

Holy Cross Catholic School

Holy Cross Catholic School

Where Jesus Loves You, And So Do We!!



Student/Parent/Teacher Handbook

2010-2011



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Dear Parents/Guardians, Students, and Staff:

Welcome to the 2010-2011 school year at Holy Cross Catholic School (HCCS)! Whether you are new to our school, or returning, we believe that you have chosen HCCS because of your commitment to Catholic values and a desire for a high quality education for your child/ren. We view our work as a shared responsibility between your home and the school and are dedicated to supporting you in your role as the primary educators of your child/ren. I am excited about the new faculty we have assembled and the great group of students who will make up our student body this school year.

We work hard to provide all students with a high quality, innovative, flexible, and relevant curriculum. Our school's main focus areas, or school improvement goals for the 2010-2011 school year continue to be Catholic Identify where all students are expected to show an increased commitment to Catholic teachings, and Math where all students will demonstrate an increased understanding of math concepts and skills.

HCCS strives to provide a safe and stimulating learning environment where academic learning and personal growth in the areas of critical thinking, ethics, attitude, and decision making skills are encouraged and reinforced. We will work hard to develop the natural gifts and talents that God has given our children through a well-integrated curriculum in an environment conducive to learning.

This handbook is intended to provide you with important information regarding HCCS, its philosophy, goals, policies, procedures, and expectations. It is intended to benefit you, your child(ren), and the school by providing guidelines through which we can all fulfill our shared responsibility for our children. Please help to solidify this partnership by reviewing this handbook as a family. It is important that all parents and students become thoroughly familiar with the school and its activities.

HCCS is a three way learning experience. It involves students, parents and teachers working together for the good of the entire community. When that happens, everyone gains the maximum benefit and we are one step closer to fulfilling God' purpose. Have a great school year!

Yours in Christ,

Lorraine M. Sanchez

Lorraine M. Sanchez, Principal

Whose Child is This?

“Whose child is this?” I asked one day,
Seeing a little one out at play.
“Mine”, said the parent with a tender smile.
“Mine to keep a little while,
to bathe his hands and comb his hair,
To tell him what he is to wear.
To prepare him that he may always be good
And each day do the things he should.”

“Whose child is this?” I asked again,
as the door opened and someone came in.
“Mine”, said the teacher with the same tender smile.
“Mine, to keep just for a little while
To teach him how to be gentle and kind
To train and direct his dear little mind.
To help him live by every rule
And get the best he can from school.”

“Whose child is this?” I asked once more,
Just as the little one entered the door.
“Ours,” said the parent and the teacher as they smiled-
And each took the hand of the little child.
“Ours to love and train together,
Ours this blessed task forever.”

Author Unknown





SCHOOL PROFILE

Holy Cross Catholic School (HCCS) is located in the northern New Mexico community of Santa Cruz, New Mexico, within the Espanola Valley. It was officially opened in 1949 and was staffed with Dominican Sisters from Grand Rapids, Michigan. Its campus consists of the Historic Santa Cruz De La Canada Church, three elementary buildings, a cafeteria (Marian Hall), a gymnasium, and two separate playgrounds.

There are seven (7) “feeder” parishes whose children attend HCCS, and include St. Thomas Parish in Abiquiu, Sacred Heart Parish in Espanola, Santa Cruz de la Canada in Santa Cruz, Holy Family Parish in Chimayo, St. Anthony Parish in Dixon, St. John the Baptist in San Juan, and San Juan Nepomuceno in El Rito. The school maintains a Catholic Christian atmosphere so that students can learn by example the intellectual and moral virtues that will prepare them to be positive contributors in their society. The teaching and discussion of basic Christian values and Catholic doctrine are vital for the maximum growth and development of all students.

HCCS is home to approximately 155 students in Pre-kindergarten through sixth grade. Most of our children have attended our campus since kindergarten. Many of our students have siblings enrolled at the same campus and have parents who also attended HCCS. Children are transported to school from locations as far away as Abiquiu, New Mexico.

Our current staff consists of one principal, two secretaries, ten full-time certified teachers, 1 part time certified teacher, six paraprofessionals (instructional assistants)- two of whom are working on teacher certification, one bus driver, two extended care employees, two cooks, two custodians, and two priests, Fr. Miguel Mateo and Fr. Jose Maria Blanch, who work closely with the school to accomplish its goals. We also employ one certified teacher for the school’s Title 1 language arts (tutorial) Federal program. Half of our certified staff is bilingually certified, and over half of our teachers hold a Master of Arts degree. Our faculty/staff have been specially chosen by Christ to be Christian role models. They proclaim the “Good News” of Christ to our children by teaching Christian values and serving God, the church, and the community through prayerful reflection, traditional academic and social skills, and by nurturing the development of the total child.

We offer library, computer education, physical education, music, and Spanish enrichment. Extra-curricular opportunities include chess club, volleyball, cheerleading, spirit team, basketball, skiing and/or swimming, and golf.

HCCS is a member of the Archdiocese of Santa Fe. It is accredited by North Central Association (NCA-CASI) and the New Mexico Public Education Department (NMPED).

History of HCCS

Holy Cross Catholic School (HCCS) opened on September 4, 1949, with 50 students and was staffed by the Dominican Sisters from Grand Rapids, Michigan. Many changes have taken place during the 60 years of the life of Holy Cross Catholic School, but it has always maintained and strengthened its Catholic identity.

Elements of faith are woven into the learning process by making religion an integral part of the daily curriculum. The school day begins with prayer and ends with prayer. Students are encouraged to incorporate their knowledge of faith into their everyday lives. There are tangible reminders of their faith in classrooms and throughout the school in the form of bulletin boards, pictures, statues, and prayer centers. Faith is integrated in all other subjects especially through writing, reading, art and music.

Students from HCCS are provided with opportunities for worship through daily prayers. Students attend mass every Friday morning at 8:30 a.m. Classes take turns hosting the children's liturgy on Friday. They read the readings, carry the gifts and lead the music. There are many liturgical celebrations, for example, the May Crowning, the Blessing of the school, the Goodbye to the Alleluia, Holy Thursday and the Washing of the Feet, Advent and Lent, to name only a few. The school community comes together to celebrate religious holidays and liturgies such as Christmas, and the annual Christmas play.

HCCS finds its center in the life and teachings of Jesus Christ. The students of HCCS, as followers of Jesus, are inspired to practice and live out the Gospel message, to live as Jesus lived. Each student is given numerous opportunities to grow in their faith and knowledge through prayer, mass, and the study of scripture. They grow to understand that the Gospel must be a part of their daily lives.

All HCCS students are called to reach out to and recognize the needs of others by sharing their gifts, talents and time. Under the leadership of the school's staff, administration and the pastor, students are provided frequent opportunities for service to the school and community. These groups of individuals oversee many school wide projects directed toward service and service learning. Some of these projects include Thanksgiving food baskets which are given to the poor in the Espanola Valley, donations to St. Vincent De Paul, St. Jude's Math-A-Thon, The Rice Bowl, visits to the local nursing home to visit with the elderly, hosting a monthly luncheon for the Espanola's senior citizens, and collecting money for relief efforts during natural disasters. With their involvement in the activities noted

above comes a sense of personal worth and allows the children to grow in their faith.

Nurturing spiritual and social goals are as important as academic and intellectual goals. The students are called upon to show support and respect for one another. Opportunities to build a sense of community internally are offered through several avenues. Students in grades Pre K-6 are involved in school family activities throughout the year. Children in the fifth and sixth grades are paired up with children in Pre K and Kindergarten, thus becoming a “big brother” or “big sister.” They sit together during the Children’s liturgies on Fridays and the older children are often invited to special classroom celebrations.

There is a definite sense of community externally as well. HCCS proudly boasts of a 95%-100% parent participation percentage during its school events. For example, parent-teacher conferences almost always attract 100% of the parents. Open House (Welcome Back Evening), Grandparent Day, Volunteer Recognition Day, and Lenten activities such as the sharing of a Lenten meal with parents attract a 90% to 98% parent participation. Other events that involve a high percentage of parent participation are the school’s annual fundraising activities such as the Halloween Carnival, the Enchilada Dinner, the chocolate candy sale, the rummage sale, the Gala, and the Parish Fiesta.

There are opportunities for students to build community in the parish. Children in third grade participate in the First Eucharist and Reconciliation preparation in a parish wide program. Children are prepared for this special event in their lives by the classroom teacher and by a nun who lives on campus. Many of our children are altar servers and serve not only during the children’s Friday liturgies, but during other masses and funeral services as well. Although we have a small percentage of students who are not members of our parish, most of our children attend mass at their parishes on Sundays with their families. Students have learned the importance that being united as a community with the parish is part of our goal to live as Jesus lived.

HCCS has many partnerships with various organizations/businesses in the Espanola Valley. These partnerships include the Knights of Columbus, the Catholic Daughters, the Catholic Foundation, Los Alamos National Laboratories, Wal Mart, Office Depot, Sears, to name only a few. We have community business members and parents who share their time and talents with our school for little and many times, no financial cost. We rely highly on these “in kind” contributions to keep our doors open and a Catholic education available to those who want one. We recognize that parents are the primary teachers of their children and realize that working collaboratively with parents strengthens their children’s faith life and religious education. Bible study is offered free of charge to all parents and members of the community at various times throughout the school year.

The Ten Commandments of Holy Cross Catholic School

1. We Proclaim that God comes first.
2. We Proclaim the Dignity and Value of Every Human Person.
3. We Give a Positive Understanding of Human Sexuality.
4. We Value the Pastor, Principal, Parents, Families, and Teachers.
5. We Teach the Importance of Sunday Mass and Daily Prayer.
6. We are Honest and tell the Truth.
7. We Respect the Material World that God has Given us.
8. We do our Best.
9. We Value Self-Discipline and Self Control, and
10. We Enjoy Life!!!!

Table of Contents

Mission Statement	9
School Philosophy	9
Vision Statement	9
Goals	9-11
School Motto	11
Personnel	12-14
Daily Schedule	14-16
Important Dates to Remember	16-18
Academic Information and Standardized Testing	18
Parent/Student/Teacher/Principal Conferences	18-19
Instruction	20-26
Entrance Requirements/Admission	26-31
Discipline	31-38
Emergencies	38-41
Parents	41-45
Safety	44-46
Students	46-52
Parent Organizations	52-54
Strengthening Quality in Schools	54

Student Financial Assistance	54
Gratitude	54

MISSION STATEMENT

The mission of Holy Cross Catholic School (HCCS) is to actively construct a faith-filled learning environment rooted in Gospel values taught by Jesus Christ that nurture faith, culture, community, prayer and service.

SCHOOL PHILOSOPHY

The philosophy of Holy Cross Catholic School is to provide students with a creative and respectful learning environment, always striving for academic excellence and intellectual growth in the atmosphere of a Catholic Christian Community at work, at worship and at play. By living and learning the Gospel values of faith, service, courage, justice, hope, love and reconciliation, the goal is to transform a person of virtue into a person of Christ. We honor the dignity and importance of each person and we respect and strive for the autonomy, which enables each person to be whatever he or she is called by God to be.

VISION STATEMENT

To employ high quality staff who embrace the Catholic faith and will maximize learning for all students in the religious education and the academic standards.

GOALS

SCHOOL IMPROVEMENT GOALS

1. **Catholic Identity:** All students will show an increased commitment to Catholic teachings as evidenced through participation in the Children's liturgies and the ACRE assessment.
2. **Math:** All students will demonstrate an increased understanding of math concepts and skills as evidenced by an annual increase of one NCE on the ITBS (Iowa Test of Basic Skills).

SPIRITUAL GOALS

- ✓ *To learn the basic concepts of Catholic Faith*

- ✓ *To know and live Christ's message through Scripture and tradition*
- ✓ *To develop a sense of morality*
- ✓ *To cultivate an attitude of service to the parish community and the larger community as well*
- ✓ *To develop a relationship with God through worship*
- ✓ *To strengthen the religious education of our families...*

- *by teaching Jesus as friend, Savior and Lord;*
- *by developing an awareness of God as Creator;*
- *by presenting The Church as a community of God's people;*
- *by studying the Old and New Testaments;*
- *by instructing in Church history, traditions, and comparative religions;*
- *by teaching respect of self and others: their opinions, property and feelings;*
- *by establishing a value system that allows the student to distinguish good from evil;*
- *by teaching the way Christian values help us make social, economic, and political choices;*
- *by developing the knowledge that attitudes affect actions;*
- *by developing an awareness of the needs of others and involving students in needs of others;*
- *by providing daily prayer opportunities, both formal and informal;*
- *by having students plan and celebrate liturgies;*
- *by encouraging students to strengthen their faith through instruction and reception of the sacraments; and*
- *by working in partnership with parents.*

INTELLECTUAL GOALS

To help each student develop the skills and desire to think creatively, to solve problems, to reason independently, and to accept responsibility for self-evaluation and life-long learning.

To encourage parents to accept and acknowledge that they share partnership in the education of the child..

- *by providing an educational environment that develops skills acknowledge*
- *by providing a well-rounded and sequential curriculum, which is continually evaluated;*
- *by providing a diversity of learning experiences integrating technology and media whenever possible;*
- *by recognizing and addressing a variety of learning styles in our children;*
- *by teaching critical thinking skills for decision making and creative problem solving;*
- *by providing opportunities for enrichment through special programs, speakers, and field trips; and*
- *by providing opportunity for communication with parents through parent teacher conferences, newsletters, etc.*

PSYCHOLOGICAL GOALS

To help the children develop a positive self image discovering God's personal plan for their lives:

- *by providing activities that build self esteem and recognize individual talents, such as Art, Cultural, and Science Fairs;*
- *by providing a nurturing atmosphere, including positive reinforcement and encouragement;*
- *by providing financial support for students and their families when possible;*
- *by promoting creative expression through the fine arts;*
- *by providing opportunities to discuss problems, concerns, deal with emotions, and common experiences; and*
- *by encouraging student accountability for their actions.*

SOCIAL GOALS

To encourage students to assume their place in society and gain awareness that Christian responses are needed in their relationships with family, peers and communities:

- *by instilling a sense of responsibility and respect for self and others, including those outside our immediate community;*
- *by helping students develop skills in conflict resolution;*
- *by fostering an atmosphere of tolerance and enhancing student understanding and appreciation of diversity of cultures;*
- *by assisting students in learning the rights, privileges, and responsibilities of citizenship;*
- *by providing opportunities to develop communication and leadership skills, such as classroom officers and Big Brothers/Big Sisters, and Honors Club;*
- *by encouraging participation in parish and community outreach programs such as visits to the local nursing home, hosting the monthly luncheon for the senior citizens, and collecting canned goods for the less fortunate;*
- *by soliciting cooperation through role modeling and positive rewards;*
- *by guiding students to an awareness of the problems of society and helping begin to know their role in solving them; and*
- *by promoting responsibility for actions and self-discipline by providing consistent, school wide discipline code.*

PHYSICAL GOALS

- *by instructing students in health, safety, nutrition and drug education;*
- *by encouraging a safe environment by improving its facilities in the areas of fire alarm, intercom system, additional gates, etc.*
- *by establishing safety procedures and encouraging continual update of first aid and CPR courses by the staff;*
- *by fostering co-operation, teamwork and sportsmanship with an emphasis on Christian values in activities, and*

- *by providing opportunities for fitness, skill, and motor development through physical education.*

SCHOOL MOTTO

Holy Cross Catholic School: Where Jesus Loves You and So Do We!

PERSONNEL

Bishop

The Bishop, the Chief Pastor of the Diocese, is officially responsible for all educational programs within the Diocese. This responsibility extends beyond the spiritual formation of his people and includes all those elements, which contribute to the development of the total Christian community.

The Bishop delegates comprehensive regulatory and general supervisory authority on school related matter by appointing a Superintendent. The Diocesan School Board is approved by the Bishop to function as an advisory board to the Superintendent of Schools and to the Bishop.

Superintendent of Catholic Schools

As an appointee of the Bishop, the Superintendent is responsible for reporting directly to the Bishop, or his delegate, and the Diocesan School Board in all matters affecting the Diocesan schools.

The Superintendent provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the Principal. Although governance of the schools is at the local level, Pastors and Principals are expected to follow policies and guidelines approved for schools by the Bishop. Schools are also expected to follow curriculum guidelines.

Pastor

The Pastor, by direction of the Bishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The Pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the Principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for hiring of the Principal and the renewal or non-renewal of the Principal's employment agreement.

Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The Principal fosters community among faculty and students. S/he understands the Catholic School as part of larger communities, both religious and secular. The Principal collaborates with parish, area, and/or Diocesan personnel in planning and implementing policies, programs, and/or the use of facilities and grounds. The Principal is responsible for implementing school policies and curriculum requirements.

Faculty

The faculty with the students and staff of the school forms a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral and physical capacities may be developed and strengthened.

Office Secretary

The secretary is responsible to the Principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the Principal's office.

LIST OF SCHOOL PERSONNEL

Administration

<i>Pastor</i>	<i>Fr. Javier Gutierrez</i>
<i>Principal</i>	<i>Lorraine Madrid-Sanchez</i>

Office Staff

<i>Secretary</i>	<i>Angela Madril</i>
<i>Office Volunteer</i>	<i>Joyce Deck</i>
<i>Office Help</i>	<i>Betty Andrade</i>

Certified Staff

<i>Pre Kindergarten</i>	<i>Crista Chacon</i>
<i>Kindergarten</i>	<i>Suzanne Marie Uberuaga</i>
<i>First Grade</i>	<i>Terry Lopez</i>
<i>Second Grade</i>	<i>Elaine Martinez</i>
<i>Third Grade</i>	<i>Shirley Herrera</i>
<i>Fourth Grade</i>	<i>Cliff Cisneros</i>
<i>Fifth Grade</i>	<i>Susan Stewart</i>
<i>Sixth Grade</i>	<i>Theodora Valdez</i>

Support/Certified Support Staff

<i>Library</i>	<i>Kathy Lujan</i>
<i>Carmen Borrego</i>	<i>Computer Ed</i>
<i>Music</i>	<i>Delores Archuleta</i>
<i>P.E.</i>	<i>Cliff Cisneros, HCCS Academy</i>

Teresa Martinez, Lower Cluster

Spanish Enrichment

Lorraine M. Sanchez

Paraprofessionals (instructional Assistants)

Pre Kindergarten

Louise Lopez

Kindergarten

Erika Montoya

First Grade

Teresa Martinez

Second Grade

Karla Montoya

TITLE I

Tutor

Cecilia Trujillo

CUSTODIANS

Jose Trevizo

Imelda Chavez

ACCOUNTANT

Debra Valdez

COOKS

Rebecca Casteneda

TBA

DAILY SCHEDULES

School Hours

Pre Kindergarten - Sixth Grade

Monday-Thursday: School day begins at 8:00 a.m. and ends at 2:30 p.m.

Friday: School day begins at 8:00 a.m. and ends at 1:00 p.m.

Because we want your child/ren to be safe, we ask that you please do not drop off your child/ren prior to **7:30 a.m.** Staff do not arrive until 7:30 a.m. The school day ends at 2:30 p.m., except for Friday when children are dismissed at 1:00 p.m. If you have not picked up your child/ren by then, he/she will be referred to the Extended Care Program and you will be assessed a \$10 per day (drop in) fee.

Extended Care

The Extended Care Program at HCCS provides a nurturing, loving, caring home away from school atmosphere with individualized attention. If you wish to enroll your child in this program, you must complete an application to reserve a slot. Drop in fees are due prior to leaving children in the Extended Care program. Snacks are provided to all students.

- Hours: 2:30 p.m. – 5:30 p.m. Mon-Thurs
 1:00 p.m. - 5:30 p.m. Fridays
NO Extended Care prior to a holiday or on the last day of school (we have early 11:00 a.m. dismissal)

\$5 late fee assessed for every 15 minutes past 5:30 p.m.

- Activities: Arts & Crafts
 Assistance with homework
 Physical Education
 Games and Movies
- Fees: Registration fee (non-refundable)- \$75.00
 Daily (drop in) fee- \$10.00- paid in advance
 Monthly fee- \$112. 50, - due by the first of the month or \$1,125.00 per year. Payments not received by the fifth of the month will mean that a child is not allowed in the program until the debt is reconciled.

Extended care supervision is provided from 2:30 p.m. to 5:30 p.m. Monday through Friday, and from 1:00 p.m. to 5:30 p.m. on Fridays. Extended care is available every day except just before an extended day, holidays, and summer. Parents will be assessed a \$5 late fee for every 15 minutes past 5:30 p.m. This charge must be paid before the start of the following school day. Permission to attend athletic events or accompany another student off school grounds must be

given by parents in writing before the start of the school day. Students attending athletic or extracurricular events must stay in the Santa Cruz Gym until picked up by their parent/guardian or authorized adult. No student shall be in the parking lot unsupervised during athletic or school sponsored events or after 2:30 p.m.

Parents/Guardians are required to comply with the following requirements regarding the Extended Care Program:

1. Parents/Legal Guardians are required to sign their child out of the program at the end of the day;
2. Parents/Legal Guardians should not take their children from the program without notifying the Extended Care staff and signing the child out;
3. At the beginning of the school year, every parent must list the names of the people who have permission to pick up their child at the end of the day. Changes to the authorized list will be the responsibility of the parent;
4. A written note must be submitted to Extended Care staff from the parent or guardian if they want their child released to someone other than persons on the authorized list. Parents/Legal guardians should not send persons whose names are not on the list to ask for release of their children. For your child's safety, the release will not be granted. A picture ID shall be required from the person who is picking up your child, unless staff is familiar with the person. THERE WILL BE NO EXCEPTIONS TO THIS POLICY. Please inform the person you have authorized to pick up your child of the picture ID procedure.

Recess and Lunch Schedule

7:30 -8:00 a.m. Breakfast (all students)

10:00-10:15 a.m. Recess (all students)

11:00-11:30 a.m. Lunch (Grades Pre K & K)

11:30-11:45 a.m. Lunch Recess (Grades Pre K & K)

11:15-11:45 a.m. Lunch (Grades 1-3)

11:45 -12:00 noon Lunch Recess (Grades 1-3)

11:30-12:00 noon Lunch (Grades 4-6)

12:00-12:15 noon Lunch Recess (Grades 4-6)

Important Dates to Remember

Senior Citizen Lunch Host- 12:30 p.m. (first Wednesday of each month)

Wednesday, September 1, 2010- 6th Grade

Wednesday, October 6, 2010- 5th Grade

Wednesday, November 3, 2010- 4th Grade
Wednesday, February 2, 2011- 2nd Grade

Wednesday, December 1, 2010- 3rd Grade
Wednesday, March 2, 2011- 1st Grade

Nursing Home Visits- 9:30 a.m. (last Wednesday of each month)

Wednesday, September 29, 2010-6th grade
Wednesday, November 24, 2010- 3rd grade
Wednesday, February 23, 2011- 2nd grade

Wednesday, October 27, 2010- 5th grade
Wednesday, January 26, 2011- 4th grade
Wednesday, March 30, 2011- 1st grade

Welcome Back Evening (Open House)

Fri. August 13, 2010- 6:00 p.m. in Marian Hall- Pre K-6th grade, followed by visits to classrooms

Third Grade Sacraments of Reconciliation and Holy Communion

TBA- (Sr. Angie, 3rd grade teacher)

Children's Christmas Play

Thursday, December 15, 6:00 p.m.

Children's Christmas Eve Mass

Friday, December 24, 2010

Holy Thursday- Lenten Meal and Washing of the Feet

Thursday, April 21, 2011 - 8:30 a.m. (beginning with the washing of the feet, followed by the Lenten meal) Students will be dismissed at 11:00 a.m. for Easter Break- NO Extended Care

Good Friday- Children's Stations of the Cross

Friday, April 22, 2011

School T-Shirt Days

Allowed every Monday, Field Day, and Fieldtrips

Harvest Festival/Halloween Carnival

Saturday, October 30, 2010- 10:00 a.m. to 4:00 p.m.

Parish Bazaar (Fiesta)

Sunday, May 2, 2010

Scholastic Book Fairs

Two per year- TBA

Honor's Club Induction Dinner/Fieldtrip

TBA

Science Fair

TBA

Ski Season/Swimming/ Golf Dates

TBA

Kindergarten Graduation

TBA

Field Day

TBA

Sixth Grade Graduation

Friday, May 27 8:30-9:30 Mass w/ Reception to follow from 10:00- 12:00

Student Achievement Awards/Last Day of School/Early 11:00 Dismissal

Friday, May 27, 2011

Basketball Season/Chess Club

TBA

Chess Club & Volleyball Practice

TBA

ACRE Assessment (5th grade)

April 13-21, 2011

ITBS- Iowa Test of Basic Skills and CogAt Assessment- Grades 3 & 5

February 14-25, 2011

ITBS Writing Assessment- Grade 4 & 6

Monday, April 19-23, 2010

Parent/Student/Teacher Conferences- twice per year

Monday, October 25, 2010 and Fri, March 11, 2011

Please Refer to the School Calendar for special holidays and breaks such as Thanksgiving, Christmas, Easter and spring break

ACADEMIC INFORMATION and STANDARDIZED TESTING

ACADEMY HONESTY

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately

receive failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures.

STANDARDIZED TESTING, Short cycle assessments, other assessments

- Students in grades 3 and 5 are tested in February using ITBS
- Students in grade 5 are assessed with the ACRE, in April.
- Students in pre-kindergarten and kindergarten are assessed with the Scholastic Readiness Test;
- Students in grades 1 through 6 are assessed with the MAP assessment in the areas of ;
- Students in grades 4, 5, and 6 are assessed with the Star Math assessment (part of Accelerated Math Program for the upper grades); and
- Students in grades 1 and 2 area assessed with the Early Star Literacy Test.

PARENT/STUDENT/TEACHER CONFERENCES

Scheduled by School

The following schedule will assist you in planning for Parent/Student/Teacher (PTS) Conferences:

First Grading Period

*Week of September 13, 2010
Students*

Progress Reports Sent Home- All

October 16, 2010

End of First Grading Period

October 25, 2010

PTS Conferences- No School for Students,

Second Grading Period

*Week of November 15, 2010
Students*

Progress Reports Sent Home-All

December 17, 2010

End of Second Grading Period-Semester

January 10, 2010

Report Cards Sent Home

Parents must be notified by this time if teacher will recommend grade retention.

Third Grading Period

Week February 1, 2011

March 4, 2011

March 11, 2011

Progress Reports Sent Home-All Students

End of Third Grading Period

PTS Conferences- No School for Students,

Fourth Grading Period

Week of April 18, 2011

May 13, 2011

May 27, 2011

Progress Reports Sent Home- All Students

End of Forth Grading Period

Last Day of School- Report Cards Home

Scheduled by Parent

Parents desiring conferences other than those scheduled by the school or parents who wish to meet with the teacher at times throughout the school year are asked to call the school office to arrange an appointment.

Teachers are unable to honor unannounced visits. Before school or during lunchtime are not favorable times for unexpected conferences.

We encourage parents to call the office to set up an appointment for an individual conference with the teacher. Teachers are available for conferences after school (except for Monday and Friday because of faculty meetings, etc.), if arrangements are made beforehand. Appointments must be made ahead of time. Normally, any matter involving a student's work or behavior must be taken up with the teacher before communicating with the principal. Teachers may also call or send a note home requesting an individual conference regarding a child's work or behavior whenever the need arises. Please respond to their request as soon as possible.

Principal Conferences

Although the principal of the school maintains an open door policy, we ask that parents telephone or send a short note if you wish to speak with

the principal on school matters to ensure that she is present at school. Please make an appointment with the school secretary regarding serious or lengthy matters.

Guidelines

- *Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority is not helpful in front of the child. In the event of a disagreement, feel free to request an interview with the teacher privately;*
- *Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions; and*
- *Discuss classroom difficulties with the teacher first before bringing them to the Principal.*

INSTRUCTION

CURRICULUM

Jesus said, "Go teach all nations." As a Catholic parish and community school, it is our purpose to carry out the post-Vatican Council II spirit. This is best expressed by our Bishops in the documents and pastorals, especially, "To Teach as Jesus Did" and the "National Catechetical Directory."

The Scriptures, Liturgy, Sacraments, Para-Liturgies, formal and informal prayers, "lived" example, supplemental materials and opportunities for service activities are essential for student and teacher involvement in our Religious Education Program which is structured with a basic textbook series.

As a New Mexico State-accredited school, and as a North Central Association member, our academic areas include:

- **Religion-** Liturgies, Para Liturgical Services, Holy Hour before the Blessed Sacrament, Recitation of the Rosary, Cenacles, Reconciliation, Corporal and Spiritual works of mercy such as visiting the Nursing Home, the Senior Citizen's Luncheon, St. Jude's Math-a-thon, The Rice Bowl, Faith Challenge Bowl, and giving alms to the church that are used for the

poor. Religious instruction will be an integral and continuing element of the educational experiences of students in all grades. Students are taught fundamental principles of our Catholic faith. They are given an opportunity to attend Mass weekly. Each child is afforded an opportunity to grow in knowledge of Christ through study of Scripture, participation of Liturgy during the Children's Masses on Friday mornings, Holy Communion (and other sacraments), and holy days of obligation.

Family Life/Christian Sexuality

The Santa Fe Archdiocese requires that all students be involved in a human sexuality school program as an integral part of the educational program planned for each student. The integration of Catholic values in human sexuality occurs as appropriate throughout the entire curriculum which integrates the Catholic value system and moral convictions throughout the curriculum. Teachers will use the *Protection of Family and Youth* curriculum to address sexuality issues.

Liturgy

Classes plan and participate in school liturgies (masses) with the cooperation of the parish pastor. Staff/faculty plan special class masses and prayer services. Parents, as primary religious educators, are blessed **with the responsibility of giving their children a good example through regular Sunday worship.** Weekend attendance at mass is strongly encouraged. Periodically, suggestions for strengthening family prayer life are sent home from the school. Students are encouraged to be altar servers during the masses.

- **Language Arts-** Reading, Literature, English, Spelling, Phonics, Handwriting, Creative Writing, and Listening Skills.
- **Mathematics-** Computation, Concepts and Applications, Reasoning and Life Skills.
- **Social Studies-** Geography, New Mexico History.
- **Fine Arts-** Music, Art, P.E., and Literary Appreciation.
- **Science, Health, Safety and Physical Education**
- **Lifelong Skills-** Study and Research, Critical Thinking, Library and Computer Skills
- **Spanish-** Word and Object Recognition, Poetry, Prayer, Conversational.

IMPLEMENTATION OF CURRICULUM

A. Rational/Approach

Each content area receives attention on a regular basis and sufficient time on appropriate tasks is provided to ensure student acquisition of basic skills. The following learning areas are also integrated into the required curriculum:

Career awareness, environmental education, values clarification, family life, and human sexuality.

B. Auxiliary Services

- ✚ Title 1 Reading services are available for eligible students;
- ✚ Individuals with Disabilities Act is a federally funded program for children with special needs. Espanola Public Schools District is the fiscal agent for HCCS and provides “consultation” services.
- ✚ Paraprofessionals (Instructional Assistants) and volunteers assist in individualized instruction to students.
- ✚ Federal programs such as Title 1, Title 2, and Title 4 provide a certified tutor for language arts, supplemental materials for students and professional development opportunities for all staff/faculty.

SPECIALS (Supplemental Programs)

1. Library: The school library is open to grades K-6. These students are able to check out books and/or use books as references. Library skills are taught and children can participate in book fairs, book swaps, and “make book activities.”
2. Spanish: This class is an “enrichment” instructional model and is open to K-6 grade students. Children learn songs, poems, vocabulary, dances, etc., and complete art projects.
3. Computer Education: This class is open to students in K-6 grade. Students explore a variety of software programs where they learn to create sentences, stories, and power point presentations. The computer lab is used to assess students in grades 4-6 with the Accelerated Math Program using the STAR Math assessment. The computer lab is also used to administer the MAP assessment to students in grades 1-6.
4. Music: HCCS employs a part time music instructor who instructs the children on the music used during mass and Holy Days of Obligation. She also provides the music for special banquets and other celebrations such as the Honors Club Banquet, the sixth grade graduation and the kindergarten graduation. She is responsible for teaching other fun songs, how to play the flute, and teaches the children the school spirit song. She also provides beginner guitar lessons on specific week days.

Electronic Information/Communications

The mission of Holy Cross Catholic School is to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church’s mission of spreading the Gospel to all people. The Bishops of the

United States have supported the use of technology as a means of evangelization.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

Each year faculty, parents and students must sign an acceptable use policy for use of the Internet.

We are currently working to provide internet access to all teachers and children. Our hope is that all teachers will have a school email address established when the new website is completed.

GRADING, HOMEWORK and RELATED TOPICS

Pre Kinder =	A	All of the Time
	S	Some of the Time
	N	Not Yet

Grades 1 to 6	93-100= A Outstanding
	A student who demonstrates a profound comprehension of the subject matter and has an independent mastery of the material as well as a facility for establishing relationships with the knowledge discovered receives a grade of A.

	85-92= B Superior
	A student who demonstrates a thorough comprehension of the subject matter, who integrates knowledge logically, and has learned new principles, receives a B.

	76-84= C Average
	A student who demonstrates a thorough comprehension of the material and meets the general requirements of the course curriculum and competencies receives a grade of C.

	70-75= D Below Average
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A student who demonstrates a comprehension of some of the concepts and principles of the course curriculum and competencies and who needs consistent supervision and direction of their studies or a student who is unable to demonstrate ability to comprehend the work and meets the minimum requirement for the course receives a grade of D.

69 or Below= F Poor

A student who demonstrates little or no achievement and is not meeting minimum expectations or achievement receives an F.

Honor Roll

Students in grades 1-6 are eligible for placement on the honor roll. A student must not receive anything below an S in conduct and effort, and a C in academics to qualify. Students who receive less than this are not eligible. The following recognition is available:

Honors Club: 4.0 GPA
Honor Roll: 3.0-3.9 GPA

Progress Reports

Progress reports are sent home every 4 weeks.

Student Assessment

Standardized Testing- The Santa Fe Archdiocese requires school's to have a standardized assessment program. Students in grades 3 and 5 are tested in February (Or March). Results of this assessment are sent home. The scores are used by the teacher and the whole faculty as a diagnostic tool to most effectively adapt the academic program to the strength and needs of the current class. Please help your child to be at school during the test week.

Promotion and Retention (Section 22-2-8.6 (E), NMSA, 1978)

A parent or guardian shall be notified no later than the end of the second grading period that his child is failing to attain appropriate grade level proficiency in content standards and a conference consisting of the parent or guardian and the teacher shall be held to discuss possible remediation programs available to assist the student in attaining the required level of proficiency established by the content standards. Specific academic deficiencies and remediation strategies shall be explained to the student's a parent or guardian and a written plan developed containing timelines, academic expectations and the measurements to be used to verify that a student has overcome his academic deficiencies.

- A.** At the end of grades one through seven, three options are available, dependent on a student's attainment of the required level of proficiency established by the content standards:
 - 1.** The student has attained the level of proficiency required by the content standards and shall enter the next higher grade;

2. the student has not attained the required level of proficiency and shall participate in the required level of remediation. Upon certification by the school that the student has successfully overcome his areas of deficiency, he shall enter the next higher grade; or
3. the student has not attained the level of proficiency required by the content standards upon completion of the prescribed remediation program and upon the recommendation of the certified school teacher and school principal shall either be:
 - a) retained in the same grade for no more than one school year with an academic improvement plan developed by the student assistance team and/or the classroom teacher and parent, in order to attain proficiency of the content standards, at which time the student shall enter the next higher grade; or
 - b) promoted to the next grade if the parent or guardian refused to allow his child to be retained, the parent shall sign a waiver indicating his desire that the student be promoted to the next higher grade with an academic improvement plan designed to address specific academic deficiencies. The academic improvement plan shall be developed and monitored to ensure progress toward overcoming those academic deficiencies. Students failing to attain proficiency of content standards at the end of that year shall then be retained the same grade for no more than one year in order to have additional time to master the required content standards.

Promotion is based upon daily performance, test results, recommendations of teachers, student attendance, mastery of subject matter, and the student's ability to complete work expected at the next grade level. The administration may recommend tutoring or summer school classes as a requirement for promotion. Excessive absence, forty days or the equivalent of forty days, can be cause for student retention. In such instances, promotion will be dependent upon verification of satisfactory completion of work.

Homework

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Homework assignments shall be designed so that students usually can complete them without parents having to teach new concepts. In kindergarten and first grade, parent's presence is needed to establish proper home study habits. We provide you with opportunities to show your interest in what your child is doing and encourage and help him/her when needed. Cooperation with the teacher will only serve to benefit your child.

Homework is usually given out on a regular basis for reinforcement of content and skills studied and presented in the classroom. Homework does not always mean written work, assignments may be reading, review, study, writing, listening, observing and also special articles and programs in newspapers, radio and/or television. Time needed for homework will vary with the student, the teacher, the class, and the day. However, an average may be about 20-30 minutes for primary grades, and 30-50 minutes for intermediate. Weekend homework is not given except for long-range assignments. You can help your student complete homework by doing the following:

- ❖ Providing a quiet work place;
 - ❖ Showing an interest in the assignment;
 - ❖ Assisting in acquiring needed books, data, etc.;
 - ❖ Assisting, as needed, without doing the homework yourself; and
 - ❖ Notifying the teacher if homework is creating problems.
- ***Make-up School Work***- The student must make arrangements with the teacher for the make-up of work assignments due to absences. This is the responsibility of the student and at the convenience of the teacher. There will be deadlines set by the teacher. Special arrangements for extended absences must be made directly with the classroom teacher and approved by the principal. Excessive absences and habitual tardiness are unacceptable and jeopardize your child's classroom placement.

The General Policy is:

- A. The teacher expects the child to bring his/her homework to class on the day and at the time it is due. It is the student's responsibility to make up all work missed on days that they were absent;
- B. If a child comes to school without their homework or an excuse note from their parent(s), the student may have to make up the work during the morning recess and/or lunch or for 15 minutes after school. If it is still not complete, it must be finished that night as additional homework. A note requiring parent signature may be sent home with the student and returned the next. If the homework note is not returned the second day, a detention may be issued.
- C. Continual offenses will result in a parent/teacher conference, and the principal will then meet with the child;
- D. If after all of the above, the student fails to do homework consistently, he/she will be put on academic probation. At the end of the trimester, his/her progress will be evaluated to determine if he/she will continue at HCCS.

Textbooks

Students are assigned textbooks early in the school year. All students are responsible for the safe keeping of all books assigned to them. Lost or damaged books will need to be replaced and so the student will be assessed the cost of the book should the book become lost or damaged. Textbooks are selected in accordance with school policy developed by the principal in close consultation with the faculty.

Graduation Ceremonies for Kindergarten and Sixth Grade

Graduation from kindergarten and sixth grade are a tradition at HCCS and are marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. Families are expected to purchase graduation gowns although no fee is assessed at the time of registration. Following the mass for sixth grade and a prayer service for kindergarten, parents are shown a slideshow of their children. .

Entrance Requirements

Nondiscrimination Policy

HCCS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to student at the school. It does not discriminate on the basis of race, color national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

Minimum Age

To be admitted into kindergarten, a child must be 5 by September 1.

STUDENT ADMISSION

It is the goal of HCCS to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school in its programs and philosophy. Catholic schools area a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

Application Process

Pre-registration for children attending HCCS and children who want to attend HCCS begins in February for the subsequent school year. Because HCCS depends highly on student tuition to maintain the daily operation of the school, any money paid prior to the withdrawal of a student from HCCS is not refundable.

Consideration is given as to whether or not it is thought that HCCS can meet the educational needs of a student. All new students are accepted on academic and behavioral probation for the first year.

Student applying for grades Pre K-6 grades who have exhibited academic and social readiness and have submitted a favorable report from their previous school will be accepted in this priority:

1. Siblings of students presently attending HCCS;
 2. Students whose families are registered and active parishioners, who regularly attend Mass at HCCS;
 3. Catholic students from outside the parish; and
 4. Other students who by their behavior and attitude demonstrate an acceptance of the HCCS philosophy.
- ❖ All students who attended school at HCCS the previous school year must register for the subsequent school year. Registration is done by grade level at a specific time and in alphabetical order. Dates and times are specified yearly. All fees, including tuition, extended care, and bus fees from the previous year must be reconciled prior to registration. This will guarantee a student's placement at HCCS.
 - ❖ A non-refundable \$200.00 registration fee (includes a free school annual) per child is to be paid at the time of registration. The "FACTS" financial management system utilized by the Santa Fe Archdiocese will automatically withdraw the monthly tuition owed from your bank account for your child's tuition payment on the 5th of each month according to the contract you signed at registration. Families who miss a tuition payment due to insufficient funds will automatically be charged a \$25.00 fee by FACTS and will incur a similar penalty from their bank. In addition, HCCS will assess its own \$30 fee for insufficient funds. Again, all past due bills must be settled to our satisfaction prior to admission.

Holy Cross Catholic School reserves the right to refuse admission to students who have been expelled from HCCS for any reason during the school year, or who have been expelled from a previous school.

Students must be five (5) by September 1 to register for kindergarten. Students entering HCCS for the first time are expected to provide a birth certificate to verify age, a baptismal certificate, and a current record of immunization. Students in first through sixth grades must present report cards of past progress and promotion if transferring from another school.

Applications may be obtained in the school office. All potential students to HCCS will be interviewed by the principal of the school. In cases where there is limited

classroom space and more student candidates than what the school can accommodate, students who have been interviewed and considered to be desirable school candidates will be entered into a pool and be randomly selected for possible admission to HCCS.

Students are NOT accepted as students at HCCS until all documents are signed by the Pastor of the parish, and/or the Principal of the school. Documents that are reviewed and must be signed in order to be considered as a student include the FACTS Agreement, the Parish Subsidy form, and the Student and Parent/Guardian Contract. Families will be required to complete a Student Medical form and to provide the school with current directory information.

Considerations before the above documents are signed by the administration are:

- ✚ Meeting mandated state class size requirements
- ✚ Giving priority to children of staff members
- ✚ Giving priority to families who are in “good standing” with the parish
- ✚ Giving priority to siblings of students who are currently attending HCCS as an effort to keep families together.

Being in “*good standing*” means that the following responsibilities are met:

- ✓ Fiscal responsibilities are kept. For example, FACTS accounts, subsidy payments, raffle tickets, bus, extended care, etc. all bills are paid *on time*, so that we do not have to remind parents/guardians via written correspondence, telephone calls, or withholding of report cards regarding delinquent debt.
- ✓ Attendance and punctuality requirements are met. **Excessive, habitual absences and/or excessive tardiness are not acceptable**, since our state ratings are based on attendance and punctuality.
- ✓ Parents and students are cooperative. Uncooperative parents or students not willing to work as a team with our administration, teachers, and staff and who speak negatively of the school and its staff create an unacceptable candidate to our school. The school and family partnership must work together to objectively resolve conflict, find solutions and accommodate the educational needs of the student.
- ✓ Student displays appropriate, acceptable behavior. Students who have had several behavior incident reports, and/or who have been continually referred to the principal’s office for inappropriate behavior are not good candidates for HCCS. Likewise, students who are unwilling to make their

- best effort at academics and completion of their school/home work will jeopardize their right to attend HCCS.
- ✓ Students with serious special needs who require special education services that are not available at HCCS may be better served at another school where such special education services are available.
 - ✓ Students and parents embrace the Catholic faith. Students and/or parents who dislike or resist the Catholic faith are not good candidates for HCCS.
 - ✓ All essential documents are signed and registration fee has been paid. Registration is then complete.

As long as space is available, no qualified student will be denied admission to this school on the basis of race, sex, color, or ethnic origin.

Classroom (Student) Supplies

Students are responsible for obtaining and maintaining their own basic school supplies. Student supply lists are provided at the end of each school year for the subsequent school year. Supply lists can also be requested from the office secretary.

Attendance

Regular attendance is required of all students in order to ensure student success. Letters regarding poor attendance are sent to parents when a child has missed three consecutive non excused absences and/or five or more nonconsecutive absences. Student absences should not exceed ten absences per semester. Excessive absences will result in appropriate steps as outlined in state law. The responsibility of enforcing the *Compulsory Attendance Law* rests with the parent or legal guardian.

Keep in mind that, although you may call the office to report an absence, children who are consistently absent generally do not do as well academically as children who are consistently in school. We encourage you to continue communicating directly with the office in the event your child is absent, and follow up with a written excuse when your child returns to school. "Excessive absence" is being absent from school for ten (10) absences per quarter, or a total of thirty (30) days per school year. When the student arrives after recess, she/he is half (1/2) day absent. **"Excessive tardiness" is being late four (4) times per quarter or a total of twelve (12) times per school year.** A student is tardy if s/he arrives after 8:00 a.m. Excessive absence or tardiness, even if necessary and excused, may be grounds for disciplinary action.

- Most tardiness is chronic, usually only a matter of two or three minutes, but is most disruptive to the entire room once class has begun. Please have your child at school on time each morning. Parents will be contacted after 4 or more tardies in one trimester. If excessive tardies continue in a

- trimester, it will be grounds for a tardy contract. All tardies are registered in your child's cum folder.
- If your child has a doctor or dental appointment and then returns to school we ask that you obtain a note from the doctor office. (If possible please try to make appointments when classes are not in session). In case of serious illness or injury, a note from the child's physician should be present upon return.
 - Parents are discouraged from taking children out of school for trips or vacations, as it is VERY difficult to make up the missed work without putting a burden on the teachers and the child. Teachers are not obligated to dedicate "EXTRA" time to either planning early, or evaluating late or modified assignments, due to trips or vacations. The final decision regarding taking a student out of school rests with the parents, but please not that there will likely be an interruption in learning. If this is a planned vacation, a two (2) week notice would be appreciated.
 - A student is tardy if he/she arrives after the 8:00 a.m. bell has rung- Late students must receive an admittance slip from the office BEFORE entering class.

Recommended Transfer

Students clearly unable to profit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior, or the repeated uncooperative or destructive attitude of parent/legal guardian will be asked to transfer when:

- The school has explored means to meet the needs of the child, and are unable to meet them;
- There has been sufficient discussion with the parent concerning the child's condition or the parent/legal guardian's attitude;
- The transfer is to take place at the end of a grading period; preferably at the end of an academic year; and
- The final decision is made by the Principal, in consultation with the Pastor.

DISCIPLINE

Students should be instructed that their actions and attitudes should reflect a Christian ethic and that their behavior should be in accordance with the moral and religious expectations as outlined HCCS in its philosophy and goals.

Discipline in the Catholic school is to be considered as an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

- To provide a classroom situation conducive to learning;
- To educate students to an appreciation of the importance of developing responsibility and self-control;
- To build a sense of Christian community; and

- Classroom expectations are age appropriate and set within the class. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

Harassment

The schools of the Santa Fe Archdiocese prohibit any form of unlawful harassment of students or employees; whether verbal, physical or environmental. It is a violation of this policy for any employee, agent, student, volunteer, or third party at a school site to harass a student or employee. Complaints may be reported to the school principal. Formal written complaints may also be filed with the office of the school Principal. A complaint does not have to be written in order to be investigated. Harassment is unacceptable conduct, is prohibited by law, and is contrary to Christian principles. Students attending HCS will be protected from harassment by adults and other students. Due care will be exercised to ensure that HCCS is free from all forms of harassment.

Definition

As it is used here, “harassment” means to knowingly use a form of conduct that is intended to annoy, seriously alarm, or terrorize another person and which serves no lawful purpose. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress (NMSA 30-3A-2, Harassment and Stalking Act). Anyone who engages in such behavior is in violation of this policy when on school property, at school-sanctioned activities, or in vehicles dispatched for school purposes.

Employment Harassment

Harassment constitutes a form of employment discrimination when:

- ✚ Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work or school environment; or
- ✚ Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or status as a student; or
- ✚ Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual’s employment or status as a student; or
- ✚ Such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or a student’s school performance.

C. Sexual Harassment

Sexual harassment includes, but is not limited to, threatening adverse actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted and unnecessary physical contact; a

pattern of offensive remarks, including unwelcome comments about appearance, obscene jokes, or other inappropriate use of sexually explicit or offensive language; the display of sexually suggestive objects or pictures; and unwelcome sexual advances by vendors or other visitors if the advances are condoned explicitly or implicitly by the school.

D. Parental/Guardian Harassment

Such behavior may include, but is not limited to, a parent/guardian or other person who upbraids, insults, or abuses a teacher, administrator, coach, or other employee in the presence or hearing of a student or other individual at a place which is on or off school premises if the individual is required to be at that place in connection with the assigned school activities.

E. Student Harassment

No student may employ such conduct, verbal or physical, that denigrates, intimidates, threatens, or shows hostility or aversion toward another student or a teacher, administrator, coach, or other employee. Such behavior may include, but is not limited to, making comments or remarks directly or indirectly, name-calling, staring, glaring, or gestures (whether obscene or not) or other expressive behaviors which have the purpose or effect of creating an intimidating, hostile, or offensive academic environment, interfering with a student's academic performance, or otherwise adversely affecting an individual's academic opportunities.

F. Harassment on the Basis of Race, Color, Religion, Gender, National Origin, Age, or Disability

Such harassment would include verbal or physical conduct that denigrates, intimidates, or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability or that of his/her relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work/study performance; or (3) otherwise adversely affects an individual's employment opportunities.

G. Reporting Harassment

Any person who feels that he/she is a victim of harassment shall promptly bring the problem, in writing, to the attention of the principal. If the complainant is uncomfortable for any reason with discussing the matter with the principal, the complainant may report the matter, in writing, to the Pastor. Retaliation in any form against an employee, student, or parent

who exercises his or her right to make a complaint under this policy is strictly prohibited, and will, in itself, be cause for disciplinary action.

H. Investigation of Allegations

The school will make every effort to educate the school community about its intolerance of harassment. The Principal and Pastor will investigate all formal (i.e. written) allegations of harassment promptly and in a confidential manner. To ensue due process, all person involved must have the opportunity to be heard. The investigation will proceed and be documented following the instructions in PER-420, Conflict Resolution. Ifs the complainant is not satisfied after bringing the matter to the attention of the principal, or the Pastor, he/she may use the appeals process outlined in PER-420, #3.

I. Policy Enforcement

Any student or employee who is determined, as a result of an investigation, to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action up to and including the student's expulsion or the employee's termination. In the case of a parent, the archdiocese makes every attempt not to deprive a child of HCCS a Catholic education because of the attitude of a parent; nevertheless, if his/her uncooperative or disruptive attitude so diminishes the effectiveness of the school tat allowing the student to remain enrolled is impossible, the student may be disenrolled. Anyone found to have filed false or frivolous charges will also be subject to disciplinary action, and/or including expulsion/termination.

Serious Offenses

These are serious offenses:

- ❖ Fighting, wrestling, karate, kicking (whether personal injury is inflicted or not;
- ❖ Threats-any activity that threatens the physical or emotional well being of another;
- ❖ Vandalism and defacing school or personal property;
- ❖ Leaving the school grounds during the school day without permission;
- ❖ Throwing rocks, snowballs, anything other than designated play equipment;
- ❖ Possessing matches, lighters, inhalants, knives or weapons;
- ❖ Spitting;
- ❖ Forgery of a parent's signature;
- ❖ Harassment;
- ❖ Academic dishonesty
- ❖ Refusing to follow direction or cooperate; becoming defiant;

- ❖ Bringing walkmans, discman, electronic games, sports equipment, toys, gum, sunflower seeds, radios, tape recorder, etc. to school without permission. The school accepts no liability for any items brought from home to school.

Possible Consequences

- ❖ Due process by the person(s) in charge;
- ❖ Written report made to the principal;
- ❖ Removal from the classroom, or suspension, in or out of school; and
- ❖ Parents are notified of all decisions that involve suspension relating to the resolution of the situation.

Use of Inappropriate Language

Students are NOT allowed to use vulgar language. They are NOT allowed to use racial slurs or name calling that is sexual in nature. The Student Discipline Plan for HCCS outlines specific consequences for this infraction.

Gum Chewing

Gum chewing is not allowed at HCCS, i.e.-classroom, play yard, church.

Vandalism

Students and their parents will be liable for all damage to equipment or school property caused by the student. This includes breaking another child's glasses, or causing the glasses to break. It is the responsibility of the parent to pay for property damages. Grades, transcripts, and certificates will be withheld until the damages are paid.

SUSPENSION

Suspension Policies

Suspensions should be used when other means of correction fail to bring about proper conduct, or for serious misconduct or for investigations of serious misconduct. Out-of-school suspension is an acceptable disciplinary measure but, when possible, in-school suspension is preferred.

No student shall be suspended from school for more than five (5) school days at a time unless exceptional circumstances exist, such as to complete an investigation when the student's return poses a threat to the safety of others. The student may be given the opportunity to "make-up" work that was given during the time of the suspension.

Suspension Procedures

1. In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the Principal may remove the student from class, or the yard, etc., and contact the parent/legal guardian as soon

as possible. In cases such as this, where the suspension has occurred, requirements as to due process as stated in #2 below may be adhered to after the fact.

2. In all other cases where suspension is necessary, but NO real or immediate danger to the health and welfare of another student or the students or staff in general exists, the following procedure should occur:
 - a) **NOTICE:** This is satisfied by making the student aware of what information the Principal has which would lead the Principal to reasonably believe that a rule has been broken and that this student is the one responsible.
 - b) **EVIDENCE:** This is satisfied by making the student aware of what information the Principal has which would lead the Principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.
 - c) **OPPORTUNITY TO RESPOND:** This means an informal give and take a between student and Principal. In other words, “Do you have anything to say?” etc., and listening to his/her side. Then the Principal may make a decision to suspend based on the evidence and the student’s responses to the presentation of such evidence.
 - d) **PARENT/LEGAL GUARDIAN CONTACT:** It is always necessary to inform the parent/legal guardian of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent/legal guardian might be included in these steps so that the parent/legal guardian is aware of the total situation prior to the decision to suspend. When this is not possible, a parent/legal guardian has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.
 - e) **RIGHT TO APPEAL:** The parent/legal guardian may appeal the decision to the Pastor. However, it is presumed that he will not overturn the decision if the established procedures have been followed and that sufficient reason for suspension exists.
 - f) **A WRITTEN RECORD** of the procedures followed in the case of the suspension (including the procedures followed after the fact in cases where immediate suspension is necessary) shall be kept in a file separate from the cum folder by the Principal.

Suspension –Out of School

Most suspensions will be out of school suspension and parents will be notified. Students are responsible for all missed class work

Suspension – In School

- A. Parents will be notified **within 24 hours if their child has received an in-school suspension;**
- B. The student will be responsible for class work away from the classroom, in a designated area that is supervised;
- C. All tests must be made up; and
- D. The student's break times will be at a designated time other than the regularly scheduled time.

Suspension and/or expulsion is used for serious offenses

When a student is to be suspended, the parents and the student are informed of the reason for the suspension and of the number of days that the student is to remain away from school. No student will be suspended for more than one (1) week at a time. The student may not return to class before a parent-principal dialogue takes place.

EXPULSION

Expulsion is an extreme, but sometimes necessary, disciplinary measure for a common good. Prior approval of the Pastor of the Parish is required before expulsion can take place. A parent may appeal the decision, first to the Principal, then to the Pastor. If desired, a parent may elect to transfer a student to another school rather than have the student expelled.

Reasons for possible expulsion

The following offenses committed by students while under the jurisdiction of the school are reasons for expulsion in accordance with the procedures of HCCS:

- Continued willful disobedience/repeated violation of school rules;
- Open persistent defiance of the authority of any school employee;
- Habitual profanity or vulgarity;
- Smoking or having tobacco;
- Use, sale, or possession of habit-forming substances;
- Vandalism to school property;
- Possession of weaponry, matches, lighters, and inhalants;
- Use, sale, distribution or possession of any alcohol or drugs on, or near, school premises;
- Habitual truancy;
- Assault, battery, or any threat of force or violence directed toward any school personnel or students;
- Possession of an/or assault with a deadly weapon and/or any object which can be used to cause harm to another; and
- Theft.

The principal is the final arbitrator in all serious discipline situations. The final decision for dismissal rests with the pastor and the principal. Expulsions or recommended transfers may be made only at the end of a nine week period,

except for serious problems. The principal has the right to ask that the student not be accepted for registration the following school year.

PROCEDURES FOR DISCIPLINARY EXPULSION

Cases of Cumulative Disciplinary Difficulties

1. The principal shall arrange a conference with the student and the parent/legal guardian who shall be informed of:
 - a) The pattern of conduct which at this time would lead the school to believe that expulsion is being contemplated;
 - b) The evidence upon which this assessment is based;
 - c) The right of the student at this time to present a statement of information in support of remaining in school;
 - d) What specific courses of action or improvement in attitude will be sufficient in the school's view so that the expulsion will not be necessary;
 - e) If adequate improvement is not forthcoming within a reasonable time as defined by the principal:
2. A second conference with the student and the parent/legal guardian shall be arranged by the principal. At this time the procedures outlined above shall again be followed (a through c). After this conference a final decision will be made by the principal in consultation with the Pastor.; and
3. Written records of the various proceedings leading to expulsion must be on file.

Cases Involving Serious Offenses or Threat to Safety

There is no requirement that the school follow progressive discipline. In cases involving serious offenses or threats to safety which may include a possible criminal conduct or outrageous actions, the student is immediately suspended, the initial parent/legal guardian-Principal conference is dispensed with, and the process begins with the procedures outlined in paragraph above. (In this case it would be a first conference with the parent/legal guardian.) This procedure should be followed where the continued presence of the student will, in the reasonable judgment of the Principal, pose a serious threat to the health and welfare of another student, or school personal.

EMERGENCIES

Emergency Information

In emergencies, information, such as found on the emergency information form, may be released to appropriate persons if it is necessary in the judgment of the Principal to protect the health or safety of the students or other persons. Please make certain that all information kept at the school office is kept current at all times

Inclement Weather

HCCS does have delayed openings, as does the public school system. In the event that we must delay, or close school due to inclement weather, local television channels will be provided with relevant information regarding the delay and/or closure. **Please turn your television set to your local channel (channels, 4, 7, or 13) for updates on weather and/or school closings.**

School Lockdown

In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

- Doors, drapes, and/or blinds will be closed;
- No one will be permitted to enter or leave the building;

Lockdown will continue until the school receives an “all clear” signal from emergency personnel, including the Principal. Parents should not call the school so the phone will be available to emergency personnel.

MEDICAL

Child Abuse or Neglect

Child abuse is any act of commission/omission that endangers or impairs a child’s physical or emotional health and/or development. This includes:

1. Physical abuse or corporal punishment;
2. Emotional abuse or deprivation;
3. Physical neglect and/or inadequate supervision; and
4. Sexual abuse and/or exploitation.

School personnel are required by law to report any reasonable suspicion of child abuse. A reasonable suspicion of a child abuse means that “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse.”

Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency, which is the Children, Youth and Family Department (CYFD).

Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps and measles.

Parent to School Notification

Parent should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as, but not limited to, chicken pox, pink eye, and/or head lice. **Students who have a contagious disease must be excluded from attending school until such a time that the disease is no longer contagious.**

Immunizations

Section 24-5-2, NMSA, 1978 (Immunization Regulations) state:

“It is unlawful for any student to enroll in school unless he has been immunized, as required under the rules and regulations of the Health Services Division of the Health and Environment Department (Department of Health), and can provide satisfactory evidence of such immunization. Provided that, if he produces satisfactory evidence of having begun the process of immunization, he may enroll and attend school as long as the immunization process is being accomplished in the prescribed manner. It is unlawful for any parent to refuse or neglect to have his child immunized, as required by this section unless the child is properly exempted.”

Section 24-5-3, NMSA, 1978, (Exemption from Immunization) concludes with:

- A. “Any minor child through his parent or guardian may file with the health authority charged with the duty of enforcing the immunization laws:
1. A certificate of a duly licensed physician stating that the physical condition of the child is such that immunization would seriously endanger the life or health of the child; or
 2. Affidavits or written affirmation from an officer of a recognized religious denomination that such child’s parents or guardians are bona fide members of denomination whose religious teaching requires reliance upon prayer or spiritual means alone for healing; or
 3. Affidavits or written affirmation from his parent or legal guardian that his religious, beliefs, held either, individually or jointly with others, do not permit the administration of vaccine or other immunizing agent.
- B. Upon filing and approval of such certificate, affidavits or affirmation, the child is exempt from the legal requirement of immunization for a period not to exceed nine months on the basis of any one certificate, affidavits, or affirmation.”

MEDICATIONS

GUIDELINES FOR THE ADMINISTRATION OF MEDICATIONS AT SCHOOL

Policy:

- Schools may not furnish any medications;
- All medication administration requires parent/legal guardian authorization;
- All prescription medications and aspirin require physician and parent/legal guardian authorization
- All medications must be secured in the school office. Use of an epi-pen usually necessitates a 911 call. Because of the risk of students sharing medication, no student may carry their own medications. In the event that a student is seriously at risk without the epi-pen or inhaler on their person, consideration will be given to a variance if the physician and parent document the following:

1. The student has been instructed in the symptoms, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use;
2. Risk of not carrying medication; and
3. Glucose testing and insulin administration is to be coordinated by the parent/legal guardian in collaboration with the school Principal.

Responsibility of Parent/Legal Guardians:

- Parents/Legal guardians will assume full responsibility for the supplying of all medications;
- **No medications may be brought to school by students;**
- Parents/Legal guardians shall deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier any medication to be administered. The medication must be delivered to the office in the original container(s) and labeled with the name of the medication, dosage, name of child, and frequency of administration. Over the counter medication should be in the original sealed packages with directions for administration.

Aspirin and Other Over-the-Counter Drugs

The dispensing of aspirin will be treated as a prescription drug. **No aspirin will be administered to students by any school personnel without written authorization from the student's physician.**

Students requiring over-the-counter drugs (with the exception of aspirin), will be assisted by authorized school personnel. This shall be done in accordance with the parent/legal guardian's instructions provided that a signed medication form is on file for the specific medication and all items listed above are in compliance. Cough drops and vitamins are considered over-the-counter drugs.

PARENTS

Classroom Interruptions

All visitors, including parent, must report to the office, sign in, and wear a visitor badge. Classroom disruptions are kept to a minimum and learning time to a maximum.

Conferences with Teachers

Ordinarily, parent/legal guardians and visitors are expected to confer with teaches after school or at other scheduled times. Appointments are recommended. Classroom instruction should not be interrupted nor delayed.

Complaint/Issue Resolution

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should ten address it with the Principal.

Family Cooperation/Removal of Students Resulting from Parental Attitude

Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

Messages to Students

If it is necessary to communicate with your child during the school day, please do not go directly to the classroom. **YOU MUST CHECK WITH THE OFFICE FIRST. Forgotten homework, books, etc. are to be brought to the office.**

Please make sure names and grades are on the items. Students will be permitted to use the telephone in the office for important reason as determined by the school staff. All telephone messages for staff/faculty and children will be taken by office staff and placed in the appropriate mailbox. Staff/faculty and students will not be called to the office to respond to a telephone call unless it is an emergency. A weekly newsletter and a monthly calendar will be provided on a consistent basis to all parents and interested parties. Please refer to these for current information regarding upcoming school events. Telephone lines should be free in the event of an emergency, and so we suggest that you communicate with your child on a regular basis regarding school events, and that you take the time to read our newsletter, calendar, and handbook.

Flowers, Balloons, etc.

Flowers, balloons, etc. delivered to a specific student in recognition of a birthday or other special day, will be kept in the office until the end of the day. Students will be informed to pick up these items after school. Please do not send balloons if your child will be riding the bus, as balloons are not allowed on the bus for safety reasons.

Student Check Out

Parents wishing to pick up their child/ren prior to the end of the instructional day must begin the student check out procedure in the office by completing the "Early

Release Form". Office staff will call the classroom to have the child sent to the office for pick up, and/or will personally bring the child to the office for pick up by the parent/legal guardian. We highly *encourage* parents to pick up students at a time that does not conflict with daily classroom instruction, for example during recess or lunch. We discourage parents from consistently picking up children early on a consistent basis. Children who are consistently picked up prior to the end of the school day miss out on vital instruction.

Classroom instruction ends at 2:30 p.m., Monday through Thursday. Dismissal for all students on Friday is 1:00 p.m. *For your child's protection, it is our policy not to release a student to someone who is not listed in the child's registration form. If there are changes made to the directory information you have provided us, please call or write us with the changes*

Parties

Please contact your child's teacher for class guidelines.

Out-of-School Party Invitations

Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school.

Parent Volunteers

We believe the parent has the primary responsibility for Catholic education of his/he child/children. For this reason, active participation is required. Parents must contribute a minimum of 20 contact hours as a volunteer. A fee of \$200 is assessed at the end of the year to those not meeting this requirement. All parents are expected to have school staff sign off on their volunteer tracking form to ensure that the time spent as a volunteer is correctly documented. Extra tracking forms are available in the office. Parents are **required** to participate in the following:

1. Halloween Carnival
2. Parish Fiesta
3. Basketball Concession Stands/Door
4. Other fundraisers such as the Enchilada/Frito Pie Dinner

Other ways parents may wish to participate to meet the volunteer requirement include, but are not limited to:

1. Father/Daughter; Mother/Son Bowl-A-Thon
2. Class Fieldtrips
3. Classroom Volunteer
4. Walk-A-Thon
5. Red Ribbon Week Activities
6. Grandparents Day
7. Holy Days of Obligation Activities

8. Christmas Program
9. Science/Cultural Fairs
10. Career Day
11. Science on Wheels
12. Book Fairs
13. Yard Sales
14. Kindergarten/Sixth Grade Graduation
15. Field Day
16. Build-A-Book Activity
17. Math-A-Thon.

Volunteer Clearance

All volunteers must participate in a sexual abuse prevention workshop and must have completed a criminal background check prior to volunteering at HCCS. Schedules can be obtained in the office.

Maintaining Confidentiality

All parents are expected to maintain confidentiality regarding students, staff/faculty and other parents. All volunteers will be asked to sign a form stating such prior to volunteering.

Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Board, committees, annual fundraising events, classroom assistance to teacher, lunchroom, field trip chaperones, and other activities relating to the talents and gifts of the volunteer population.

- ✚ Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish and Diocese with proper respect for those serving in ministries.
- ✚ Volunteers work in a collaborative role with others ministering to the development of children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.
- ✚ Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.
- ✚ Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by the school Principal and/or the Pastor of the Parish.

- ✚ Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

Lost and Found

The office maintains a “lost and found” box. Please make certain to label all of your child’s personal school items, including, jackets, sweaters, lunch boxes, water bottles, etc. with your child’s name. Labeling your child’s items will ensure that items that are lost and found will be returned to the proper owner. This practice is guaranteed to save you money in the long run. All items in the “lost and found” box not claimed by the last week of school will be donated to a charitable organization. **LABEL ALL YOUR CHILD’S BELONGINGS**

Implementation of Student/Parent Handbook

All parent and students should read this handbook. The policies, rules, and regulations should be supported and observed by all involved with HCCS. The school principal and/or pastor reserve the right to amend or waive any of the included policies when necessary.

This handbook was carefully written for the benefit of our HCCS family. Respect for all, order, safety and charity are the rationale behind these guidelines and policies that are in compliance with Archdiocesan Policies. They are designed to help create a safe environment of respect, academic and spiritual growth.

SAFETY

Fire Drills

Fire drills are held every week during the first month of school and once a month thereafter. Documentation of these drills is maintained in the office, and includes the date and time of the fire drill as well as the evacuation time. Evacuation routes are posted near the door of each classroom and evacuation procedures are discussed with students prior to the first drill. Teachers will carry student roster during evacuation procedures to help them account for all students. All students are expected to adhere to the following evacuation procedures during a fire drill:

- ✚ Evacuate the classroom, building, etc., quietly;
- ✚ Leave all personal items behind;
- ✚ Walk quickly to your designated area, but do not run;
- ✚ Stay together so that the teacher can take roll call; and
- ✚ Walk back quietly and orderly after the “all clear” call and when your teacher has asked you to.

Prohibited Items

- Shoes with wheels (“wheelies”);
- Knives (even small ones)

- Matches
- Electronic devices (iPod, etc.)
- Caps (except those worn during a field trip)
- T-Shirts with skeletons, demons, witches.
- Etc.

Playground

In order to ensure every child has a safe and enjoyable experience on the playground, the rules will be enforced. It is necessary for the students to absolutely always follow the directions of the supervisor. Students are to play with the concern and respect for themselves and the other students. Classroom teachers are expected to share the list of playground rules found in their school binder with students prior to the second full week of school.

Supervision of Students

The “liability for supervision and control of students shall be assumed by the school for half an hour before school and half an hour after school, except for students participating in school-sponsored, extra-curricular programs, or extended care. **PLEASE DO NOT DROP OFF YOUR CHILD AT SCHOOL PRIOR TO 7:30 A.M. AND BE PROMPT TO PICK HIM/HER UP AT THE END OF THE DAY.** We ask that you not *use the end of the day as an opportunity for your child to play with friends/peers. It is the end of the day and teachers are eager to return to their classrooms to finish work following their half hour after school/bus supervisory duty.*

Notification of School Closure

If the school will be closed or delayed due to inclement weather, the local Albuquerque TV channels (channel 4, 7, & 13) will be advised of the closure/delay. Please turn to your either one of these stations for information regarding school closures/delays.

Drop Off/Pick-Up Students

Cars bringing or picking up students **must enter** the one-way driveway when entering the school parking lot. Please **do not** park your vehicle in front of the emergency signs while you retrieve your child. Under no circumstances should vehicles enter the rectory parking or school building premises to drop off children. Parents of children in PreK and K are expected to park their vehicle in the parking lot area and walk children to their respective classrooms. Parents who opt to park in the vicinity of the gymnasium must walk their children to campus. Adults dropping off or picking up students should avoid parking in the bus lane. **NEVER** leave your car unattended in the pickup/drop off area. Instead, pull into a parking space and park your vehicle. Never park in front or behind the bus.

Children will be escorted to the newly painted crosswalk by staff. Other valuable information regarding this topic:

- ✓ Parents must cooperate with all school staff for the welfare of all children. This may mean having to move your car from prohibited parking areas (emergency areas) to a different and safer location;
- ✓ We ask that you do not use your cell phones when driving through our parking lot or when picking up students;
- ✓ It is important that you follow our traffic patterns when you are dropping off and/or picking up student at school;
- ✓ For the safety of the children in pre-kindergarten and kindergarten, please accompany them to and from the classroom; and
- ✓ Once students are on school grounds, they are not allowed to leave during the school day without permission from the office and/or principal. Failure to follow this safety rule will result in appropriate consequences.

Visitors

All visitors to the school must report to the main office where they will be issued a badge to be worn throughout their visit. *Note:* A visitor is any person who seeks permission to enter school premises. Parents and alumni are considered “visitors”.

STUDENTS

Dress Code/Uniform

We believe that standards of dress are necessary in our school. It is our professional belief that a direct relationship often exists between dress, grooming, and patterns of behavior and performance. We would like to instill personal pride in each individual in our school. Therefore, the parents and faculty will enforce the following uniform dress code.

Boys- will wear:

- Navy blue uniform slacks (no cargo pants or sweat pants)
- Navy blue knee length uniform shorts
- **Pre-K – 3rd Grades:** Short/long sleeve light blue cotton dress shirt or polo shirt with collar
- **4th – 6th Grades:** White polo with “Academy” emblem
- Navy blue/black (one fold) socks - must be visible and above the ankle
- Solid black belt with pants/shorts
- Plain, **solid black**, shoes (Nike and Sketchers sell solid black shoes)

(Shoes with wheels are NOT allowed as they damage the floor and pose a safety hazard!)

Girls- will wear:

- Navy blue skirts, skorts, shorts, jumpers, or uniform pants (**must not be shorter than the knees**)
- **Pre-K – 3rd Grades:** Short/long sleeve light blue blouse or polo shirt with collar
- **4th – 6th Grades:** White polo with “Academy” emblem
- Navy blue/black (one fold) socks - **must be visible** and above the ankle, navy blue leotards or knee highs with skirts/jumpers
- Solid black belt with pants/shorts
- Plain, solid black, shoes (Nike and Sketchers sell solid black shoes)

(Shoes with wheels are NOT allowed as they damage the floor and pose a safety hazard!)

During the cold seasons only the following are acceptable for both boys and girls:

- Navy blue cardigan
- Solid navy blue navy jacket and/or the HCCS winter jacket (can be purchased through the school office)
- HCCS hooded sweatshirt (**outdoors only**)- Must be removed indoors.

T-Shirt Mondays

Every Monday students may wear their navy blue HCCS t-shirt (long sleeve shirt for colder months) with uniform pants, shorts, skirt.

School uniforms must be worn at all times except when approved by the principal. T-shirts may also be worn while the student is on school grounds participating in school sponsored programs to include the after school extended care program and school field trips. Students participating in the school sponsored athletic programs (basketball, cheerleading, volleyball, or drill team) may change into the athletic uniforms in preparation for basketball games, pep assemblies, etc., when necessary. Clothing should not fit tight but be comfortable to wear. HCCS provides parents with information on how to obtain student uniforms during registration.

The following are not allowed at HCCS:

- fingernail polish (except for “clear” nail polish), or fake fingernails
- facial make-up
- jewelry (girls may wear small studded earrings only)- no “dangling” earrings. Only ONE earring per ear.
- body piercing
- tattoos (including temporary)

Hair

- No artificial hair tails, Mohawk haircuts or other hairstyle fads, including hair carvings are allowed.
- Colored, dyed, “streaked”, or bleached hair is not permitted.
- Boy’s hair should not be longer than the top of the shirt collar.

If you child is unable to comply with the dress code due to medical reasons, you must submit a doctors explanation to the office.

Dress Code Violations

Any and all violations of HCCS uniform code result in:

1st Infraction: Teacher will conference with the student.

2nd Infraction: Teacher will contact parents/guardians

3rd Infraction: Teacher will refer the student to the principal.

Student Records

HCCS keeps all educational records required by state law. Parents have the right to inspect the educational records of their children. Upon written request, parents may view the records in the presence of the principal or her designee. Non-custodial parents have the same rights as custodial parents to inspect the records of their children unless a court order to the contrary is on file in the school office.

Field Trips

Field trips are an integral part of our school program as they provide an added dimension to the curriculum. It is hoped that parents will show their interest and appreciation for these planned excursions by acting as chaperones and providing transportation when needed. Students must ride the bus to and from the fieldtrip destination unless parents have indicated in writing that they must drive their child to and from the fieldtrip destination. Parents who have not completed the Sexual Abuse Prevention Class, and taken a *Criminal Background Check* MAY NOT serve as school volunteers, including fieldtrip chaperones, and CANNOT meet the bus at its destination and mingle with the children.

All classrooms will take a minimum of two (2) field trips a year. The trips are taken only after careful planning and assurance that the objectives are appropriate for the grade level of the students. Attendance on class field trips is **restricted** to participating classes, authorized chaperones and drivers. **Other children, siblings, or guests are not permitted.** To participate in a field trip, students must return a field trip permission slip, signed by the parent, to the teacher prior to the field trip. All volunteer/chaperones must have documentation that verifies their completion of a course in sexual abuse prevention and a criminal background check, filed in the office. Finally, parents should not “meet” a student at the fieldtrip destination without documentation that supports their completion of the sexual abuse prevention training, and have participated in a criminal background check. If serving as a “chaperone”, parents must ride the

bus from school and back. if. The Principal must approve all school-sponsored field trips.

Lunch Services (Cafeteria)

HCCS serves a hot lunch every day, Monday through Friday, for the exception of the day preceding an extended holiday or the end of the school year, when students are released from school early. Parents are asked to provide proof of income for the school to determine if their child/ren qualify for free or reduced lunch. Those not qualifying for free and reduced lunch will pay the full lunch price. Please check with the office for information regarding the criteria, and for pricing of lunches. Breakfast has been discontinued for 2010-2011.

Office Pass

All students must obtain a pass from their teacher to visit the office or any other building/classroom during instruction time. Office phones are only for urgent matters.

Wednesday Bake Sales

When possible, the practice of the Wednesday bake sale will occur.

Prohibited Items

- a. Cell phones: Student cell phones are prohibited except under extenuating circumstances such as a child is ill and the parent has sent a letter to the school justifying the cell phone. If the cell phone is approved by the office, they must be kept off during the school day and used only for emergencies. Cell phones used during the school day will be confiscated. Cell phones are not to be displayed and the student accepts full responsibility for having a cell phone at school.
- b. Shoes with wheels on them. These shoes scratch our beautiful floors and can pose a safety hazard.
- c. Students are not permitted to have on, or near the school premises, tobacco, alcohol, or drugs in any form. Lighters, lasers, matches, markers (other than water-soluble), and correction fluid (also known as "white out"), and gum are not allowed in school.

Any items which disrupt or interfere with the educational process, or peaceful atmosphere of our campus may be removed from the student's possession. These include skateboards, scooters, tape players, radios, headsets, electronic games, sports equipment and toys. All items removed from a student will be returned to the parent(s) upon request. HCCS is not responsible for lost or stolen items, nor is HCCS responsible for items that become damaged.

Any item construed to be a weapon or harmful to the health of our school community will not be allowed at school. This includes, but is not limited to, firearms, switch blades, knives of any sort, and sling shots.

A teacher may schedule periodic “show and tell” in her classroom and will make appropriate arrangements at the principal’s office when necessary. Due to allergies and health concerns of students, bringing pets to the school is discouraged.

Bus Transportation

Riding the school bus is a privilege. The school bus is an extension of the school campus. All rules of conduct that apply at school, apply on the bus. Students whose behavior jeopardizes the safety of other students and/or the safety of the bus driver will be prohibited from riding the bus. Following are rules that must be adhered to while riding the bus:

1. Students must be on time.
2. Student must obey the driver promptly and respectfully.
3. Students must never bring items that could be potentially dangerous.
4. Students must remain on their seat while the bus is in motion.
5. Fighting, teasing and bullying are all prohibited.
6. Destruction of seats, windows, etc. is prohibited. The cost to repair damage to the bus will be the responsibility of the parent.
7. Students are prohibited from spitting in the bus.
8. Eating on the bus is prohibited unless approved by the bus driver.
9. Chewing gum is never allowed on the bus.
10. Animals (pets) are not permitted on the bus.
11. Extending arms, legs and head out of the bus window is prohibited.
12. Students must sit in their assigned seat.
13. Other behaviors that jeopardize the safety of the passengers and/or the bus driver.

Violations of the rules listed above will be addressed in the following manner:

- 1st offense: A verbal warning to the student;
- 2nd offense: A meeting with parents and student to discuss ways to address the misbehavior.
- 3rd offense: A written contract that outlines what the students will do to improve behavior on the bus, with a minimum of one (1) day suspension of bus riding privileges.

- 4th offense: Expulsion of bus riding privileges for the remainder of the school year.

Bus Fees: \$80 per month (includes one-way, OR both ways), payable by the first day of each month. Fees not paid by the 5th of the month will mean that child is not provided with bus service until all fees are reconciled.

Library

Students must return all library books and/or materials before or on the due date. Materials that are lost or damaged, as determined by the librarian will need to be paid for by the parent. Report cards will be withheld until fees, dues, etc. are reconciled. A minimum of two book fairs are held during the school year.

Extra-Curricular Activities

Extra-curricular activities include Honors Club, Chess Club, Volleyball, Ski/Swimming Club/Golf Club, Spirit Team, Cheerleading, and Basketball, Spanish Club, and Computer Club,.

*Participation in the Honors Club is limited to students in grades 4-6 who are recommended by teachers, principal, or the pastor. Students must demonstrate academic achievement by maintaining a 4.0 GPA, and consistently model positive character traits in their daily lives both at school, in the community, and in church functions. Character traits, as defined by the Character Counts Initiative that is implemented at HCCS include **trustworthiness, respect, responsibility, fairness, caring, and citizenship**. Students create goals for each of the character traits at the beginning of the year, and evaluate success of these goals at the end of the year. **Participation in basketball requires that a student be passing all academic subject areas and exhibit “Character Counts” traits.***

Big Brothers/Big Sisters Program

Students in grades 5 and 6 may participate in the Big Brother/Big Sister Program at HCCS. Students serve as good character counts to the children in pre-kindergarten and kindergarten. Big Brothers and Big Sisters generally escort the younger children to the Friday Children Mass and sit with them as they model good mass etiquette. They are often invited to share in special holiday celebrations with their Little Brothers and Sisters.

Children’s Liturgies (Masses)

Children in grades pre-kindergarten through 6th grade participate in the Children’s mass every Friday morning at 8:30 a.m. Parents and all other interested parties are allowed to attend. Classes take turns “hosting” the mass. This includes doing the Readings, taking the gifts, serving as ushers, and alter servers. Pre-kindergarten and kindergarten host the mass AFTER the first semester to allow them time to learn more about the Mass.

Playground

All students are expected to participate in recreational activities assigned and approved by the teacher. Students are expected to respect and obey teachers and other playground supervisors.

Adjacent properties, driveways and streets are off limits to all students. Students are not permitted to leave the playground. The supervising adult will retrieve any playground items that inadvertently land in a private driveway, or the highway.

Horseplay, shoving, pushing, kicking, rock/snowball throwing, disrespect, rude behavior, and other inappropriate actions are not allowed on the playground. Profane, vulgar and other inappropriate speech will not be tolerated.

Students should not eat or drink on the playground during the lunch recess. Littering the playground campus is prohibited.

PARENT ORGANIZATIONS

Parent involvement is not only welcomed but expected. The HCCS Advisory Council and the Home School Association are parent organizations that work collaboratively with the school's administration and staff/faculty throughout the course of the school year to organize special events, and raise money that helps our school purchase badly needed supplies and other items. Following is a description of each organization:

2. The **HCCS Advisory Council** as defined by the Archdiocesan approved constitution and by-laws, serves in the capacity of an advisory council to the pastor and the principal on school policies. The pastor, principal and advisory council work closely together to establish policies for the school, since the school is a ministry of the parish. The implementation of policy is the responsibility of the school administration.
3. The **HCCS Home School Association** is to stimulate cooperation between home and school; to promote the welfare of the students at HCCS; and to serve as a medium of conveying issues of common concern to the school council; to provide opportunities for adult education in various areas, including, but not limited to religious formation and parenting; and to safeguard the legal rights of Catholic education.

Parents' Role in Education

The faculty and staff of HCCS consider it a privilege to work with parents in the educational process. We believe that parents are the primary role models for the development of their child's life: physically, intellectually, spiritually, and morally. Being a positive role model is the strongest teacher. Your own personal relationship with God, with others and with the Church community will affect the way your child relates to God and to others. Ideals taught at HCCS will not be

well rooted in your child unless these are nurtured by the example of a good Catholic/Christian morality and by an honest personal relationship with God in your family life. Regular mass attendance, family prayer at meals, and family rituals are ways to be an example to your child and support the ideals promoted by the school and parish. Parents can support the educational process by:

1. reinforcing the school goals and mission;
2. cooperating with the discipline policy of the school;
3. reviewing communications such as the weekly newsletter, and returning requested information to school promptly;
4. participating in school activities such as Parent-Student-Teacher Conferences, Open House, Fund-raising, etc;
5. notifying the school office staff of any changes in contact information;
6. treating faculty and staff with respect and courtesy at all times; and
7. notifying the school when a child is absent and following up with a written excuse.

One Parent Families

Children who are shared between two households (mom and dad, for example), often find it difficult to remember to bring the needed materials for school. Examples include, but not limited to, homework, textbooks, and even their belt. Please remind children that there are certain items they need to track because they will be needed for school. If parents share joint custody of a child, please inform the office and provide documentation. It is very much appreciated if both parents work together to determine who will drop off and pick up the child by providing the needed information in the student registration form. Finally, if both parents wish to receive written notification of any kind regarding you child (includes report cards, etc.), please inform the office in writing. Should you have any requests regarding policies involving clarification of policies and procedures of HCCS, put your request in writing and allow HCCS 10 days to respond back to you in writing. For the sake of the children of HCCS, please maintain a cordial relationship when in the presence of the children and/or parents and staff.

STRENGTHENING QUALITY IN SCHOOLS

HCCS participates in Strengthening Quality in School (SQS) which is a Baldrige based initiative for continuous improvement. SQS provides school leadership the expertise needed to develop a high quality education system. The school believes in a systems approach to continuous improvement which includes stakeholder input, data driven decision making, focus on mission and goals, and the integration and implement of the Total Management principles.

Student Financial Assistance

HCCS may, when possible, provide financial assistance to parents in need. All requests for assistance must be done in writing. Parents may also apply for assistance from the Adopt-A-Student Fund at the Santa Fe Archdiocese (Catholic Center). To request assistance from the Archdiocese, parents must first complete an online application (\$20 fee on your credit card). Your application will sit in a database and be accessible to the staff from the Santa Fe Archdiocese. Within 2 weeks of your online application, you must write a letter to the Archdiocese, informing them that 1) HCCS no longer has the financial resources necessary to assist you, and 2) you have applied online. At this time, the Archdiocese will tap into your application to see how much you qualify for in student tuition assistance. Order of priority for parents applying to HCCS include the following:

1. Parents with more than one child enrolled at HCCS;
2. Parents who volunteer at school;
3. Parents who are in good financial standing with the school;
4. Loss of job, divorce/separation and/or death of a parent;
5. Other

Gratitude

We give thanks to Almighty God for the many gifts we enjoy. We thank God for the many blessings of creation and most especially for the wonderful children and devoted families of the past, present, and future who have been, currently are, and will be the true Christian souls of the HCCS Community.