

Rio Grande Enrichment Studies. LLC

Student Handbook

Rio Grande Enrichment Studies is a service to homeschool families to assist them in the training of their children to think and reflect from a Biblical worldview. This program has a strong academic focus emphasizing traditional, tutorial Christian education. Classes have a small student to tutor ratio promoting personal interaction and discussion between the tutor and students. The curriculum includes learning Biblical principles and articulating both verbally and in writing a student's understanding of the subjects. Essays, research, and projects are emphasized. Parents monitor assignments made in class and ensure that homework is complete, ready for the next class. Homework must be completed in a timely fashion for success in this program.

Admission Information

The following are steps for applying to enter the Rio Grande Enrichment Studies (RGES) program:

1. Students should obtain an application form and *Student Handbook*. The application form and handbook can be down-loaded from our website site at www.rgesnm.com
2. Students and parents fill out the application completely and read the *Student Handbook*.
3. Parents should retain pages 5 & 6 of the application and send the completed application (pages 1-4) with a check made payable to "RGES" for the application fee to the RGES office.
4. Upon receipt of the application form and fee, RGES may schedule an interview for the parent and RGES Director.
5. The materials fee and the registration fees are due after contact from the office. These fees are non-refundable.
6. Upon receipt of these fees,, the student is officially enrolled into the RGES program.

Note: An incomplete application may result in a student not being accepted in the RGES program.

Information will be sent each year to notify parents of registration dates and procedures for returning students. February 20 to March 20 is the re-enrollment period for returning students. Currently enrolled families are urged to re-enroll at this time to assure a spot(s) for their child(ren). Beginning in March, new families may enroll on a first-come first-serve basis. Students not re-admitted to RGES will be notified in writing. Low grades, lack of effort or violation of rules, incomplete work on a subject, and inappropriate behavior are some of the reasons for not being re-admitted. Students expelled from a previous school will not be considered for admission. Students must desire to attend RGES.

Tuition and Expenses

Tuition and expenses are kept as low as possible. For this reason, tuition payments must be made on time. Tuition is due on or by the 1st of each month. If a financial crisis occurs and your monthly payment cannot be paid on time, please contact RGES and a new schedule may be arranged. Tuition aid may be available from contributions

given to RGES. Please obtain a Tuition Aid form to apply for aid. You will be notified as soon as possible if funds exist and if you qualify. If tuition is unpaid, the student grade reports will not be issued. If tuition is unpaid beyond two months, the student will be dropped from the program in order to make room for another student.

Application fee, Registration fees and Materials Fees are non-refundable. Tuition refunds will be pro-rated and given to refund the tuition paid for the month in which a student withdraws from RGES. Refunds will be made for the following reasons: medically-related problems for which a student must leave the class certified by a physician, or a job-related transfer of a parent or guardian beyond a twenty-mile radius of the city of Albuquerque. Refunds for all other withdrawals are prorated for the quarter in which a student leaves a class. Withdrawals of this kind incur a withdrawal fee of \$50.00.

Insurance

Hospitalization insurance is required for all students. Rio Grande Enrichment Studies assumes no responsibility for student injury claims during any activities for the classes or field trips.

Lunch

Please send a sack lunch and drink with your student for each class. Refrigeration and microwave may not be available at several class locations.

Other Policies

1. RGES reserves the right to use any student photos for publicity purposes and Yearbook photos.
2. Any property which is lost or damaged by a student (books, furniture, buildings, etc.) must be paid in full by the student. Students must pay for property stolen from or lost by them while in their possession.
3. Some textbooks are the property of RGES and are "on loan" to the student for the year. Fines will be assessed at the end of the school year for excessive wear or damage done to RGES property.
4. All RGES textbooks must be covered properly with a book cover. Textbooks are returned to RGES the final class.
5. Parents must make every effort to attend the periodic parent meetings and RGES activities. This participation is essential for forging a successful and effective partnership between RGES and the home.
6. RGES is not responsible for students before or after class hours. Parents are responsible for their children before and after class hours.
7. A closed campus is maintained by RGES. Students will not be allowed to leave the class premises during breaks or during lunch without written permission or accompanied by their parents.

Attendance

It is essential that a student attend class each week. Each class in this program covers the equivalent of at least five class days in other schools. An absence from RGES is very hard to make up since so much material is presented. From time to time, illnesses or doctor's appointments cannot be avoided. Therefore, students are allowed a

maximum of four missed classes per academic year. Depending on a student's performance, the student may be disenrolled from RGES on the fifth class absence. Families are encouraged to plan to use other days during the week for outings, appointments, vacations, etc. If a student is absent, he should call another student in the class for missed notes and assignments. It is the student's responsibility to obtain all missed assignments for the next class.

Parents must avoid tardiness and ensure students are on time to class. All classes begin with devotions and principles drawn from careful study of the Bible.

Class Cancellations

Inclement weather, sickness, or personal emergency may force a cancellation of class. For closing due to bad weather, classes in Rio Rancho will operate on the same schedule as Rio Rancho Public Schools; Albuquerque classes will operate on the same schedule as Albuquerque Public Schools. Tune in radio or TV programs in the early morning to check the school closing schedule for Albuquerque or Rio Rancho.

Student Department and Conduct

Smoking, other use of tobacco, alcohol drinking, gambling, or drug usage is not permitted at any time during school hours. Use of profane language, using God's Name in vain, lying, disrespect, or any form of disobedience to an adult or teacher will be punished and the parents notified. The conversation of students must be edifying, respectful, and wholesome. Passing of notes or throwing any object is not permitted during class.

Fighting, possession of lighters or matches, a knife, or any instrument which could be used as a weapon is not allowed. Radios, cell phones, electronic games, telephones, and other noise-making equipment are not to be brought to class or field trips. Laptops are permitted for class use only. If a family desires their student bring a cell phone to class for safety or other reasons, the student must bring a signed note to that effect. However, any cell phones must be turned off during class. Use of any cell phone is only permitted after permission from the teacher is obtained. Cell phones may be confiscated if these rules are not followed.

For gentlemen, piercing the skin with any rings or other objects is not permitted. For ladies, one earring on each ear is permitted. Other rings or objects piercing the skin are not allowed. Tattoos are not permitted.

Hand-holding or other displays of affection are inappropriate and not permitted.

Dress Code

Dress is casual for both ladies and gentlemen. Parents should make sure that students are dressed appropriately for class and standards of modesty, neatness, and cleanliness are observed. Baggy or frayed and worn clothes are not acceptable. Clothes must be in good repair. Modest shorts and jeans are allowed. Writing on clothing must be in good taste or Christian in nature. Clothing must be worn as it was designed. Close-toed shoes must be worn by students to class and on any field trip or outing. Flip-flops or sandals are not allowed as they do not afford protection to the feet and toes. Girls may wear "dressy" hats; baseball caps or other types of headwear may be worn outside only. RGES upholds a code of dress that is traditional, classic, or conservative in nature which teaches students good taste, modesty, and a sense of propriety. If a parent has a question or concern about a particular item of clothing, it is best not to wear the item.

The Honor Code

All students attending RGES must agree to the Honor Code as follows:

On my honor and with God's help, I will not cheat on tests, quizzes, homework, or any other assignment. I realize that cheating is an affront to God, to my teacher, to my parents, and to my fellow students. Cheating is sin and violates God's Principle of Property because cheating steals the property of another. I also agree that if I see another person cheat or learn of someone who cheated on any assignment, I will go to that person and urge him to confess his sin to the teacher, and then I will tell the teacher what I have seen. I bear responsibility to relate an act of cheating or I also sin by hiding a falsehood.

Policy on Cheating

Cheating will not be tolerated in the RGES program. Knowingly giving answers to a test or assignment is the same as copying or taking answers from a student. Students who are suspected of cheating will be warned and a parent will be contacted. If the cheating occurs again, disciplinary action will be taken. Students will be punished below regardless of whether cheating is on a quiz, test, exam, or homework.

First offense-	Warning and zero on the assignment, parent is notified
Second offense-	Zero on the assignment and one day suspension from class
Third offense-	Zero on assignment and one day suspension from class
Fourth offense-	Expulsion from RGES

Visitors

Students may visit a RGES class with a written note of permission signed by a parent if they are considering admission to RGES. Parents are welcome to visit or observe any class or fieldtrip. Advance notice or permission is not necessary.

Discipline

Many discipline problems such as talking out of turn, being out of one's desk without permission, or unkindness to others will be handled by the offender losing a privilege, loss of break time, or completing a writing assignment. For recurring or more serious problems such as disrespect to an adult, an action deemed life-endangering, or for other serious behavior problems, the student may be given a suspension, placed on probation, or expelled from the RGES program. After one suspension, a student may be removed from the program by an expulsion.

School Supplies

Students are expected to provide the following materials for class: one set of colored pencils, black or blue ink pens, regular pencils with erasers, one three-ringed binder, lined notebook paper, one ruler, a pack of hole reinforcers (doughnuts), and Bible. Students may bring any version they wish, but the King James Version (KJV) will be read in class because of its wide acceptability and its high literary level. All of these materials should be brought to class every week. All other materials, supplies, equipment, and paper will be provided by RGES and covered by the Materials Fee.

Grading Scale and Report Cards

RGES issues four quarterly report cards. Students receive grades for each subject. Below is the grading scale.

97-100	A+	77-79	C+
93-96	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
		0-59	F

Curriculum

The RGES program offers courses which complete a full year's program for your student in each course taken. The content of each course is presented from a classical Christian perspective and view of life.

Homework

Students should expect to work harder in the RGES program than in public school or an average Christian School. There are more research assignments, and more essay assignments. On average, the normal load of homework should be around 2 to 2 and 1/2 hours each week per subject for grades 3-5, and 2 and 1/2 to 4 hours per week per subject for grades 6-12. If your student is not spending enough time on his studies, reading, and homework, he is probably not doing the necessary study.

Achievement Testing

RGES does not offer or administer a standardized achievement test to students. Information about achievement testing can be obtained from the Educational Research Center (ERC) at 292-3156.

Report Cards & Transcripts

RGES is not a school. However, RGES issues report cards during the year. Please retain this report card for your student as the family homeschool is considered the school in New Mexico and must keep records on courses and other work completed.

Semester and Final Exams

Comprehensive exams will be given in all grades 6-12. An exam will cover material taught in the semester only. An exam will be given in both the first and second semesters. A student who misses the scheduled exam may take the exam on the exam makeup day.

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