

**PARENT/STUDENT
HANDBOOK
2021-2022**



St. Mary's Catholic School

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Welcome Letter

Dear Parents and Students,

Welcome to St. Mary's Catholic School! By enrolling your child, you have chosen to partner with us in the education of your child. We share the responsibility of guiding your child's growth in all areas: spiritual, intellectual, moral, emotional, physical, and social. The success of this partnership relies on the cooperation and honest communication of all involved.

St. Mary's School is proud of its rich history and record of academic excellence in the community. We continue to offer a variety of extracurricular activities and an exceptional sports program for our students. It is our hope your family will become involved in the many activities offered.

This handbook explains the policies and general operation of our school. Policy statements are necessarily general and the administration reserves the right to make a specific application as circumstances arise. Please familiarize yourself with these policies and procedures and keep this handbook available throughout the school year. [Changes to the handbook can be made at any time throughout the school year, and will be communicated to all stakeholders and highlighted in blue for your convenience.](#)

We are honored you have chosen St. Mary's Catholic School and look forward to working with you this year. May God continue to bless our community as we build the Catholic foundation for our children.

In Christ,

R. Maestas-Sanchez, St. Mary's Catholic School Principal

Statement of Acknowledgement/Disclaimer

The Archdiocese of Santa Fe Catholic School Policy Manual (ASFCPM) governs all Parish/Regional preschools and elementary schools and the Archdiocesan High School (ASF Policy No. 1300). Additional school specific information is included in this handbook. Because not all situations can be covered in this handbook, St. Mary's School reserves the right to amend this handbook. Notice of amendments will be sent to parents via the newsletter or through email. By enrolling a student at St. Mary's, parents and students enter into a contract with the school and agree to the terms of this handbook.

Mission and School-Wide Learning Expectations (SLEs)

Archdiocesan Schools Mission Statement

Fostering the unique gifts of each child and preparing students for leadership in school, Church and global community, the Catholic schools of the Archdiocese of Santa Fe offer a Christ-centered, academically challenging Catholic education.

St. Mary's Catholic School Mission Statement

Saint Mary's Catholic School Community embraces the Gospel message by enriching the world through Catholic teachings, academic excellence, Christian leadership and service.

*******Destination Heaven*******

School Wide Learning Expectations (SLEs)

St. Mary's students strive to be:

1. A Christ-centered Catholic who:
 - a. Serves others as Jesus did
 - b. Actively participates in prayer and worship
 - c. Lives the Gospel message in words and actions
2. A Life-Long Learner who:
 - a. Is motivated
 - b. Is open minded
 - c. Practices communication skills
 - d. Collaborates
 - e. Is a problem solver
3. A Responsible Citizen who:
 - a. Is respectful in words and actions
 - b. Practices the principles of Catholic Social Justice

Statements of Responsibility

Parent Responsibilities

1. Support the educational, social and spiritual development of your child:
 - a. Uphold the school's policies and rules
 - b. Make sure that your child is responsible for completing homework assignments in a timely manner
 - c. Ensure that your child is ready for school each day by being appropriately dressed, having a nutritious lunch and all necessary supplies

- d. Hold your child responsible by not bringing items he/she forgot to bring school
- e. Involve yourself in the spiritual life of the school
2. Respect the school calendar and hours:
 - a. Ensuring that your child arrives on time for school each day
 - b. Calling in promptly if your child is sick
 - c. Scheduling vacations around the school calendar rather than during school periods
3. Work cooperatively with your child's teacher and the principal
 - a. Be judicious in speaking with your child or allowing your child to overhear conversations that are negative about the school, the teacher, the principal or another students
 - b. Be available for conferences or meeting with your child's teacher
 - c. Read all communications that come from the school

Student Responsibilities

Every student is responsible for helping maintain a safe, orderly, and educationally-efficient learning environment. Students are expected to:

- Attend school every day and be on time for every class
- Resolve differences with others in a positive, non-violent way
- Remain drug, alcohol, and tobacco free
- Follow the school dress code
- Respect school property and the property of others
- Respect fellow students and all school staff members
- Live the Gospel Message

School Operations

Accreditation (ASF 1100)

All parish elementary schools and the Archdiocesan high school will be accredited through the accrediting association designated by the Superintendent. St. Mary's Catholic School is accredited by the Western Catholic Education Association. The purpose of accreditation is to confirm that the professional educational standards of the school meet applicable guidelines. The accreditation process is intended to promote continuous school improvement.

Role of School Council (ASF 1090)

Each school will have a local school Consultative Council that reports to the Principal and Pastor/Rector. The Consultative Council provides support to the Principal and Pastor/Rector in matters designated by the Council's Constitution and Bylaws or as

requested by the Principal and Pastor/Rector. Areas for Council consultation and support include: planning, finances, facilities, public relations, marketing, enrollment management, and advancement/development and other areas identified in the strategic plan and approved by the Pastor/Rector and Principal.

Role of Home and School Association (ASF 1095)

Parent Organizations assist the school in achieving its mission. These groups shall be subject to the supervision and control of the Principal/Preschool Director. The primary functions of the Parent Organization shall be hospitality, classroom activities, parent education/information and small fundraising events for the purpose of funding the organization's activities or projects as directed by the Principal/Preschool Director.

Volunteers

As we strive to build and nurture students' total development, St. Mary's School strongly encourages parental involvement. Through the collaborative efforts of parents and school staff, we will achieve our goals. A list of upcoming volunteer opportunities will be provided throughout the year either posted on the SIS or through the weekly newsletters/updates. We will encourage our students to serve others through various service projects in the classroom or school-wide.

All individuals who volunteer must complete the Diocesan mandated Abuse Awareness Class and background check. It is the responsibility of the volunteer to show proof of completion. Online training classes are available at [Virtus Online](#)

All volunteers are expected to dress appropriately. Clothing should be modest and neat. The main responsibility of a volunteer is to assist the staff. For this reason, pre-school siblings (or younger) are not allowed to accompany parent volunteers for meetings, chaperone field trips, serve lunches, assist with class parties, or assist in classrooms in any capacity.

Visitors

Visitors are only allowed in the building by appointment only. This must be made in advance as often teachers and staff members have other commitments during the day.

Use of Name (ASF 1540)

Attaching the school name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students or parents is not, by itself, sufficient basis to title an activity, program, or event as "school" sponsored. Rather, the activity, program or event must be one for which the school takes institutional responsibility. Faculty members, staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a

specified organization or activity) only with the written approval of the Principal and Pastor/Rector in Parish/Regional schools and the Principal and Superintendent in the Archdiocesan high school. In appropriate cases determined by the Principal and Pastor/Rector or Principal and Superintendent, permission for ongoing events, activities, or publications requiring approval under this policy may be given.

Searches of Students and Schools (ASF 2420)

Students will be assigned a locker or desk that they have use of, but not a proprietary right to the locker or desk. Lockers and desks are the property of the school. Authorized school personnel may make periodic checks of lockers and desks, and their contents, at any time for any reason.

The Principal, Pastor/Rector, Assistant Principal and high school Dean of Students, Superintendent or professional staff of the Catholic Schools Office may conduct a search of the school plant and every aperture (storage space) thereof, including lockers and desks. School searches must be reasonable and related to the school official's responsibilities.

Normally, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc. should not be conducted without the student's permission. If permission is given, the search must be made in the presence of at least two school officials. If permission is not given, the Principal should contact the Catholic Schools Office for further instructions.

After consultation with the Catholic Schools Office, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc. may be made if the school official has a reasonable suspicion that such an inspection will reveal possession of objects or any substance which is prohibited on school property.

Transfers/Withdrawal of Students (ASF 2130)

Notice to withdraw a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.**

When a student is not making sufficient academic progress at a Parish/Regional school, or is experiencing emotional difficulties or is engaging in uncooperative or disruptive behavior, or if a student's parents or legal guardians are engaging in uncooperative or disruptive behavior (Ref: Policy No. 2470), the school may request that the student withdraw and transfer to another school.

Student Withdrawal Due to Parent Behavior (ASF 2470)

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for ANY of the following reasons:

- a. Refusal to cooperate with school personnel; or
- b. Refusal to adhere to Archdiocesan or local policies and regulations; or
- c. Interference in matters of school administration or discipline.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. The Principal/Preschool Director must verify that parents were informed to terminate the inappropriate behavior and begin cooperating with the school or Policy 2470 would be enforced. If such effort does not correct the situation, then after consultation with the Superintendent and, in the case of elementary and preschools, the Pastor/Rector, the Principal/Preschool Director may require the parents to withdraw their child. Documentation signed by the Principal/Preschool Director and parents as well as any other information or evidence of consultation with the parents on the matter must be retained on file.

If the parents refuse to accept the withdrawal, the procedures for expulsion shall be followed as outlined in letters B - G in Policy No. 2460

Registration for the following school year may be denied on the basis of this policy but is not limited to the actions specified herein.

Student Permanent Records (ASF 2110)

Each Parish/Regional school and the Archdiocesan high school shall maintain the required records of each student enrolled in the school.

- A. Permanent Records
- B. Parish/Regional schools and the Archdiocesan high school shall keep the following student records (hereinafter the "official records") in a permanent fireproof file or digital format for a period of no less than 99 years:
 - a. Academic transcripts (including attendance);
 - b. Academic test results; and
 - c. Immunization records.
- C. Guidance Department and disciplinary records are not part of the student's official records and shall not be kept in the permanent file. Those records shall be destroyed four years after the student graduates, transfers or withdrawals.

All health records (except for immunization records) are not part of the student's official records and shall not be kept in the permanent file. When a student graduates, transfers or withdraws from the school, the school may give the

student's health records to the student (provided s/he is emancipated or above the age of majority) or the parents/legal guardians.

D. Transcripts

- a. 1. When a student transfers to another school, a Parish/Regional school or the Archdiocesan high school shall send a copy of the student's official records (as defined above) directly to that new school if requested to do so (in writing) by the student's parents/legal guardians or by the student (if over the age of majority and not dependent on the parents/legal guardians).
- b. 2. The official record, including the official transcript, shall only be sent to the transferring school; it is not to be given to the student or his/her parents/legal guardians.
- c. 3. When a student transfers to another school, a Parish/Regional school or the Archdiocesan high school must record the date and reason for the student's transfer on the student's permanent record card.

E. College Applications

When a student applies for admission to a college, university or other post-graduate program, and when a request is made to send copies of the student's official records to such college, university or other post-graduate program, the Archdiocesan high school shall send copies of the student's official transcript and all other school records that are requested, including disciplinary records, if appropriate. The Archdiocesan high school shall not release any medical records relating to any student absent express authorization by the student (if over the age of majority and not dependent on the parents/legal guardians) or the student's parent/legal guardian.

F. Report Cards

Parish/Regional schools and the Archdiocesan high school shall issue report cards in accordance with the guidelines set forth in their Parent/Student handbooks. Report cards, standardized test scores and parent-teacher conferences shall provide parents/legal guardians with an opportunity to review and discuss student progress and achievement.

G. Privacy of Student Records

Principals and Preschool Directors shall take particular care to preserve both the integrity and privacy of official school records.

H. Access to Student Records

- a. Parents/legal guardians of Parish/Regional schools and the Archdiocesan high school students, as the primary educators of those students, shall have the right to inspect and review the official records of their child in the presence of a school official. Parents/legal guardians of students who are enrolled in the high school and who are listed as a dependent on the parents'/legal guardians' most recent Federal Income Tax form(s), shall have the right to inspect and review the official records of their child in the presence of a school official. Once a student attains the age of majority and is no longer a legal dependent of his or her parents/legal guardians, the student shall have the sole right to inspect and review his or her official records in the presence of a school official. All requests to review a student's official records shall be made in writing, and shall be directed to the Principal or Preschool Director.
- b. Unless otherwise provided by a court order, both parents and legal guardians of a student are entitled to inspect and review the student's official records in the presence of a school official, regardless of who has legal custody of the student. Unless otherwise provided by court order or by law, both parents and legal guardians of a student shall have equal access to school documents and other information concerning the student's education.
- c. Parish/Regional schools and the Archdiocesan high school shall not release any personal information concerning a student to any person who is not the student's parent or legal guardian, unless the school is authorized to do so by the student's parent or legal guardian, or unless the school is compelled to do so by court order or by other operation of law.

Release of Student Directory Information (ASF 2370)

A. Student Directories

Before printing or publishing any student directories, Parish/Regional schools and the Archdiocesan high school shall obtain verifiable permission from each student's parents or legal guardians to publish information regarding the student or the student's family (such as names, addresses, telephone numbers). Parish/Regional Schools and the Archdiocesan high school must retain these permissions in the student file for the duration of the school year.

B. Other Publications and Media

Parish/Regional schools and the Archdiocesan high school shall not publish or use a student's name, picture, voice or likeness in any form of publication or media unless a signed photo/publicity release is obtained from the student's parents or legal guardians or from the student (if the student is over the age of

majority). Absent a signed photo/publicity release, Parish/Regional schools and the Archdiocesan high school shall not use a student's name, picture, voice or likeness in any publications or media, including but not limited to photographs, films, motion pictures, audio, DVD, videotape, websites, class pictures, school yearbook, or the school newspaper, whether in connection with the student's education or participation in school activities or events or otherwise. The signed release must be kept on file for the entire length of time that the student is at the school.

School Culture

Sacramental Program

The sacramental life of the children at St. Mary's School is an important component of the religion program in the Catholic tradition. Preparations for two sacraments, Reconciliation and First Eucharist, form the core of instruction beginning in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. St. Mary's School celebrates First Eucharist each year and is typically during Grade 3.

Parents are required to be active partners in their children's preparation for these sacraments. Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic faith. Please contact your parish priest or deacon prior to Grade 2 should you wish to participate in the sacraments.

Birthday Observances

We encourage families to contact your child's teacher when sending birthday treats. Balloons and flowers will not be delivered to your child's classroom, but may be held in the school office until the end of the school day. [Only individually wrapped food will be permitted until further notice. Family members are not permitted in the classroom for birthday observances.](#)

Water Bottles

All water bottles must be plastic and transparent. Water bottles will only hold water. No other types of drinks or additives.

School Supplies

School supplies for all students is the responsibility of the family and will be paid directly to the school supply vendor to be disclosed by the school. This needs to be

completed no later than July 31st of the current school year in order for the supplies to be delivered to the school in time for the first day of school.

Snacks

Younger students may have a designated snack schedule, your child's teacher will inform you of the schedule.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for parties or other out of school events should be sent to the students via the mail or e-mail unless an invitation is given to every student in the grade.

Service Hours

As we strive to build and nurture students' total development, St. Mary's School strongly encourages parental involvement. Through the collaborative efforts of parents and school staff, we will achieve our goals. A list of upcoming service opportunities will be provided throughout the year either posted on or through the weekly newsletters/updates. We will encourage our students to serve others through various service projects in the classroom or school-wide.

Graduation (ASF 2600)

Graduation exercises from either elementary or secondary schools shall take place no earlier than one week preceding the closure of school.

Elementary School

- A. Graduation from elementary school should be kept appropriately simple and inexpensive. A Eucharistic liturgy shall be central to the graduation ceremony and should be followed by a simple, dignified exercise that recognizes the unique value of the Catholic education just completed.
- B. A student must meet the minimum requirements established by the school, as set forth in the parent/student handbook. An elementary school may withhold a student's diploma until that student or the student's parents or legal guardians satisfy their educational, financial and/or disciplinary obligations to the school. A student's participation in graduation exercises is a privilege, not a right.
- C. Notice
Parish/Regional schools shall notify a student's parents or legal guardians in

writing if a student is in danger of not graduating. Such notice shall be given as soon as reasonably possible, but at least prior to final examinations.

D. Exclusion From Graduation Exercises

Parish/Regional schools may exclude a student from participating in graduation exercises for reasonable cause (i.e. discipline, failure to meet financial obligations) even if the student is to receive a diploma. The Principal shall have the discretion to exclude a student from participation in graduation exercises after consultation with the Pastor/Rector and the Superintendent of Schools.

Admissions

Children entering Kindergarten must be five (5) years of age by September 1st. Children entering Junior K must be four (4) years of age by September 1st. If a rare exception is made regarding admissions it is at the discretion of the Principal. Should a student be admitted that is too young (not age 4 on or before September 1st, it may be necessary for that child to repeat JK the following school year.

At the time of registration, students seeking admission to St. Mary's School is evaluated on the basis of an interview (grades 3rd -8th) with the Principal, recent report card and a recommendation by the student's current teacher(s).

Requirements include:

- Immunization Records
- Copy of original Birth Certificate
- Copy of Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of IEP (if applicable)
- Completed Financial Forms

All new students will be on probation period in which both socially and academically observation and assessment will be done. If during this probation period there are any problems, a student may be asked to withdraw his/her attendance at St. Mary's School. Non-Catholic students whose parents accept the philosophy of St. Mary's School will be admitted as well.

Admission Information (ASF 2000)

All Catholic preschools, elementary schools and the Archdiocesan high school shall admit only those students who sincerely seek a Catholic education.

For admission purposes, preference is given to students who are practicing Catholics, who have a basic knowledge and understanding of the Catholic faith, and who are registered members of a parish or mission within the Archdiocese.

By applying for admission to a Parish/Regional school or the Archdiocesan high school, parents or legal guardians acknowledge and agree that their student will participate in religious instruction and formation in the Catholic faith. By applying for admission to a Parish/Regional school or the Archdiocesan high school, parents or legal guardians acknowledge and agree that they will support the philosophy and mission of the Catholic school and all Catholic teachings. No student will be refused admission to a Parish/Regional school or the Archdiocesan high school because of race, color, national origin, or gender.

Each school shall have a written admissions policy in its Parent/Student Handbook that shall include the following:

A. All students must be in compliance with the minimum age requirements of the State of New Mexico in order to enroll; students entering Kindergarten must by 5 by September 1st.

B. Locally set admission priorities and/or preferences including:

1. Dates for application, registration, testing, admission acceptance and parent/student commitment procedures and deadlines
2. An interview with the parent or legal guardian and student, when possible; and
3. A statement regarding application, tuition and other fees.

C. If a student applies to transfer from one Parish/Regional school to another(except in the case of a student who is entering high school), the Principal/Preschool Director of the school to which the student wishes to transfer may request that the parents or legal guardians of the student provide a reason for the requested transfer.

D. If a student applies to transfer from one Parish/Regional school to another (except in the case of a student who is entering high school), the Principal/Preschool Director of the school to which the student wishes to transfer should confer with the Principal/Preschool Director of the school from which the student wishes to transfer.

Home-Schooled Students

1. Parents or legal guardians who seek admission to a Parish/Regional school, or the Archdiocesan high school for children who have been home-schooled shall provide proper documentation to the school that will allow the school to properly evaluate and place the student. Such documentation shall include, but not be limited to: immunization records, samples of student work, report cards (if applicable), recommendations from the leadership of the home school, copy of

curriculum used by the home school with the student, and grade level/subject testing. At the school’s discretion, the student may be required to undergo standardized testing or admission testing prior to admission. In the event of such testing, and if it is administered by a third party or agency, the parents or legal guardians of the student may be asked to pay for the testing. The school reserves the right to place the student in the grade or course that the school deems appropriate.

Admittance Of Non-Catholic Students

1. Parish/Regional schools and the Archdiocesan high school may admit a student who is not Catholic, provided that this student will not displace a Catholic student, and provided that the student and his/her parents/legal guardians clearly understand that the student will be required to participate in Catholic religious instruction and school activities related to the Catholic identity of the school. Parents/legal guardians of non-Catholic students acknowledge and agree that students will participate in religious instruction and formation in the Catholic faith. By applying for admission to a Parish/Regional school or the Archdiocesan high school, parents/legal guardians acknowledge and agree that they will support the philosophy and mission of the Catholic school and all Catholic teaching

Financial Obligations

School Year [2021-2022](#)

PRE-SCHOOL - GRADE EIGHT

Actual Tuition Cost per child.....**\$6500.00**
 Actual Tuition charged for registered families**\$5725.00**

REGISTRATION FEE PER FAMILY to be paid through FACTS by Jan. 15 of the current school year

Grades Pre-Kindergarten through 8.....**\$400.00**
 (Fee is NON-REFUNDABLE and is PER FAMILY)

REGISTRATION FEE PER NEW FAMILY OR LATE REGISTRATION (After Jan. 15) FOR CURRENT FAMILIES (Fee is NON-REFUNDABLE and is PER FAMILY)

Grades Junior Kindergarten - 8th grade.....**\$500.00**

Financial Assistance

Forms for financial assistance are available ON-LINE at www.factstuitionaid.com.

The application deadline to FACTS Grant and Aid Assistance is posted each year. Families new to St. Mary’s School or who experience a change

in family income are encouraged to apply after this date.

Important Disclaimer: All financial aid decisions are determined by a committee including the Pastor, Principal, Assistant Principal, Finance Manager, and other members as deemed necessary by the Pastor and/or Principal.

Financial Aid will not be awarded to families that are not financially current.

Tuition Payments

The importance of tuition payments to St. Mary's school cannot be overstated. St. Mary's depends on your financial obligations in order to meet daily expenses and monthly salaries. St. Mary's School accepts two payment options for tuition payments. One full payment is due each year in June for the next school year. This payment is also handled by FACTS. This entitles families to a 3% tuition discount. ALL FAMILIES MUST OPEN A FACTS ACCOUNT REGARDLESS OF WHO PAYS TUITION. IF TUITION AND OTHER FEES ARE DIVIDED THEN ALL PARTIES MUST OPEN A FACTS ACCOUNT. Special arrangements of frequency of FACTS payments can be made with the school's bookkeeper. Monthly payments are made over a [10 month period or less](#), beginning in June for the next school year. Payments will be drawn on a set day each month. Should an account become delinquent, you will be contacted by the Finance Office. **Families will have 2 weeks to make their account current. Should additional time be requested by the family, a request must be made in writing or in person with the principal. A contract (outside of FACTS) will be made between parent(s), bookkeeper, principal and pastor.** All checks written to St. Mary's that are returned for nonsufficient funds (NSF) will be charged a \$25 fee in addition to the original check amount that will be withdrawn from a family's FACTS account. A required meeting may also be called to resolve the account.

****All current expenses must be settled before final registration each January. Families will not be granted an opportunity to register for the upcoming school year until all financial obligations have been met or arrangements have been made or kept.****

Additionally, should a family disable or cancel their FACTS account WITHOUT being financially current, the student(s) will be immediately withdrawn.

No records will be released to any school without being financially

current.

Changes to a student's FACTS account can only be made through the school. One change/adjustment will be allowed per school year per student account.

Attendance

The Federal No Child Left Behind Act requires that states, school districts, and schools be held accountable for ensuring that all students meet high academic standards. On time, daily attendance is a critical component of this educational process. New Mexico law dictates that:

Students between the ages of five (5) and eighteen (18) years of age are mandated to attend public school, private school, home school, or a state institution.

Student attendance in New Mexico is compulsory. Students should be in attendance at school for all designated school days. St. Mary's encourages parents to ensure their students attend to maximize their learning and to increase their chances of having a successful school career.

Weather Emergencies or Closures (ASF 1430)

St. Mary's school typically follows the APS inclement weather policy.

Ordinarily, a school will close for snow if the local public school district is closed or if local conditions or faculty absences warrant closure.

When closures exceed a reasonable number of days, the Catholic Schools Office may require that days be added to the calendar in order to maintain the level of instruction.

Each school shall develop and disseminate local policies that address closure and special schedules for weather or facility conditions. These policies should include procedures for faculty and media notification.

Ordinarily, students should not be released early. Emergency conditions that may warrant early release require the permission of the Pastor/Rector in Parish/Regional preschools and elementary schools and consultation with the Superintendent prior to the dismissal of the students. The Archdiocesan high school requires the permission of the Superintendent prior to the dismissal of students.

If it should be necessary to close because of weather conditions or other emergencies, a message will be sent to the home phone, cell phone, and email account listed on a student's file via the SIS system.

Absences

It is mandatory that schools in New Mexico take attendance daily. Attendance is taken daily in the homeroom or first period class. Middle School will take attendance at the

beginning of each class period.

When a student is absent from school, a parent must call the main office by 9:00 AM (242-6271). If the office does not receive a call, a parent will be contacted by the school office personnel. This policy is for the protection of St. Mary's School students.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day.

Excessive absence days including late entries to school after the official bell, can be cause for a student to be retained in the current grade for another year due to missed learning opportunities as well as interruptions in mastering essential learning objectives..

A written statement giving reasons for excessive absences or late entry to school must be brought to the administration upon the student's return. These notes/letters will be retained in the office for one year. Should an absence for any other reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

Appointments During the School Day/**Checking out early**

Students attending medical appointments during the school hours require a written note/email from the parent. Parents are to call the office when they arrive on campus. School personnel will escort the student to the parent's vehicle. Students who are absent for more than 2 hours will be counted absent for 1/2 a day. **Three (3) early withdrawals each of which are less than 2 hours will be considered as a 1/2 day absence.**

If a parent is checking out a student(s) early, the parent must physically be in the car lot by 2:15 at the latest. Failure to follow this request will result in being detained in the carline.

Student Programs During the School Day (ASF 2200)

Parents who wish to enroll their children in special programs outside the school, academic or otherwise, during the school day, may do so only with the written consent of the Principal and Pastor/Rector; and the approval of the Superintendent. Such requests shall be judged on a case-by-case basis and if granted, shall be for a period of no more than one academic year. Granting this type of enrollment is solely at the discretion of the Principal and Pastor/Rector and is subject to the approval of the Superintendent.

Tardies

If a student arrives after 8:00 AM, the parent is required to call the office to report the tardy. Student(s) are to enter the building. Parents are not allowed to enter the building with their student(s). The school relies solely on parents to ensure students arrive at school on time and ready to learn. When a student is tardy it is a major disruption in the child's learning that is late, and interrupts the entire class' learning. In the case of excessive tardies, the parents will be notified of the excessive tardies by the administration and appropriate steps will be taken to deal with the tardiness.

Instructional Hours (Length of School Day) (ASF 1420)

Instructional time on all regular school days in all Parish/Regional elementary schools and the Archdiocesan high school will be at least that required by the State of New Mexico.

Minimal school days may be taken a maximum of ten times per year for the purpose of professional development or for extended faculty meetings. On minimal school days, schools must be in session for a minimum of either one-half period more than half the total number of periods or 3.5 hours. Parental notice of minimal school days should be given well enough in advance for parents to make arrangements for after school care. Whenever possible, minimal school days will be noted on the annual school calendar. The Superintendent must approve requests for exceptions to the minimal school day requirements.

Grades JK - 8 are in session from 8:00 AM – 3:00 PM. Students not in their homeroom or first period class at 8:00 AM are tardy.

At St. Mary's School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

For safety, students are not permitted on school campus before 7:15 AM. The classrooms are open for students at 7:50 AM. Students arriving before that time will report to the Parenti gym where they will be dismissed to their classrooms at 7:50 AM by the teacher/staff member on duty.

Prayer and afternoon announcements begin at 2:55 PM each day. Dismissal immediately follows.

Students not picked up by 3:20 PM will be sent immediately to the After School Care Program. Parents are charged the daily per child rate.

Parents are to make arrangements for their child to arrive at school on time and be picked up at dismissal. Students who are not picked up by 6:00 PM will receive:

- a phone call reminding you to pick up your student on time and you will be charged \$5.00 per minute.
- Repeated failure to pick up your child from the After School Care on time will result in your child not being allowed to attend the After School Care program.

School Office Hours

The school office is open on all school days from **7:30 AM – 3:30 PM**. All parents (including middle school) should begin in the main office in the elementary building to conduct all business including signing out students for appointments.

School Calendar (ASF 1400)

The Catholic Schools Office shall publish a general Archdiocesan academic calendar. Principals shall submit to the Catholic Schools Office a copy of the proposed local calendar for their school, signed by the Pastor/Rector and Principal, by the date requested. All local school calendars must be based on the Archdiocesan academic calendar and include at least the number of student contact days required by the State of New Mexico.

Arrival and Dismissal Procedures

Car Line

- Parents are asked to remain in their cars and to proceed through the car line. [Please communicate this with all that will be picking up your student](#)
- Students are not permitted to walk to a parked car without an adult
- Parents will be asked to go around the building if the student's name has been called twice
- Parents are asked to pay close attention during the car line process. It is recommended and encouraged that cell phones not be used at this time. Please follow the instructions given by the staff member on duty and remain patient.
- Homeroom teachers should be advised in writing if a child is to go home in a different way on a given day

- Dismissal works BEST when everyone works TOGETHER!

Please review the specific policies below with everyone who drops off and picks up your child:

Driving Through Parking Lot:

- Proceed to the "Drop-Off Starts Here" sign.
- Drop off students at the END of the carline under the sign that reads, "Drop-Off Starts Here". **Students exit on the passenger side of the vehicle only. THERE IS NO PARKING IN THE CHURCH/SCHOOL PARKING LOT ALLOWED DURING DROP OFF/PICK UP TO ENSURE OF EVERYONE'S SAFETY. YOU MUST PARK OFF CAMPUS.**

Arriving Via 7th Street:

- There is to be no pedestrian traffic between the mid-school and church into oncoming traffic. Students/Parents must use the sidewalk on 7th Street.
- Students may not be dropped off on the west side of 7th Street and are not allowed to cross in the middle of the street through traffic. Park and walk your child inside.
- No vehicle will stop in the middle of 7th Street to allow students to exit the vehicle for any reason, whether traveling north or south.

Arriving East of 6th Street:

- Use the crossing guard on the corner of 6th Street and Tijeras. DO NOT CROSS IN THE MIDDLE OF THE STREET.
- Never enter school grounds through the east gate; the east gate is the entrance for vehicles only

Use of all crosswalks is expected to help ensure students' safety.

Pick-up Procedures

- No parking is allowed along the schoolyard fence between 2:30 pm. and 3:30 pm.
- Between 2:30 p.m. and 3:30 p.m., vehicles parked along the church side of the parking lot will not be allowed to leave. This is to avoid a vehicle from backing into a child whom the driver may not be able to see and to allow traffic to flow through the parking lot as smoothly as possible without creating a line backed up on 6th Street.
- Students enter vehicles only on the passenger side.
- NO PICK-UP is allowed on 6th, 7th, Tijeras, or Copper Streets. Students must be picked up from campus.

Authorized Pick-up List

An authorized list of persons allowed to pick up children must be given to the school and the form must be signed by a parent. Any additions/deletions must be made in person in the school office or sent into the school office in writing.

Walking unaccompanied

Students who walk unaccompanied need to sign out with the appropriate staff member at the back gate, or front gate. **Only students on the walking list** will be able to sign out.

Academics

Reporting of Student Progress (ASF 4400)

Academic grades are to be based solely on scholastic achievement as defined by the individual school. Behavior will be evaluated separately.

Teachers have the primary responsibility to confer with parents about the progress of their children. The Principal has responsibility to oversee this process. In cases involving ongoing problems or serious concerns which may lead to action beyond the scope of the teacher's responsibilities, the principal must be included in the conference with the parents.

Report cards, standardized test scores and parent-teacher conferences shall provide parents with tangible evidence of student progress.

When semester and/or quarter failure in a particular subject seems likely, parents shall be promptly notified in advance of the probable failure.

Academic Probation/Retention (ASF 2440)

Probation refers to the careful supervision and evaluation of the student's conduct or academic progress for a specified period, at the end of which a determination is made concerning whether the student has corrected the misconduct or made appropriate academic progress.

A student may be placed on probation by the Principal/Preschool Director.

- A. Probation may be imposed in accordance with rules established by the school. Probation shall include an agreement in writing between or among the student, parents or legal guardians and the school administrator addressing the student's misconduct or academic deficiencies, duration of probation, corrective measures to ensure compliance with applicable rules or requirements and the consequences of any violation of the terms of the probation. Parents must be notified in writing when the probation is terminated or if it is to be extended.

Subject to compliance with the terms of the probation agreement, a probationary period shall not exceed two semesters.

Promotion and Retention Policy (ASF 4420)

A. **Promotion**

Promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses will not be given solely on the basis of class attendance.

B. **Retention**

All decisions regarding retention are the responsibility of the Principal in consultation with the teacher(s).

In cases of inadequate progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all the factors related to the student's development (emotional, physical, social, as well as intellectual and academic) collected from a wide range of sources throughout the year. Excessive absences and/or tardies may be cause for retention or withdrawal from the school as defined in the local school handbook.

C. The following are minimum procedures for retention:

1. Consultation between teachers and principal,
2. A conference is held with the parents no later than the end of the first semester to advise them of the possibility of retention and to discuss possible remedial actions,
3. Follow-up conferences with the parents are held to evaluate the progress of the student,
4. Evaluations and reports to parents must indicate lack of student progress,
5. Ordinarily, a decision will be made by the end of the third quarter regarding retention.

D. No student shall be retained for more than one year at any given grade or level.

E. Local school policy should define the extent to which the school can serve students with special needs. Schools may accommodate students with learning challenges who require curriculum modifications. Adaptations and modifications should be regularly discussed with parents and use of significant modifications should be noted on the report card and in the permanent record. Such a record should say, "Grade indicated by an asterisk denotes progress made based on a curricular program adapted to the needs and abilities of this student."

Grading Scale

100 A+

99-94	A
93	A-
92	B+
91-86	B
85	B-
84	C+
83-77	C
76	C-
75	D+
74-71	D
70	D-
Below 70	F

Grades JK - 3rd grade will use a Standards Based Grading Scale:

Mastered	4
Proficient	3
Nearing Proficient	2
Not Yet	1

Middle school students will be graded using a 3 point Standards Based Grading Scale for attributes.

Homework

Formal home-study is assigned to help students become self-reliant, self-directed and to practice what was taught in the classroom. Student work should be guided and supported but not done for them. Since each student has different capabilities and interests, it can be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. Homework can be assigned to students Monday through Thursday and other longer projects may be completed over a weekend as necessary.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests, assignments or extra credit for absences due to vacations. As a general rule, assignments will not be given in anticipation of the vacation.

Missed Homework Due to Illness

Students who are absent due to illness have one day for each class period absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, parents or guardians are required to turn in a doctor's note clearing the student to return to school. They are also expected to call the school office before 9:30 AM to arrange for the pick-up of homework assignments. Pick-up arrangement should be made clear when requesting the homework assignments. Teachers will make every effort to make these arrangements but may be delayed due to their schedule that day.

Make-up Work

Teachers are not required to give make-up tests, assignments or extra credit for absences due to vacations. As a general rule, assignments will not be given in anticipation of the vacation.

Report Cards/Progress Reports

Parish/Regional schools and the Archdiocesan high school shall issue report cards in accordance with the guidelines set forth in their Parent/Student handbook. Report cards, standardized test scores and parent-teacher conferences shall provide parents/legal guardians with an opportunity to review and discuss student progress and achievement.

Conferences (ASF 4410)

The teacher is expected to meet periodically with the parents and student for the purpose of discussing the student's development and academic progress in school.

Conferences should take place at the designated school conference times and at other times deemed necessary by the teacher or parent

Unless specifically prohibited by a court order, the non-custodial parent has the right to the same information and opportunities for conferences provided for the custodial parent.

A. Notice

Parish/Regional schools shall notify a student's parents or legal guardians in writing if a student is in danger of not graduating. Such notice shall be given as soon as reasonably possible, but at least prior to final examinations.

B. Exclusion From Graduation Exercises

Parish/Regional schools may exclude a student from participating in graduation exercises for reasonable cause (i.e. discipline, failure to meet financial obligations) even if the student is to receive a diploma. The Principal shall have the discretion to exclude a student from participation in graduation exercises after consultation with the Pastor/Rector and the Superintendent of Schools. Participation in graduation exercises is a privilege, not a right.

Technology Acceptable Use

The primary purpose of technology at St. Mary's Catholic school is to improve/enhance learning and teaching. St. Mary's is deeply committed to technology as a vital tool for its students, teachers, and parents. We are very pleased to bring a wide range of technologies to students, staff and faculty at St. Mary's School. The internet and computers on our network are used to support the educational objectives of St. Mary's School. Use of these technologies is a privilege and is subject to a variety of terms and conditions. St. Mary's School retains the right to change such terms and conditions at any time.

1. Communication

- a. I will use language that is pertinent and appropriate when submitting academic work, participating in online forums and working collaboratively.
- b. I will be thoughtful and mindful about the language I use when posting online or sending messages to someone else.
- c. I will be mindful of how my words are interpreted by others.
- d. I will not use profanity, [images](#) or any language that is offensive to anyone.

2. Privacy

- a. I will be aware of the privacy settings on websites to which I subscribe.
- b. I understand that anything I do online or electronically is not private and can be monitored.
- c. I will not share any personal information, [images](#) about myself, family or faculty.
 - i. This includes passwords, home addresses, phone numbers, ages, and birth dates.
- d. I understand it is my responsibility to keep my accounts and passwords safe and protected.

3. Honesty and Safety

- a. I will not engage in behavior that puts myself or others at risk [or is contradictory to the mission of the school](#).
- b. I will represent myself [and SMS](#) honestly [and respectfully](#).
 - i. This includes accessing the network, using an account other than my own, [taking pictures or screenshots](#)
- c. I will seek help if I feel unsafe, bullied or witness unkind behavior.

- d. I will only communicate with people I know personally.
 - e. I will follow safety guidelines posted by sites to which I subscribe.
4. Learning
 - a. I will have a positive attitude and be willing to explore different technologies.
 - b. I will evaluate the validity of information presented online and understand that not everything online is true.
 - c. I agree to document and properly cite all information acquired through online sources including but not limited to images, videos and music.
 - d. I will remain on task; following the outline of the assignment.
 5. Respect for self and others
 - a. I will not upload or publish personal information, private communications or photos of other people without permission.
 - b. I will respond thoughtfully to the opinions, ideas and values of others.
 - c. I will not send or share unchrist-like or inappropriate emails, texts, posts or pictures.
 6. Respect for school and personal property
 - a. I will take care of all the equipment on campus.
 - b. I will report misuse and/or inappropriate content to my teachers and adults.
 - c. I will use the computers on campus for school related purposes only.

Violation of the policy will begin with a copy of the policy highlighting the violation, a parent or guardian will need to sign and return within 1 day of the violation. If any additional violations of the policy any or all of the following consequences will be imposed:

- Conference with parent or guardian
- Loss of technology use for a determined period of time
- Violators may be subject to probation, withdrawal, [suspension](#)/or expulsion from St. Mary's School
- Legal action may be taken

Testing Program (ASF 4430)

All Parish/Regional preschools and elementary schools and the Archdiocesan high school shall follow the basic program of standardized testing determined by the Archdiocesan Catholic Schools Office. [In grades JK - eight shall be assessed three times a year.](#) Each teacher is responsible for providing teacher professional development regarding test administration, maintaining test security, recording the results, utilizing test scores for instructional improvement, and reporting results to parents. Additional achievement and/or diagnostic testing may be done at the recommendation of the teacher and/or at the discretion of the Principal.

A. Achievement Testing

The Catholic Schools Office will make public each year the Archdiocesan average test scores.

The Catholic Schools Office will not make available individual school or classroom results to anyone except other appropriate officials of the Archdiocese.

Individual student's test scores will be made available to their parents and teachers. Individual schools may publish their own test scores as part of their marketing initiatives. School test scores may only be compared to published Archdiocesan average test scores or public school scores.

- B. The Catholic Schools Office will use an individual school's test scores for the purpose of monitoring and improving instruction within that school.
- C. ESL students will be tested; however, accommodations may be made to assist them in taking the test in their own language.
- D. All students will participate in the assessment program and all students will be included in the class and school averages. Accommodations for test taking for students with accommodations may be made at the discretion of the local school principal.

Field Trips

- A field trip is a privilege and not a right
- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine compatibility with curricular goals.
- Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- Grade levels may not always have the same number of field trips.
- Individual teachers, in consultation with the Principal, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance or poor conduct.
- A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **will not** be accepted.
- Permission slips are the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may use the form provided. Contact the school if information is needed to complete the form. **Note:** a fax does not take the place of an original signature and will not be accepted.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home

and marked absent for the day. Students that do not attend field trips will be held responsible for any assignments due to support essential standards.

- All monies collected for the field trip are **non-refundable and will be withdrawn from the family's FACTS account.**

Cell phones are not allowed on field trips unless otherwise directed by the teacher or Principal.

Chaperones must be 21 years of age and must have completed Virtues Abuse Awareness Training as well as completed a background check as indicated by the certificate of completion issued by the Archdiocese of Santa Fe.

Parents who chaperone a field trip may not bring any other children of any age on the field trip.

Uniform and Dress Code

St. Mary's Uniform

Uniform components (pants, shorts, skirts, jumpers, shirts, skorts, and sweaters/sweatshirts) must be purchased through:

Graphic Connection

1500 North Renaissance, Blvd., NE Suite A

Albuquerque, New Mexico 87107

505.821.2777

Uniform Guidelines

All uniforms **MUST** be purchased from the school's vendor to ensure correct color and appropriate school logos. All students must be in uniform every day. If there are out-of-uniform days, it will be announced during the course of the school year (See section on Out of Uniform guidelines). The uniform should be clean and neat with all buttons attached and hem intact.

Shirrtails should be tucked in while a student is on campus. No long-sleeved shirts of any kind may be worn under uniform shirts. If students wish to layer their clothing during the colder months, it is encouraged they purchase the approved sweaters, or long sleeve polos or hoodies.

Skirts, shorts, skorts, or shifts should be no shorter than three inches above the top of the knee

Belts must be worn at all times and shirts are tucked into pants or shorts with belt loops. Belts may be solid navy, brown, or black. (JK and Kindergarten students are exempt from wearing belts.)

Students who violate the uniform policy, will be given a verbal warning during the first week of school. Future infractions will require parents to bring in the correct school uniform to school.

Junior Kinder students will be expected to be in appropriate school uniform during the [2021-2022 school year](#).

BOYS

- [Graphic Connections](#) navy blue pants or walking shorts
- Belt (solid blue, black, or brown)
- [Graphic Connections](#) white or royal blue polo shirt with logo all grade levels
- Saint Mary's logo sweatshirt/sweater/vest (optional royal blue or navy)
- Navy blue Sweatshirt/sweater/vest previously purchased at Dennis Uniforms
- [SOLID socks \(without logos\)](#) white, navy, or black socks crew length only.
[Amazon sells them for ~ \\$10.00](#)
- [No show socks or ankle socks are not permitted](#)

GIRLS

- [Graphic Connections](#) Columbia plaid jumpers
- [Graphic Connections](#) Columbia plaid skirts
- [Graphic Connections](#) Columbia plaid skorts (JK-8)
- [Graphic Connections](#) white or royal blue long sleeve/short sleeve polo shirts with logo (all grade levels)
- [Graphic Connections](#) navy blue pants or walking shorts with logo
- Belt (solid blue, black, or brown)
- Saint Mary's logo sweatshirt/sweater/vest (optional royal blue or navy)
- [SOLID socks \(without logos\)](#) white, navy, or black crew length or knee high socks. [Amazon sells them for ~ \\$10.00](#)
- Solid navy blue, [white, grey or black](#) tights NOT leggings or footless leggings will be allowed
- Hair accessories should be from [SOLID](#) white, navy or royal blue or black or Columbia plaid.

GIRLS/BOYS

- [All outerwear worn in the classroom will be purchased previously from Dennis Uniforms or recently purchased from Graphic Connection and must have the St. Mary's logo \(Madonna & Child or SMS crest\). Hoodies in black, navy or royal, sweaters in navy or fleece wear navy or royal.](#)

Physical Education Uniform (Middle School)

Physical education uniforms need to be worn in grades 6-8 on specified days. Girls in all grades should wear shorts under jumpers/skirts. All shorts need to be fingertip length. Tennis Shoes without laces are not allowed on P.E. days. [PE uniforms will be provided by the school.](#)

Spirit Day - dress code

Blue or black jeans with no tears or holes. Blue or black capri jeans with no tears or holes. Any SMS T-shirt or spirit shirt from current or previous school years is allowed. Any athletic SMS training shirts. Other themed spirit days will be announced.

Good Rule: If you think you shouldn't wear it, you probably shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

Hats/Sunglasses

Sunglasses and hats **may not** be worn in the school building. The dress code is subject to change with fads at the discretion of the Administration. The Administration has the final say on any issues concerning the dress code.

Shoes/Socks/Leggings

Dress shoes or tennis shoes are allowed. Shoes must complement the uniform in color (Navy or royal blue, black, white, gray). Shoes must be solid in color (no checkerboards or other designs). Boots, hi-top boots, crocs, hi-top sneakers, ballet slippers, sandals, shoes without a back or strap, slippers, light up shoes and shoes with a heel over 2 inches are **NOT** permitted. Socks must be worn at all times. Socks must be crew length for boys and either crew length or knee highs for girls. Socks must be solid navy blue, black, or white. See Uniform Guidelines.

Because pants are an option for girls as part of the school uniform, no leggings or pants are allowed under school jumpers or skirts. Solid colored navy [blue](#), [black](#), [white](#) or [grey](#) tights are allowed and must not be footless.

Cosmetics

No cosmetics, mascara, lip gloss, colored chapstick, nail polish, or artificial nails may be worn. No permanent or temporary visible tattoos of any kind. No hologram contact

lenses. Middle school girls may wear a small amount of concealer or foundation to cover acne only.

Hair

All students' hair should be neat. Boy's hair should be trimmed above the ears and eyebrows, and not touch the shirt collar. Shaved designs, hair coloring, streaking lo-lights, hi-lights or bleaching is not permitted. Solid navy blue, white uniform hair accessories only. Any hair accessories deemed distracting to the learning process will be confiscated.

Piercings/Jewelry

No body piercing except pierced ears. Girls may wear one pair of stud earrings not larger than a dime. For the safety of the child, earrings should not fall below the ear lobe. Boys may not wear earrings or piercings of any type. Jewelry should be limited to one watch (not a Smart Watch, anything that can text or receive texts), simple crosses or holy medals on a narrow silver or gold chain are allowed.

Extracurricular uniforms

Scout uniforms may be worn on meeting days only. Sports teams will be granted special permission from the Principal to wear uniform jerseys on days of home games and/or during tournaments. Coaches will announce to the team when this will occur.

Behavior

Students are expected to behave in accordance with the stated philosophy and policies of the school, which are designed to foster mature development and personal responsibility, and emphasize deep respect for the human dignity and uniqueness of every individual.

This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and other practices which indicate to the students' a sense of appropriateness.

The following items are not allowed at school at any time:

- Laser pointers
- books, or pictures that do not support the mission of the school
- Knives
- Guns
- Matches/lighters
- Cigarettes/e-cigarettes/vape cigarettes/Juuls
- Tobacco products of any kind
- Alcohol
- Drugs of any kind as well as paraphernalia
- Radios
- Anything that detracts from the learning environment

In accordance with state law, if any uncertainty arises, the Principal reserves the right to determine the appropriateness of a student's action as well as any disciplinary measures.

Off-Campus Conduct

The Principal of St. Mary's School reserves the right to discipline its students for off-campus behavior that is not consistent with expectations of its students or the mission of the school during the course of the school day.

This off campus conduct includes, but is not limited to:

- Social media postings or interaction
- Field Trips
- School sports/games
- Dances
- Events
- Public places where a group of St. Mary's students or families are gathered

Cheating

Learning to think and work independently is part of the educational process. Cheating or plagiarism in any form is considered a serious violation of expected student

behavior and will result in disciplinary action. Cheating or plagiarism will not be tolerated. Students who choose to cheat, face a failing grade, detention, suspension, and/or expulsion. A student athlete or club member who is involved in cheating will not be permitted to participate in practices, meetings and games as determined by the Administration/Athletic Director. Teachers are required to bring any suspicion of cheating to the attention of the administration– defined as submitting work or copying answers that are not a student’s own. This includes the use of Slader.com or other online answer materials.

Detention

Detention may be issued for a breach of classroom or school rules. Parents are provided with written notification or a phone call of the detention. The date and time of the detention are at the discretion of the Principal or teacher monitoring the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ball games, or any other school activity as well as those scheduled outside of St. Mary’s School.

Suspension (ASF 2450)

Suspension refers to the isolation of a student from some or all classes and/or school activities. Suspension is defined as a temporary dismissal of a student from the school. Suspension is a serious consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success.

A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct after having been placed on probation.

- A. Suspension may be imposed in accordance with rules established by the school. The student may be required to attend school, but be separated from classes (in-school suspension) or remain at home (out-of-school suspension). The suspended student will be expected to continue schoolwork on an independent basis either at school or at home. Whether a student is in or out of school suspension may not exceed three days, except in extraordinary circumstances or to allow time to complete an investigation or inquiry pending expulsion.
- B. Suspension may encompass extracurricular activities subject to the school’s handbook. School officials shall make reasonable efforts to notify the student’s parents or legal guardians prior to imposing any suspension upon a student. In situations where immediate suspension is warranted, school officials shall notify

a student's parents or legal guardians about the suspension as soon as is practicable under the circumstances.

- C. If a student has been suspended for any reason, the student will not be permitted to attend any SMS event(s) during the suspension. This includes athletics.
- D. The school shall keep a written record including date of the suspension, reasons, notes relating to the conference with the parents and terms and conditions of the suspension that shall be signed by the parent and Principal/Preschool Director. A copy of the record must be kept in a file separate and apart from the student's Permanent Record.

In-School Suspension

Students who are given an in-school suspension will be required to report to school each day of the suspension by 7:50AM. He/she will not be permitted to attend classes, assemblies, lunch or other activities scheduled on that day. An isolated "study/work session" will be closely monitored by a substitute teacher. The cost of hiring a substitute teacher will be the financial obligation of the guardian or parent(s) of the suspended student. Payment will be made through the family's FACTS account. Students who receive an out-of-school suspension will not be allowed on campus during that time. Credit for missed assignments will be at the discretion of the teacher(s).

Probation (ASF 2440)

Probation refers to the careful supervision and evaluation of the student's conduct or academic progress for a specified period, at the end of which a determination is made concerning whether the student has corrected the misconduct or made appropriate academic progress.

A student may be placed on probation by the Principal/Preschool Director.

- A. Probation may be imposed in accordance with rules established by the school. Probation shall include an agreement in writing between or among the student, parents or legal guardians and the school administrator addressing the student's misconduct or academic deficiencies, duration of probation, corrective measures to ensure compliance with applicable rules or requirements and the consequences of any violation of the terms of the probation. Parents must be notified in writing when the probation is terminated or if it is to be extended.

Subject to compliance with the terms of the probation agreement, a probationary period shall not exceed two semesters.

Expulsion (ASF 2460)

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort: a) after all other efforts of motivation and counseling have failed or b) where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons or c) as set forth in Policy 2470 regarding student withdrawal on grounds of parental behavior. Local schools should publish in the parent/student handbook a non-exclusive list of those actions that may constitute expulsion.

PROCEDURES FOR EXPULSION

- A. A record shall be kept of previous measures of remediation, counseling, probation, conferences and/or suspensions. This documentation should include written communication between the school and the family.

In the case of serious circumstances as described in ASF 2450 above, the student shall be immediately suspended until the process described in sections B-H can be completed.

- B. Parents **MUST** be informed by **WRITTEN** notice that expulsion is contemplated.
- C. A conference shall be held with parents, student, Principal/Preschool Director, Pastor/Rector, and, if appropriate, teachers at which time the grounds for dismissal will be presented and discussed.
- D. Expulsion should be determined only after consultation with the Superintendent (and the Pastor/Rector in Parish/Regional schools and preschools). The final decision to expel a student rests with the Principal/Preschool Director and Pastor/Rector with the knowledge and consent of the Superintendent.
- E. Once the decision has been made to expel a student, **WRITTEN** notification of the decision must be sent to the parents and a copy forwarded to the Superintendent.
- F. The Principal/Preschool Director shall notify the parents in writing of the appeal process. (See Policy 1310)
- G. The Principal/Preschool Director shall properly document all expulsion cases including grounds, evidence, record of conferences and final notice. Such documentation shall be maintained in a file separate and apart from the Student Permanent Record.

Appeal Process (ASF 1310)

Any appeal concerning any matter relating to Parish/Regional preschools and elementary schools and the Archdiocesan high school shall be processed in accordance with the following regulations:

A. Resolution of Ordinary Differences within the School Community

Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise which will require an objective review by a third party in order to assure the maintenance of positive relationships within the school community. To facilitate reconciliation, communication and the strengthening of the community of faith, the following general guidelines shall be followed:

- 1) In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.
- 2) If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the school principal/director. The specific provisions for a fair process are to be contained in the local school handbook.
- 3) If the Principal/Preschool Director is believed to be acting contrary to Archdiocesan or local school policy, or if there is a disagreement regarding the principal's or preschool director's decision affecting a student, then the student (18 years or older), the student's parent or legal guardian may request that the Pastor/Rector in the case of a Parish/Regional school or the Superintendent in the case of the Archdiocesan high school review the matter or the decision.
- 4) If the conflict cannot be resolved in an elementary school or preschool following steps one through three above, then a parent, student (18 years or older) or employee may have recourse to the Superintendent.
- 5) If an aggrieved party requests that the Superintendent review a matter or a decision arising out of a local school, the Superintendent may (at his or her sole option) assign a hearing officer to review the matter and take testimony if necessary. The Superintendent may consider evidence obtained by the hearing officer in reviewing the matter and in making his/her final decision.

B. Recognition of Local Authority

In cases involving Principal and Pastor discretion, the Catholic Schools Office

recognizes the local administrations' authority to exercise discretionary rights within the parameters of local and Archdiocesan policy.

C. Appeal of Required Withdrawal of a Student

If a Principal/Preschool Director requires, for whatever reason, that a student withdraw from school, the student (if 18 years or older), or the parent or legal guardian may appeal the principal's/director's decision following the steps in A. 3 and 4 above.

D. Appeal of Other Serious Decisions

There shall be no right of appeal for a student, parent or legal guardian if a Principal/Preschool Director takes some disciplinary action toward a student other than required withdrawal from the school. There shall be no right of appeal, for example, for the suspension of a student, or for detention. There may be occasions; however, where a Principal/Director's decision has serious consequences and the student (if 18 years or older) or the student's parent or legal guardian requests a review by the Pastor/Rector or Superintendent. It shall be within the sole discretion of the Pastor/Rector or Superintendent to determine whether to review the decision.

E. Process of Appeal

1. When a parent, an employee or a student (18 years or older) believes his/her rights have been violated and/or the Principal/Director and/or Pastor/Rector is believed to be acting contrary to Archdiocesan or local policy, the person may submit an appeal in writing to the Superintendent with the following information, provided steps one through three above have been followed:
2. The subject of the appeal.
3. Any factual data, other than hearsay, the person considers appropriate.
4. The efforts that have been made to resolve the issue
5. The decision of the Principal, Preschool Director and/or Pastor/Rector must be appealed within ten (10) working days of the communication of that decision by the aggrieved party.
6. The Superintendent may, in his or her sole discretion, designate another person to hear the appeal and to render a decision on the Superintendent's behalf.
7. If the Superintendent accepts the appeal, the Superintendent (or his or her designee) shall have the discretion to review documents and take testimony (if necessary) from any witness who may have knowledge or information regarding the subject of the appeal. Should a hearing be necessary, the Superintendent may hear the appeal alone or form a hearing committee, if s/he deems appropriate.
8. The decision of the Superintendent is final and binding and concludes the appeal process. There shall be no further right of appeal

9. The appeal process is designed to support the Catholic Church's belief in subsidiarity and, therefore, at no time during the appeal process may the parent, employee or student (18 years of age) be represented by an attorney.

Drugs and Alcohol (ASF 2330)

All Archdiocesan and Parish/Regional schools shall promote and maintain a smoke-free, alcohol-free and drug-free environment. All students are prohibited from possessing, using, or being under the influence of tobacco, alcohol or illicit drugs while on the school premises and at all school-sponsored activities. If a student possesses, uses, or is under the influence of tobacco, alcohol or illicit drugs while on school premises or at any school-sponsored activity, the school shall immediately contact the student's parents or legal guardians, and the school may, at its discretion, contact local law enforcement. The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs by a student may result in the required withdrawal or expulsion of the student from the school.

School personnel shall immediately report any incident involving the presence of any person on school campus or at any school-sponsored activity for purposes of possessing, using, manufacturing, selling or transferring marijuana, prescription, dangerous or narcotic drugs, to the Principal/Preschool Director. The Principal/Preschool Director shall in turn report the incident to local law enforcement.

Students who possess drugs or alcohol face suspension or expulsion. Family members who are intoxicated while attending any school sanctioned event will be asked to leave the school campus. Authorities will be contacted if the family member acts in a disorderly way or threatens harm to any member of the St. Mary's community.

Cell Phone/Electronic Policy

Student cell phones are not allowed to be used on campus. This includes SmartWatches and Airpods. Cell phones will be turned in to their homeroom teacher in the morning and will be returned at the end of the day. If a student is late, they must turn their cell phone into the office at check-in. Cell phones are NOT to be used to contact parents during the school day.

The phone in the office is available for student use throughout the day. If students are holding or using a cell phone on school campus without permission of a St. Mary's Staff member, the phone will be confiscated and parents will be contacted.

Confiscated phones must be picked up by the parent from the office. St. Mary's School is not responsible for lost, damaged, or stolen phones or other electronic devices. Cell phones and Smart Watches are not allowed during Before Care or After Care.

Bullying and Cyberbullying (ASF 2410)

St. Mary's School is committed to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats seriously or "just for fun" in school, at school events or online will face detention, suspension, and/or expulsion at the discretion of the Principal. Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension or expulsion. Specifically, written, verbal, or electronic expression or a physical act or any combination, directed at a student which results in physical or emotional harm or intentionally damaging a student's property, and disrupts the education process will not be tolerated.

Examples of bullying are not limited to unwanted teasing, threatening remarks, intimidating, stalking (both physically and on social media), physical violence, harassment, public humiliation, spreading rumors or false stories. Cyberbullying is bullying through the use of technology or electronic communications (signs, signals, writing, images, data) transmitted by web pages, blogs, or other social media communication.

Procedures for reporting and responding to bullying or retaliation reports of bullying shall be made by staff, students, parents or guardians either orally or in writing to the Principal. The Principal shall fully investigate all reports and determine what action is required. Confidentiality of student records prohibits the Principal from reporting disciplinary action taken to the reporting family.

Bullying and Cyberbullying does not support the mission of the school. Students involved in these types of behaviors may be asked to leave the school.

Harassment

Harassment of any type is not tolerated. The staff investigates all complaints of harassment and students involved may face detention, suspension, or expulsion.

The Archdiocese prohibits all forms of harassment (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), whether verbal, physical, visual or environmental. Any student who violates this policy will be subject to disciplinary action, up to and including required withdrawal.

Each Parish/Regional school and the Archdiocesan high school shall develop and disseminate a policy, in the context of the school mission and Catholic identity, which addresses student-to-student bullying and harassment. This policy shall state that it prohibits any verbal, physical, or visual conduct on the part of students that has the

purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile or offensive education environment.

In addition to this statement, the policy shall contain the following: descriptive behaviors; procedures for reporting; investigative procedures; consequences and penalties; discretion statement that allows the Principal/Preschool Director and Pastor/Rector (Superintendent for the high school) to review individual situations and waive any or all penalties. The policy should also state if the school provides a bullying/harassment prevention program for staff, students, and parents and how individuals may access that program.

Communication

Social Media

Various platforms on Social Media are used by the school to tell the school's story and promote the school. It is encouraged for families to follow the school's accounts and to participate. It is expected families will represent St. Mary's School in a positive light at all times; just as they are expected to in person. In the event a parent or other individual representing the student represents the school or its representatives in a negative light, the parent may be given a warning. Should this type of behavior continue the parent will be blocked from communicating on the particular platform.

Home-School Communication

In order to facilitate timely communication, St. Mary's School uses a School Information System (SIS) to communicate school news to stakeholders. Official school-wide emergency communications will be done via email, text messaging and website posting. It is the responsibility of the registered family to ensure their contact information stays current.

Parent Teacher Conferences (ASF 4410)

The teacher is expected to meet periodically with the parents of each student for the purpose of discussing the student's development and academic progress in school. The student may be present for all or part of the conference at the discretion of the teacher.

Conferences should take place at the designated school conference times and at other times deemed necessary by the teacher or parent.

Designated conference days may be considered instructional days, provided students are required to attend all or part of the conference.

Unless specifically prohibited by a court order, the non-custodial parent has the right to the same information and opportunities for conferences provided for the custodial parent.

Weekly Newsletters sent via email

In order to facilitate timely communication, St. Mary's School uses a School Information System (SIS) to send memos and upcoming information each week, the Principal's memo as well as other important information will be posted. It is the responsibility of the family to check the SIS often.

Health and Wellbeing

Lunch

Saint Mary's School offers a daily hot lunch program. Our lunches are provided by [Nama Catering](#) in the St. Mary's cafeteria. Lunch payments are taken out of student's FACTS account monthly. Students without lunch will be provided a school lunch and their account will be charged accordingly.

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or candy. **Parents are not allowed to bring lunches or drinks from fast food restaurants.** Microwaves are available in the cafeteria for students to heat up their lunch from home. Payment for lunches will be withdrawn from the family's FACTS accounts monthly.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are emphasized at all times.

Counseling Services

The Counseling Department provides many services for students and their parents.

Academic counseling

- Meeting with students, teachers, parents and administrators whenever necessary to ensure positive academic progress
- High School advisement (8th grade) include:
- Educating students about high school requirements, school-offered programs and areas of specialization.

Personal Counseling

- Listening, providing coping skills and problem-solving techniques and helping students to make the appropriate choices;
- Making outside referrals in those cases which require additional follow-up; and
- Working with students individually, in small groups and in the classroom.
- Counselors maintain communication with teachers to help ensure the academic and personal success of each student.

Confidentiality

Counselors at St. Mary's Catholic School follow the Children's Code provided by New Mexico State law which states:

32A-6A-14. Consent for services; children under fourteen years of age.

A. Except as provided in Subsection B of this section, the informed consent of a child's legal custodian shall be required before treatment or habilitation, including psychotherapy or psychotropic medications, is administered to a child under fourteen years of age.

B. A child under fourteen years of age may initiate and consent to an initial assessment with a clinician and for medically necessary early intervention service limited to verbal therapy as set forth in this section. The purpose of the initial assessment is to allow a clinician to interview the child and determine what, if any, action needs to be taken to ensure appropriate mental health or habilitation services are provided to the child. The clinician may conduct an initial assessment and provide medically necessary early intervention service limited to verbal therapy with or without the consent of the legal custodian if such service will not extend beyond two calendar weeks. If, at any time, the clinician has a reasonable suspicion that the child is an abused or neglected child, the clinician shall immediately make a child abuse and neglect report.

NOTE: At St. Mary's Catholic School, counselors provide guidance and counseling, not psychotherapy or group psychotherapy.

Counselors at St. Mary's Catholic School abide by New Mexico State law providing that children under the age of fourteen have the right to decide whether or not to disclose information, which states:

“Except as otherwise provided in the Children's Mental Health and Developmental Disabilities Act [32A-6A-1 NMSA 1978], a person shall not, without the authorization of the child, disclose or transmit any confidential information from which a person

well-acquainted with the child might recognize the child as the described person or any code, number or other means that could be used to match the child with confidential information regarding the child. (NM Children’s Code, Children’s Mental Health and Developmental Disabilities Act Section: 32A-6A-24 A)

“When the child is under fourteen years of age, the child's legal custodian is authorized to consent to disclosure on behalf of the child. Information shall also be disclosed to a court-appointed guardian ad litem without consent of the child or the child's legal custodian.(NM Children’s Code, Children’s Mental Health and Developmental Disabilities Act Section: 32-6A-24 B)

Exceptions

Authorization from the child/guardian shall not be required for the disclosure or transmission of confidential information when the disclosure or transmission is:

- necessary for treatment of the child and is made in response to a request from a clinician
- necessary to protect against a clear and substantial risk of imminent serious physical injury or death inflicted by the child on self or another;
- determined by a clinician not to cause substantial harm to the child and a summary of the child's assessment, treatment plan, progress, discharge plan and other information essential to the child's treatment is made to a child's legal custodian or guardian ad litem;
- to the primary caregiver of the child and the information disclosed was necessary for the continuity of the child's treatment in the judgment of the treating clinician who discloses the information;
- to an insurer contractually obligated to pay part or all of the expenses relating to the treatment of the child at the residential facility. The information disclosed shall be limited to data identifying the child, facility and treating or supervising physician and the dates and duration of the residential treatment. It shall not be a defense to an insurer's obligation to pay that the information relating to the residential treatment of the child, apart from information disclosed pursuant to this section, has not been disclosed to the insurer;
- to a protection and advocacy representative pursuant to the federal Developmental Disabilities Assistance and Bill of Rights Act and the federal Protection and Advocacy for Mentally Ill Individuals Amendments Act of 1991; and/or
- pursuant to a court order

Student/Parent Communication Counselors at St. Mary's Catholic School respects the inherent rights and responsibilities of parents for their children and endeavors to establish appropriate and collaborative relationships with parents and students. (ASCA Code of Ethics)

As appropriate, counselors provide parents with accurate and relevant information as consistent within the limits of confidentiality. (ASCA Code of Ethics)

It is always the goal of the St. Mary's Catholic School counselor to work with the student to bring the parents into the communication process regarding all areas of a student's life. Counselors will make every effort to encourage and to help the student to disclose information to a parent/guardian.

Confidentiality Policy and Agreement Form

All students enrolled at St. Mary's Catholic School must have a Confidentiality Policy and Agreement Form signed by the student and his or her parent/guardian by the Friday following the FIRST day of school at the beginning of the school year. Students enrolling in St. Mary's Catholic School after this date must have a Confidentiality Policy and Agreement Form signed by the student and his or her parent/guardian by the first day the student attends class.

Informed Consent/Disclosure Agreement

When the counselor holds the first meeting with his or her students, information regarding informed consent is reviewed with the student. At this time the student is informed that confidentiality does not cover situations that threaten the life and well-being of the student or any other person and this information will be disclosed to the appropriate person(s). The student and the counselor sign and date the "Informed Consent" form, and this form is kept on file with the counselor assigned to this student.

Medication Given at School (ASF 2320)

A. Medications

School personnel may **not** administer medications of any kind to any student without appropriate consent forms. The following **requirements must be met** for a student to receive medication at school:

1. The medicine must be in a prescription bottle or original container.
2. There must be a written request, signed by the student's parent or legal guardian, and by the student's doctor, specifically authorizing school personnel to administer any medication sent to school. That request must contain the following information:
 - a. The dates and times when the medication is to be administered;
 - b. Instructions as to proper dosage; and

- c. The original signature of the student's parent or legal guardian and the original signature of the prescribing doctor.
3. Principals/Preschool Directors **may not** accept general, on-demand or standing orders for students to take over the counter (OTC) medications for non-specific conditions.
4. All medications must be kept in a secure place to which students do not have access. (Exception: School personnel may keep back-ups of inhalers or Epi-pens in the classroom, as well as in the school office, if such inhalers or Epi-pens are properly secured.) Because of the risk of students sharing medication, no student may carry his or her own medications on school campus or at any school-related event. If a student would be seriously at risk if they were not able to personally carry an Epi-pen or inhaler, and the student's parent or legal guardian requests that the student be permitted to do so, the school may grant an exception to this policy if the student's parent or legal guardian, and the student's doctor document the following:
 - a. That there would be a risk to the student if the student were not able to personally carry the medication; and
 - b. That the student has been instructed on the indications for use of the medication, on the administration of the medication, on the possible side effects, on the student's responsibility not to share the medication with anyone, and the student's responsibility to notify the teacher of the use immediately after such use.
5. The person designated by the Principal/Preschool Director to administer medication to students shall keep a log of all medicine administered. Where reasonable and feasible, a student's medication is to be self-administered in the presence of the Principal/Preschool Director (or designee).
6. Glucose testing and insulin administration is to be coordinated by the student's parent or legal guardian, in collaboration with the school's Principal/Preschool Director (or designee).
7. At the end of each school year, all medications shall be returned to the students' parents or legal guardians, or disposed of in an appropriate manner.
8. These requirements apply to over-the counter drugs as well as to prescription drugs. Other than as specifically permitted above, school personnel **shall not** furnish any medication, including acetaminophen, cough drops, medicated lip balm, etc. to any student, at any time, for any reason.

B. Students With Food Allergies

Parish/Regional schools and the Archdiocesan high school do not have a legal

obligation to accept a student with a food allergy. It is acceptable for a Parish/Regional school or the Archdiocesan high school to deny enrollment to a student if the school cannot reasonably accommodate the student's food allergy. If a Parish/Regional school or the Archdiocesan high school knowingly accepts a student with a food allergy, the school should follow the following guidelines provided by the Food Allergy & Anaphylaxis Network ("FAAN"):

1. Family's Responsibility
 - a. Notify the school of the child's allergies.
 - b. Work with the school to develop a plan to accommodate the child's needs.
 - c. Provide written medical documentation, instructions and medications as directed by the child's physician.
 - d. Provide properly labeled medications and replace medications after use or when expired.
 - e. Provide the school, at the minimum, with at least two (2) Epi-pens for school or student use.
 - f. Educate the child in the self-management of the food allergy. This would include strategies for avoiding exposure; safe and unsafe foods; symptoms of allergic reactions; how to tell an adult when having allergy symptoms; and how to read food labels (age appropriate).
 - g. Review procedures with the school, the child's physician, and the child after a reaction has occurred.
 - h. Provide up-to-date emergency contact information.
2. School's Responsibility
 - a. Notify parents and the student that the school cannot guarantee an allergy-free environment.
 - b. Ensure that all staff understand food allergies; can recognize symptoms; know what to do in case of an emergency; and work with other school staff to eliminate the use of allergens in the student's meals, educational tools, arts and crafts projects, etc.
 - c. Create and review the Food Allergy Action Plan before an allergic reaction occurs to ensure the plan is efficient.
 - d. Ensure that medications are appropriately stored, and be sure that an emergency kit is available containing the physician's standing order for epinephrine. If student is seven (7) years old, or older, the student may carry an EpiPen on his/her person if properly trained.
 - e. Designate and properly train school personnel to administer medications.
 - f. If a student needs or has self-injected with an EpiPen, call 911, the parents and the student's doctor in that order.

- g. Ensure that a trained staff member is available during school operations.
- h. Discuss field trips and other special activities with the family of the child to decide appropriate strategies for managing the food allergy.
- i. Discourage children from “trading” food.
- j. Ensure all surfaces such as tables and toys are washed clean of contaminating foods.
- k. If needed, designate a specific table in the cafeteria for children with food allergies.
- l. Encourage all students to wash hands after handling food.

3. Student’s Responsibility

- a. Do not trade food with other students
- b. Do not eat anything with unknown ingredients or known to contain the food allergen.
- c. Be proactive in the care and management of food allergies and reactions (age appropriate).
- d. Notify an adult immediately if they believe they have eaten or been exposed to the food allergen.

C. First Aid Kit

All Parish/Regional schools and the Archdiocesan high school shall keep essential first aid supplies available at all times. First Aid kits must be the standard Red Cross First Aid kit (WITHOUT the OTC medications) and must be taken on all field trips. First Aid kits may be purchased or developed using typical first aid supplies. First Aid kits must be regularly checked and refilled as necessary. Gloves must be included and worn when there is a possibility of exposure to blood or body fluids in administering first aid.

Communicable Diseases

Any student, teacher or other staff member having a communicable disease will be dealt with on a case by case basis. The Superintendent must be consulted prior to any action on the part of the Pastor/Rector or Principal/Preschool Director.

In all cases, due consideration will be given to the needs and well-being of the individual(s) involved, those with whom they have contact and the broader school/parish community being served. Information will be conveyed on a need to know basis only.

Where required by law, the school will report a communicable disease to the New Mexico Department of Health and Human Services (505) 827-0006 and proceed according to their directives. The Superintendent must be notified immediately of any action directed by the Department of Health and Human Services.

Accidents and illnesses at school (ASF 2340)

Accidents and Illness at School (Emergency Information Form)

1. Each school, preschool, and extended day care program must have readily available, updated and completed emergency forms for each student.
2. When a student becomes ill or is involved in an accident, the Principal/Preschool Director (or designee) shall immediately contact the student's parent or legal guardian.
3. In case of serious injury, the Principal/Preschool Director (or designee) should call the paramedics. If the Principal/Preschool Director (or designee) cannot reach the student's parent or legal guardian, an attempt shall be made to contact any other person listed on the student's emergency card.
4. All Parish/Regional schools and the Archdiocesan high school must require that the parents or legal guardians of all students sign a statement authorizing the school to seek medical attention for the student if they or other persons cannot be contacted.

Child Abuse Laws

St. Mary's School abides by the Child Abuse laws of the State of New Mexico. These laws mandate that all cases of **suspected** abuse or neglect be reported to CYFD by any school personnel.

Safe Environment

Crisis Plan

- A. All principals/preschool directors in cooperation with the faculty shall develop written general and specific crisis procedure plans, which shall be reviewed annually. These plans should provide specific procedures for emergency situations including, but not limited to intruders from within, intruders from outside, fire, tornado, and earthquake.
- B. They should also include, at a minimum, information regarding evacuation, notification of police and other appropriate authorities, signals/codes for personnel, a system to contact parents or responsible parties, a system for release of students, provisions for site isolation, methods of communication, both internal and external, first aid, faculty and staff

assignments, closing of school and early dismissal of students.

- C. In the event of a natural disaster, the school shall respond to directions given by the Catholic Schools Office or local governing authority.
- D. The responsibility for determining whether the building should be evacuated rests with the principal. In the absence of the principal, or the principal's designee, who shall be a certified teacher, shall be responsible for carrying out the emergency procedures.
- E. Copies of the procedures are to be distributed to all school personnel and families. All school personnel, including those involved in coaching and before and after school programs, shall be instructed in these procedures. Any emergency, disaster, or dangerous situation shall be reported to the pastor and to the Superintendent as soon as possible.
- F. In the event of a lockdown the Pastor/Rector of parish preschools and elementary schools and the Superintendent must be notified. In the case of a lockdown at the Archdiocesan high school the Superintendent must be notified. S/he will provide for notification of Catholic Center personnel.

Emergency Drills

- A. Written standards of procedures for emergency drills (fire, tornado, etc.) shall be posted in each classroom, gymnasium, cafeteria, and all other occupied areas of the building. All occupants of the building shall be made aware of the emergency procedures as posted.
- B. According to New Mexico law, private schools must conduct an emergency drill at least once a week during the first four weeks of the school year and at least once a month thereafter. Two drills during the year must be shelter-in-place (as opposed to evacuation) drills and one must be an evacuation drill, as directed by the State Department of Education. The remainder of the drills must be fire drills.
- C. Fire extinguishers shall be placed in appropriate locations, clearly identified, and checked annually or more frequently, if required by local fire regulations.
- D. The fire marshal must prescribe reasonable rules, regulations and programs for teaching proper methods of fire prevention and control to all children in the state, whether in public or private schools.

Non-Authorized Persons

- A. All Parish/Regional preschools and elementary schools and the Archdiocesan high school shall establish procedures to register visitors on campus and monitor non-authorized persons. Persons with no legitimate reason or written authorization to be on the school grounds should be asked to leave by any school personnel. If the person does not leave, the police should be called.

St. Mary's Crisis Plan

All staff members are aware of the procedure to follow in order to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of three secure designated locations:

- a. Immaculate Conception Church
- b. Off Campus

The administration of St. Mary's School will continue to work with the designated officer of Albuquerque Police Department to assure that the proper procedures are in place and followed in case of a crisis. **Parents will be informed of a lockdown emergency through email, and our SIS phone notification system. It is imperative to staff and student safety that parents do not rush to the immediate school area or call the main office until the administration or law enforcement personnel gives an all-clear or further instructions.**

Emergency Drills

St. Mary's School practices lockdown drills with our students and staff each month. Procedures are posted in each classroom and in common areas.

State Law also requires that fire drills be held periodically. During the fire drills, students should follow these regulations:

- Rise in silence when the alarm sounds;
- Close windows and doors;
- Walk silently to the assigned place briskly, in single file at all times;
- Return to the building when a signal is given.