

## **SCHOOL ROUTINES AND PROCEDURES**

### **SCHOOL HOURS**

The school opens at 7:25 a.m. for all students. No student should arrive before 7:25 a.m. or stay after dismissal after 3:15 p.m. Teachers must be on duty in the designated areas during drop off and pick up time. School officially starts at 7:55 a.m. for all grades. Any student arriving after 7:59 a.m. must report to the office, sign in, and receive a tardy slip before being admitted to class. Please check the tardy policy on student handbook.

Dismissal in the afternoon is at 2:21 p.m. for Elementary (Gr.1-6) & 3:08 pm for Middle & High School (Gr. 7-12). On Fridays, we have early dismissal and all students will be dismissed at 12:58pm or 1:10pm.

### **SCHOOL OFFICE**

The office is open from 7:25 a.m. until 4:30 p.m., Monday - Friday.

### **LOBBY AREA**

During dismissal time students are not allowed to wait in the lobby area unless they have parents with them. Parents should keep their kids quiet and everyone should be stay seated.

### **VISITORS**

All visitors to the school are to report to the office immediately upon entering the building. **Parents are considered visitors.** No parents are allowed to be in the building between school hours unless they have a scheduled meeting with a teacher/admin. Parents are not allowed to talk to teachers during instructional time. Please schedule a meeting during teacher's conference time. Our goal is to have a minimum of interruption of classroom instruction.

### **SIGN-OUT**

Any parent who wishes to sign out a child before regular dismissal time must sign the child out on the form in the office. No teacher is allowed to dismiss a student during the school day without clearance from the office. No students will be signed out after 2 pm. All doctor's appointments must be scheduled accordingly. Students signing out before 2:30 p.m. will receive a tardy slip.

### **SCHOOL CANCELLATION**

#### **EARLY CLOSING**

Decisions regarding delays, cancellations, and early dismissals are subject to change based on changing weather conditions. For delay, cancellation, and early dismissal information, check the following places first;

- Your Email
- ASE Website

The mission of **Albuquerque School of Excellence** is to provide a safe and collaborative environment which will cultivate the academic and social development for all students regardless of their socio-economic status by emphasizing math, science, and technology for the purpose of students setting and meeting higher education goals.

The vision of **Albuquerque School of Excellence** is to enable students to succeed in school and have options to enter math, science and engineering careers. ASE is a college preparatory charter school focusing on math, science, and technology. Members of ASE believe that excelling in math and science prepares youth to succeed in college, the workplace, and the 21<sup>st</sup> century.

- KOAT/KOB/KRQE Channel
- SchoolReach Phone Message
- Facebook or Twitter Accounts
- 

### **2- Hour School Delay- Abbreviated Schedule:**

ASE has two different snow day schedule, one for Monday thru Thursday and one for Fridays. All students must be at school on or before 9:40 am on Delay Days. First bell will ring at 9:45 and students will skip the 1st period class and will start with their second period class. Please see the schedule at [www.abqse.org/webshare/2hrdelay.pdf](http://www.abqse.org/webshare/2hrdelay.pdf)

***If there is a delay on Friday we will cancel the school for the day. We check Manzano's decision for the snow day. If Manzano cancels the school we cancel the school. If they cancel just for East Mountain students we may have delay on that day. Make sure you check your email.***

Please do not call the school when you suspect an early dismissal. Telephone lines need to remain open. We suggest that you have an emergency procedure in place for your child in case of early closing.

### **LOST AND FOUND**

Our students are very good at turning in found items. Unfortunately, many of these go unclaimed. If possible, all items should be labeled with the child's name. Please encourage your child to check with the office if items are missing. Every Fridays unclaimed items will be donated to charity organizations.

### **PHOTO PUBLISHING**

Photographs of students may be posted on the ASE web site or in area newspapers to recognize individual achievements and class activities.

Please notify the office in writing if you do not want your child's picture to be included.

### **Food Services**

Well-balanced breakfasts and lunches will be served daily and monthly menu will be posted on our website. Free and reduced-priced breakfasts and lunches will be served to those who meet the Federal guidelines. Forms will be made available and should be returned to the school office. All parents must fill out the form and return it to the front office.

### **TELEPHONE CALLS**

Students will not be allowed to have phone in the classroom. When they need to use phone, they need to go to front office to call their parents. Messages will be taken and delivered.

The mission of **Albuquerque School of Excellence** is to provide a safe and collaborative environment which will cultivate the academic and social development for all students regardless of their socio-economic status by emphasizing math, science, and technology for the purpose of students setting and meeting higher education goals.

The vision of **Albuquerque School of Excellence** is to enable students to succeed in school and have options to enter math, science and engineering careers. ASE is a college preparatory charter school focusing on math, science, and technology. Members of ASE believe that excelling in math and science prepares youth to succeed in college, the workplace, and the 21<sup>st</sup> century.