the beginning of the school year so the student will not be held responsible for it later.

If a student loses a book, he/she is to notify the teacher. The teacher will send the student to the secretary to pay the charge for it. The student must then show the receipt issued to him/her to the teacher to get another book. If the student finds the original book, he/she is to present the receipt issued to him/her to the secretary in the main office for a refund.

The New Mexico legislature passed House Bill 93 during the 1989 session of the legislature, and Christine Duncan's Heritage Academy must follow the law as cited below.

**“A school district may hold the parent guardian or student responsible for the loss, damage or destruction of instructional material while the instructional material is in**

**the possession of the student. A school district may withhold grades, diploma, and transcripts of the student responsible for damage or loss of instructional material until the parent, guardian, or students has paid for the damage or loss.”**

Textbooks may be checked out for home use if a teacher is using a classroom set.

### **Evacuation**

Should the need arise to evacuate the premises of Christine Duncan’s Heritage Academy due to fire, chemical spill, smoke inhalation, etc., depending on the distance we must evacuate, students will be moved to The South Broadway Cultural Center on Broadway, Nearest Community Center or South Broadway Park South of the Library.

### **Immunization**

Parents must present a copy of the students’ immunization record to the school secretary at registration. New Mexico State Department of Health requires that all students attending school have the following immunization:

- Hep B Series (Hepatitis B): 3 doses
- DTaP (Diphtheria, Tetanus, Pertussis) At least 4 doses, one after 4 yrs. old
- IVP (Oral Polio) At lease 4 doses, one after 4 yrs. old
- MMR (Mumps, Measles, Rubella) 2 doses, 1 recomm. Between 4-6 yrs.
- Varicella (Chickenpox) 1 dose or had disease
- Hib (Haemophilus Influenza type b) 3 doses by 1 year of age

### **Medications**

Students are not allowed to bring any non-prescription or prescription drugs to school. Parents must bring the medication to the school’s health assistant or office clerk in a closed and labeled original container with written directions for administration of the medication. Possession of any medication not handled in the above manner will result in disciplinary action.

### **Progress Report**

At the completion of each trimester, parents will be given a progress report on their child. Parent conferences will be held at the completion of the first and second trimester. Report cards are issued to parents at this time, and teachers are available to meet with parents. There are no classes on these two days. Parents may request to meet with their child’s teachers at any time during the school year.

#### **FAIRNESS**

- ❖ Play by the rules.
- ❖ Take turns and share.
- ❖ Be open-minded; listen to others
- ❖ Don’t take advantage of others.
- ❖ Don’t blame others carelessly.

“If they are just, they are better than clever.” -Sophocles, a Greek philosopher

## **Rights to a Free Appropriate Education**

All students are guaranteed the right to a free appropriate education. Should the behavior of another student interfere with the ability for a student or students to receive an appropriate education, the student interfering with these rights will be removed from the educational setting.

## **Schedule Change (Late Start, early release or cancellation of classes)**

In the case of inclement weather, classes may begin on a two hour delay, classes may be cancelled, or schools may be closed. Announcements will be made on television and radio. Christine Duncan's Heritage Academy will follow the same abbreviated or closed school schedule as Albuquerque Public Schools. In the event that classes must be cancelled once the students are in school, parents will be notified by phone as well as television and radio.

## **Search and Questioning**

Christine Duncan's Heritage Academy reserves the right to search a person, backpack, or other belongings if there is reasonable reason to believe that the student is carrying or using a dangerous weapon, drugs, alcohol, etc., or intending to act in an illegal and unsafe manner that may harm others or themselves. If a serious offense is committed and police are summoned, Christine Duncan's Heritage Academy will make every possible attempt to advise the parents so that they may be present for the questioning and search of the students by police. For minor violations, Christine Duncan's Heritage Academy will perform the search with another adult present.

## **Section 504 of the American with Disabilities Act (ADA)**

Section 504 of the ADA is a federal law that prohibits discrimination against qualified individuals with disabilities. Students with disabilities who are not eligible for special education programs and related services under the IDEA may be eligible for services under Section 504. Section 504 provides legal rights for children with disabilities and their parents. Their goal is to ensure students under Section 504 receive a free appropriate public education with the appropriate accommodations or modifications.

## **Special Education**

All students are guaranteed a free appropriate education. Students from birth to age 21 if eligible can be provided Special Education services. If one of our educational professionals believes that a student would benefit from Special Education services, parents will be notified. With parental consent, the student will be tested. Results will be shared with parents and decisions regarding services will be made by the FST (Family Support Team) team of educational professionals and the parents.

## **CARING**

- ❖ **Be kind.**
- ❖ **Be compassionate and show you care.**
- ❖ **Express gratitude.**
- ❖ **Forgive others.**
- ❖ **Help people in need.**

**“The best portion of a good person’s life is the little nameless, unremembered acts of kindness and love.” -William Wordsworth**

## **Dual Language School**

We strongly believe in the importance of being bilingual and multicultural. We wish to give all students an equal opportunity to learn two languages (English and Spanish) at Christine Duncan’s Heritage Academy. We also want all students to learn about other cultures. We want them to learn to embrace others and to accept differences. We are implementing the dual language program 50/50 model. Further information on the program will be sent home throughout the school year. The cultures of New Mexico are all an important part of the Bilingual Program as is the development of higher student self-esteem. In many cases, we use a team-teaching approach (bilingual classroom and elective teachers) to plan and implement a comprehensive core curriculum of Language Arts, Mathematics, Science, and Social Studies through an emphasis on Fine Arts and Spanish Language development. This is a research based model in which...

- Limited English speaking students receive strong core concept development in Spanish, which strengthens their ability to learn English.
- Monolingual English speaking students are immersed in Spanish, which research shows, is the optimal method for learning a second language and provides cognitive academic advantages.
- Bilingual students recover and refine the heritage language and develop strong academic ability in both languages.

## **Field Trips**

To enrich the learning experiences of students, field trips are scheduled throughout the year. Before students are permitted to participate, they must complete a Field Trip Permission Slip. This form must be read and signed by parents and the students, then returned to school before the field trip takes place. An alternative activity will be planned for any student not participating or who does not have a permission form. Permission to attend a field trip can be faxed to school with original school form but may not be phoned in. Parents are encouraged and welcome to participate on school fieldtrips and all school sponsored activities. There are, however, some rules for which we must adhere to. We are sorry for the inconvenience these rules may cause but there are valid safety issues and liabilities we must always consider.

We ask that parents do not ride on the school buses with siblings, small children. **You will be required to provide your own transportation if you are taking other kids with you.** Please understand, for liability reasons your child must ride the bus to the destination and back to the school. If you want to take your child from the fieldtrip you must write a letter to the teacher taking full responsibility for your child.

We understand siblings would like to go with their older brother or sister, but it is a liability issue for them to join in the fieldtrip. **Parents may participate as chaperones and ride the bus as long as you do not have siblings with you.** You are unable to supervise students when you are busy taking care of your own kids. We appreciate your understanding on this issue.

### **Parent Teacher Association (P.T.A)**

The Parent Teacher Association exists primarily to encourage and assist in being the home/school liaison. Its goals, committees and activities all lead to this one important purpose. Participation in the association ensures a higher degree of interaction and better communication between the two places where elementary and middle school students spend most of their school days. We encourage you to become active in this vital group. Notices of meetings and activities throughout the year will be sent home.

### **Lost and Found Money/Valuables/Cell Phones**

- Students should never carry unnecessary amounts of money. If money is needed at school to pay for items, it should be brought on the day due and taken as soon as possible to the appropriate person.
- Textbooks and personal belongings: jackets, coats, outer clothing, lunch boxes, sack lunches, etc. should be marked with the student's name.
- Students should keep all personal items with them and not leave them unattended. Cell Phones should be kept off and in backpack.
- Textbooks that are lost, stolen, or damaged are the responsibility of the student.
- Should something be found that belongs to someone else, it should be turned in to the office.

### **Toys**

Students are not allowed to bring personal toys, sports equipment and/or playthings to school. THE SCHOOL ASSUMES NO RESPONSIBILILTY FOR LOSS OR DAMAGE TO VALUABLES BROUGHT TO SCHOOL Bringing such items increases the risk for these to be broken, stolen or lost. Personal belongings have been known to cause disagreements, disrupt organized activities, and inflict pain upon others. Please understand we have your child's well-being and safety in mind. Once again, do not allow your child to bring such items to school or they will be confiscated. Parents will be called and asked to come pick them up in the office. **Skateboards, roller-shoes (heelys) and scooters are not allowed at school.** The wheels must be removed from the roller-shoes prior to entering the school campus.

**Admissions:**

All children in grades K-8 interested in attending Christine Duncan's Heritage Academy may register. Admission is based on available space and students on waiting lists will enter a lottery process. Names will be drawn and parents notified depending on school's enrollment and space. However, **if a student was suspended or expelled from any school, he/she may not enroll at Christine Duncan's Heritage Academy until the suspension or expulsion is cleared from their previous school.**

We will be sharing the school's facilities with St. Francis Xavier Catholic Church.

For more information, please contact our school.

## **CHILDREN LEARN WHAT THEY LIVE**

By Dorothy Law Nolte

If a child lives with criticism, he learns to condemn.

If a child lives with hostility, he learns to fight.

If a child lives with fear, he learns to be apprehensive.

If a child lives with jealousy, he learns what envy is.

If a child lives with encouragement, he learns to be confident.

If a child lives with acceptance, he learns to love.

If a child lives with approval, he learns to like himself.

If a child lives with recognition, he learns that it is good to have  
a goal.

If a child lives with friendliness, he learns that the world is a  
nice place.

If a child lives with tolerance, he learns to be patient.

If you live with serenity, your child will live with peace in mind.

**What is your child living with?**

# Christine Duncan's Heritage Academy School Calendar 2010-2011

**School Hours: Monday –Thursday: 8:00-3:00, K-6**  
**8:00-3:30, 7&8 grade**

**Business Hours: Monday-Thursday: 7:30-4:30**

**After School Program Hours: Monday-Thursday: 3:00-5:30**

Dates	School Events
2 and 3-Aug.-2010	Registration
4-Aug.-2010	First Day of School (1 <sup>st</sup> – 8 <sup>th</sup> Grade)
9-Aug.-2010	First Day of School (Kindergarten)
<b>25-Aug.-2010</b>	<b>Title I/Open House (6:00-7:00)</b>
<b>1-Sept.-2010</b>	<b>Picture Day!</b>
6-Sept.-2010	Labor Day Holiday-No Classes
<b>16-Sept.-2010</b>	<b>PTA/Literacy Night (6:00-7:00)</b>
<b>28-Oct.-2010</b>	<b>PTA/Fall Festival (6:00-7:00)</b>
3 and 4 -Nov.-2010	Parent/Teacher Conferences K-6 No Classes
4-Nov.-2010	Parent/Teacher Conferences K-8 No Classes
24-25-Nov.-2010	Thanksgiving Holiday-No Classes
<b>9-Dec.-2010</b>	<b>Winter Program (6:00-7:00)</b>
20-Dec.-09 to 3-Jan.-2011	Winter Break-No Classes
4-Jan-2011	Classes Resume
17-Jan.-2011	Martin Luther King-No Classes
<b>10-Feb.-2011</b>	<b>PTA/Math Night (6:00-7:00)</b>
21-Feb.-2011	Presidents' Day-No Classes
<b>25-Feb.-2011</b>	Parent/Teacher Conferences K-6 No Classes
14-17 March 2011	Spring Break-No Classes
<b>21-April-2011</b>	<b>Science Fair (6:00-7:00)</b>
<b>5-May-2011</b>	<b>Fiesta Fandango (1:00-3:00)</b>
25-May-2011	Last day of School

**STAFF HOURS: M-T-TH 7:45-3:30 and W 7:45-4:30 (5 In-Service Days)**

**Note: Child Care available on Fridays at Pat Hurley Community Center. If you need more information, please contact them at:**

**Pat Hurley Community Center**

**3928 Rincon NW, ABQ, NM 87105 OR CALL 836-8810**

**THERE WILL BE SCHOOL ON FRIDAYS FOLLOWING A MONDAY HOLIDAY!!!**

**Christine Duncan's Heritage Academy**

816 Broadway Blvd. SE  
Albuquerque, NM 87102  
(505) 839-4971

**Parent/Student Handbook**  
**Parent's Signature Form**

I have read the Parent/Student Handbook and agree to abide by the rules and regulations that have been stated.

He leído el libro de pólizas de Padres/Estudiante y estoy de acuerdo en seguir las reglas y los procedimientos mencionados.

Parent/Guardian's Signature: \_\_\_\_\_  
Firma del padre/tutor

Date/Fecha: \_\_\_\_\_

Student's Signature: \_\_\_\_\_  
Firma del estudiante:

**THIS PAGE MUST BE RETURNED TO THE CHILD'S TEACHER.  
ONLY ONE HANDBOOK PER FAMILY IS NEEDED, PLEASE  
RETURN ANY EXTRAS TO THE OFFICE. THANK YOU.**

**ESTA PAGINA DEBE SER REGRESADA A LA MAESTRA/O DE SU  
HIJO/A. SOLAMENTE NECESITA UN LIBRO POR FAMILIA, POR  
FAVOR REGRESE LOS EXTRAS A LA OFICINA. GRACIAS.**