

Saint Mary's School



*Belen, New Mexico
"Since 1927"*

PARENT / STUDENT HANDBOOK

2009 – 2010

St. Mary's School

Church & Tenth St.

Belen, NM 87002

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stmarys.schools.officelive.com

Organizational Chart for
St. Mary's Catholic School

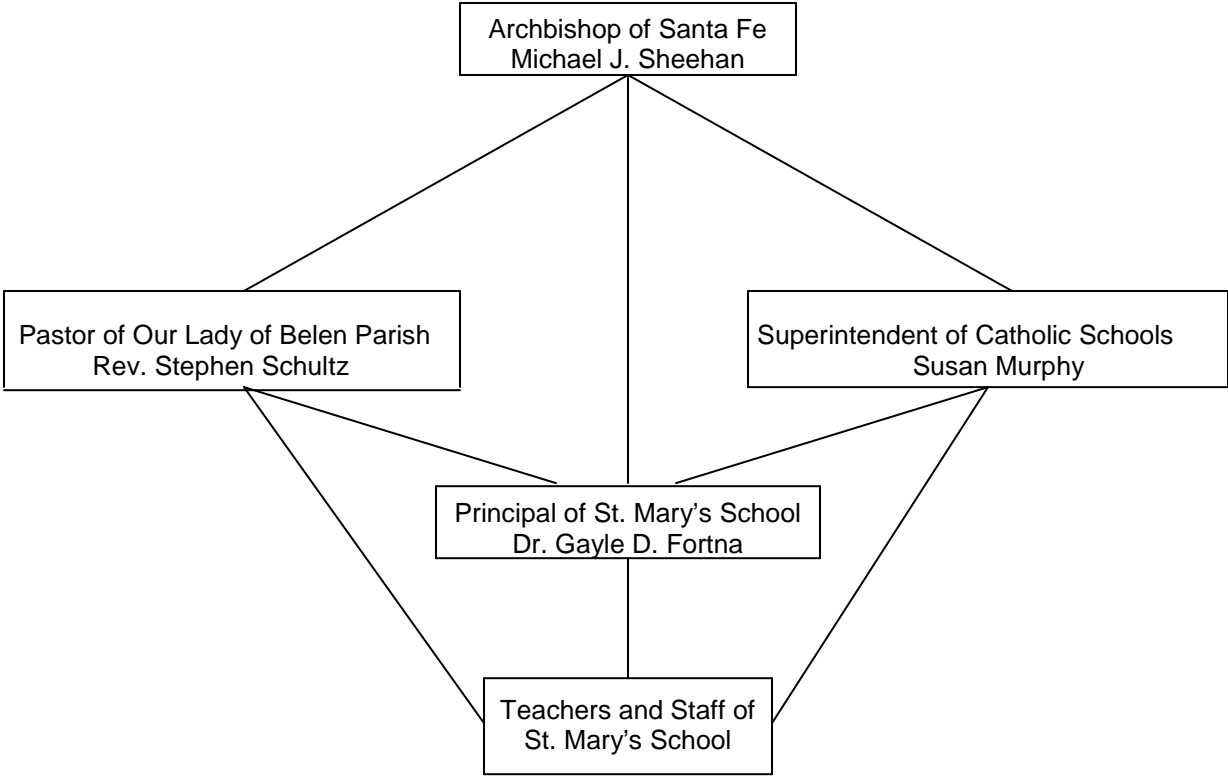


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St. Mary's School

“Preparing our children for the future and for eternity.”

This handbook was compiled in an effort to help Students and Parents understand the policies and regulations of St. Mary's Catholic School. In order to be effective, the school needs the wholehearted support of every family. We cannot include all possible rules, concerns or procedures that arise in the school and the final decision in these matters rests with the principal. Be assured that the school recognizes the rights of its students and their parents and will act in a prudent manner in all situations. However, your registration at St. Mary's Catholic School indicates you recognize our rules and policies and accept your responsibility in complying with them.

Parents/Guardians are asked to read this handbook very carefully and help their students understand it. Please interpret the policies, regulations, and guidelines in a positive light and lead your children to do the same. If you have questions regarding any of the contents of this handbook, please contact the principal.

We are very proud of St. Mary's Catholic School. As part of Our Lady of Belen Parish, it has an extensive history and shares in rich and varied traditions. We have an excellent staff teaching a strong curriculum under the tenets of the Catholic Church. Consistent with our Mission Statement and our desire to provide the best educational experience for our students, we ask for positive support from every parent or legal guardian. Let us truly be united in our efforts to enhance the learning process.

HISTORY AND BACKGROUND

In 1927, Father Antonio Cellier, the pastor of Our Lady of Belen Parish in Belen, New Mexico started St. Mary's Catholic School. The school was under the direction of the Ursuline Sisters who taught and administered it until 1932. Dominican nuns took over the teaching and administration of St. Mary's and it continued under their care through the early 1990s. Since that time, the school has been staffed predominantly by lay teachers and administrators. It is accredited by the North Central Association of Schools and the State of New Mexico.

Although St. Mary's is located in the heart of Belen, enrollment includes students from Albuquerque, Bosque, Bosque Farms, Isleta, Jarales, Los Chavez, La Joya, Los Lunas, Peralta, Rio Communities, and Tomé. The school includes grades Kindergarten through 8. A strong core curriculum is stressed and enhanced with computer instruction, music, art, P.E., and Spanish. St. Mary's provides a hot lunch program five days a week. The school is a closed campus and is a SMOKE FREE / DRUG FREE environment.

SAINT MARY'S MISSION STATEMENT

Guided by Catholic traditions and values, the mission of Saint Mary's School is to teach and prepare students for the 21st Century.

SAINT MARY'S VISION STATEMENT

As the only Catholic school in our region, our role is to make a unique and visible contribution to the quality of life of Valencia County residents. In fulfilling its mission, St. Mary's Catholic School in Belen is a meeting place where parents, students, and staff are role models of Catholicity in action. Everyone associated with the school is dedicated to leading a visible moral life as demonstrated by their levels of responsibility and respect for themselves and others. It is also demonstrated by their pursuit of academic excellence and their maintenance of New Mexican Catholic traditions. Students completing their education at Saint Mary's School accept the responsibility to apply the lessons learned here in their parish, personal, and public lives.

PHILOSOPHY

St. Mary's Catholic School strives to help students grow spiritually, morally, intellectually, emotionally, and physically by providing an atmosphere of Christian community that focuses on Christ as its model. Because the parents are the primary educators of their children, parents and school staff work together to promote Christian values in the students. St. Mary's emphasizes the nourishment of a positive self-concept for each student and encourages the development of loving and caring behavior while engaged in the learning process. Students are helped to develop excellent study skills and learning habits. Educational expectations and behavioral standards are high.

ACCREDITATION

St. Mary's School is fully accredited by the North Central Association and the State of New Mexico.

ADMISSIONS POLICY

Enrollment in a Catholic school in the Archdiocese of Santa Fe (elementary or secondary) is an annual process and is open to students who sincerely seek a Catholic, Christian-oriented education. Admissions preference is given to practicing Catholics. Students will not be refused admission to Catholic schools because of race, color, gender, or national origin. (FAM-501)

St. Mary's Catholic School is religiously oriented and operates under the direction of the Archdiocese of Santa Fe. In accordance with the policies of the Archdiocese of Santa Fe (FAM-501), the following procedures apply to enrollment in St. Mary's Catholic School.

Admissions preference is given to practicing members of Catholic parish communities. Basically, admissions preference is as follows:

- Continuing student (already enrolled)
- Sibling of an enrolled student
- Practicing, registered parishioner of home parish (Our Lady of Belen)
- Practicing Catholic from another parish
- Non-Catholic

Note: Registration for returning families begins the first Monday in February. Places can only be guaranteed when registration is complete.

Open registration for other families begins the fourth Monday in February.

Age requirements:

St. Mary's Pre-K accepts children from ages 3 to 4 years.

Children entering Kindergarten must be 5 years old by August 31 of the school year. [NM Law 22-8-2M] (Completion of a pre-school program does not replace the minimum age requirement.) At registration, kindergarten students will be *conditionally* accepted into St. Mary's. Full acceptance is contingent on results of the readiness test given at the beginning of the school year.

Children entering First Grade must be six years old by August 31 of the school year. [NM Law 22-8-2M]

New students seeking admission to St. Mary's Catholic School and their families will meet with the principal. Placement tests may be given and used as a consideration for admission. Previous behavior records, reasons for seeking admission, and commitment to the rules, regulations and traditions of St. Mary's Catholic School will be considered. A student expelled by another school (Catholic, private, or public) is generally disqualified from admission to St. Mary's. Admission and/or re-enrollment may be denied based on the best interests of the school and its students. Admission may also be denied if a student has special needs that cannot be met at St. Mary's Catholic School. New students will be on probation for at least one nine-week quarter.

Readmission of a student who previously voluntarily withdrew from St. Mary's Catholic School is at the discretion of the Principal. Students who leave St. Mary's and attend another school for a semester or more must take a placement test upon returning to St. Mary's.

Registration:

Registration for returning families begins the first Monday in February. The registration fee is \$175.00 if registration is completed within the three weeks given exclusively to returning families. After that time, registration will be the same as it is for new families, \$200.00.

The following items are required for admission and must be presented at the time of registration:

- Birth certificate
- Baptismal record and other sacramental information (Catholic students only)
- Current record of immunizations
- Most current grade report
- Record of IEP (if applicable)
- The name, address, and telephone number of the previous school's administrator

- Registration fee
- Art fee
- All registration documents
- **Parental Agreement**
 - At the time of registration, a copy of St. Mary's Catholic School Parental agreement is included in the registration packet. Enrollment in the school indicates acceptance of the following policies:
 1. It is understood that enrollment in St. Mary's Catholic School is a privilege and continued enrollment is not guaranteed.
 2. Parents will meet the financial obligations incurred by enrollment at St. Mary's Catholic School and understand that failure to do so may result in disenrollment or denial of future enrollment.
 3. Parents agree to abide by the policies, procedures, rules, and program requirements established by the school and the Archdiocese of Santa Fe and understand that failure to comply with or efforts to participate in open criticism or disregard for the school's policies, procedures, rules, and program requirements may result in disenrollment or denial of future enrollment.
 4. Parents agree to support staff and school authority and to refrain from conduct that may be abusive or harassing of school staff, authorized volunteers, or school authority.
 5. Parents understand that the school authority determines the curriculum (guided by the Archdiocese of Santa Fe and the requirements of the State of New Mexico).

Emergency Information Cards are created from the information you provide at registration and must be on file in the office for each child in the school. All information on these cards must be current and correct. In case of a change of address or phone number, either home or work, the new information must be sent to the school immediately. Accurate and current information on the emergency cards will ensure prompt and proper care of your children in case of an emergency.

FINANCES

Tuition and Fees

2009 / 2010 Tuition

Tuition for first child -----	\$3,700.00
Tuition for second child -----	\$3,145.00
Tuition for third child -----	\$2,960.00
Tuition for fourth and beyond-----	\$2,775.00

Registration Fees

Registration fee for returning families if paid before open registration begins -----	\$175.00
Registration fee when open registration begins -----	\$200.00

Art Fee

For grades 3-5 -----	\$10.00
For grades 6-8 -----	\$25.00

Subsidy

A subsidy fee of \$300.00 is paid by the family's parish if the family meets their parish's requirements. Families who do not meet the parish requirements are responsible for payment of the subsidy, which must be paid no later than December 31 of the current school year. Subsidy may be added to monthly payments and if neither the parish nor family has paid the subsidy by December 31, the \$300.00 will automatically be added to the FACTS agreements starting in January.

Payment Options

Tuition may be paid through the following options:

- 100% paid no later than August 1 of the school year.
- 1 to 12 payments made through FACTS (electronic debit system)

If FACTS is not able to draw a tuition payment at the agreed upon time, a \$30.00 late fee is charged. (In addition to what FACTS and your bank charge.) This fee will be added to your FACTS withdrawal amount for the following draw. FACTS will attempt to draw each payment three times and charges a \$25.00 fee for each attempt that is not successful. After three attempts, the payment will have to be made directly to the school for the amount of the payment plus the accumulated late fees. In the meantime FACTS will be drawing the next month's payment at the agreed upon time.

If a payment cannot be collected within ten days of the attempted draw, it is considered delinquent. Should the tuition remain uncollectible for two consecutive months, on the 10th day after the due date in the second month, the student is considered ineligible to return to classes until the tuition and fines are paid in full. Should the tuition remain past due by the 15th day after the due date in the second month, the student will be disenrolled from the school. (FIN-304).

FACTS payments are drawn on the 5th or the 20th of each month. You choose the date when you fill out your FACTS application form. If you need to change the date or hold a payment for some reason, you must notify the school bookkeeper no later than 5 business days before the scheduled draw.

Pre-paid registration fees are non-refundable. Pro-rated tuition *may* be refunded if a student withdraws due to extenuating circumstances, such as relocation by the family. Extenuating circumstances do not include expulsion of a student or withdrawal of a student due to a parent's dislike of St. Mary's School, its staff, or its policies.

There will be a \$30.00 fee assessed for any check made out to St. Mary's School that does not clear the bank. You will be notified that we have received such a check and you will be required to bring in cash in the amount of the check, plus the \$30.00 fee immediately.

If the school receives any check that does clear the bank and restitution is not made within ten days, all further monetary transactions will be required to be made by cash, money order, cashier's check, or charge card payment at the Parish Office.

Financial Aid

St. Mary's: Applicants for assistance offered through St. Mary's School must have been members of the St. Mary's School community for at least one year. Application packets may be obtained when registration begins. Applications are filed through FACTS (whether or not you use this service for tuition), must be filed by the given deadline (usually mid-April), and all the required information and documentation must be provided. **Note: If the applications are not completed in full by the given deadline, the applicant will NOT be considered for financial aid.** Please begin the application process as soon as you get the forms so you have time to confirm that everything is complete. The amount of financial assistance is related to the Archbishop's fund distribution. NOTE: **Financial assistance must be repaid to the school if the student is disenrolled for any reason before the end of the school year.**

Friends and Alumni of Catholic Schools: Financial aid for qualifying students **new** to St. Mary's School is available through Friends and Alumni of Catholic Schools (FACS). Applications for this aid may be picked up at the school. Deadlines and requirements are printed on the applications.

Volunteer Hours

In addition to tuition, parents are required to provide 20 hours of service to the school. There are many opportunities to earn these hours in a variety of ways. The first opportunity to earn service hours is School Yard and Building clean up on the Saturday before Our Lady of Belen Fiesta. During the Fiesta, St. Mary's

School sponsors the Hamburger Booth and all parents are required to work at the hamburger booth during their assigned times. These hours count toward your required service time. In October, we have the major fundraiser for the school, which requires much help in order to be a success. It provides many service hour options. In addition, there are various opportunities to earn service hours throughout the year including smaller fundraisers, help with school projects, helping in classrooms, playground supervision, lunchroom supervision, help on field trips, and more. Notices will be sent home throughout the year informing you of needs in the school. If families are not able to meet their 20 hours of service requirement, they will be charged \$10.00 per hour for the hours not contributed. (Material donations to the school can also count as payment for these hours.) It is the responsibility of the parents to record their volunteer hours. A form for this may be downloaded from the website and should be turned in at the end of the first semester and at mid-term of the fourth quarter. (Dates will be posted.)

Note:

In accordance with Policy PER-403 of the Archdiocese of Santa Fe, all volunteers who have unsupervised contact with students are required to attend an Abuse Awareness Training Workshop and have a criminal background check. The criminal background check is submitted in conjunction with the Abuse Awareness Training Workshops. The record of attendance for the Abuse Awareness Training must be presented to the school as soon as possible after attending the workshop. Results of the Criminal Background check will be sent to the school. When this process is complete, volunteers will be able to chaperone students and help on field trips.

Withdrawal Policy

- Parents who move or transfer their children to another school must pick up a WITHDRAWAL OR TRANSFER checklist from the school office. The checklist must be completed before any transcripts of grades will be forwarded to the student's new school.
- Registered students who withdraw at anytime (including before school starts) must pay a \$175.00 withdrawal fee.
- Families of students who withdraw or are disenrolled for any reason before the end of the school year must repay any financial aid they were awarded for that school year.
- The bookkeeper will update the withdrawing family's account. If money is owed to the school, this amount must be paid before the student's records can be cleared. If the account shows a credit, a check will be issued as soon as possible.
- Re-enrollment of students who have left the school for reasons other than a move, is at the discretion of the principal.
- Re-enrolling students who are away from St. Mary's more than a semester will have to take a placement test to insure they are put in the proper class.

ATTENDANCE

A student's absence from school interferes with his/her academic progress.

Student Attendance and Absences

Any time a student is not in school, with the exception of a school field trip, the absence will be counted for the class attendance record, the report card, and the Permanent Student Record Card. The school has the right to request that any absence be substantiated by an official document, such as a letter from a physician, etc. (FAM-506)

Regular attendance is crucial to ongoing academic progress and success. Absentees miss valuable class instruction, discussion and continuity of work. By attending regularly, children learn to respect and honor guidelines that make it possible for the school to function as a cohesive community. For these reasons and others, state law requires that all children of appropriate age and condition attend school regularly.

Based on New Mexico statute (NMSA 22-8-1B), a student who is absent from school in excess of 10 consecutive days may be disenrolled. In addition, New Mexico's Children's Code provides that a child who has more than ten unexcused absences is a child in need of supervision by the youth authorities. State law requires schools to report a violation of the compulsory school attendance laws to the juvenile probation office. Violations of the compulsory school attendance laws can subject parents to fines. Maintaining regular school attendance by all students is the joint responsibility of parents and educators.

St. Mary's School attendance goal is 95% for each student. This means students should have no more than 9 days absence per year.

Absence

Only absences for the following reasons are considered excused:

- Personal illness. If a student is sick, he/she should not come to school. A doctor's note is always advised and may be required if absences number more than five per year. A phone call from the parent by 9:00 AM the day(s) of the absence and a note from the parent upon the child's return are required in order for the absence to be excused.
- Doctor's appointments - please get a note from the doctor. We also ask that you try to schedule such appointments before or after school.
- A death in the family or extreme family emergency. A note from the parent will be required.
- School sponsored activity.

Absences for any other reason, including vacations and trips, are considered unexcused. The school calendar provides for extended weekends throughout the school year and two full months off in the summer. In addition, we have two weeks off at Christmas and one week off for spring break. Please schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

No assignments will be given ahead of time in anticipation of a vacation. More than three unexcused absences per quarter will keep a child off of the honor roll for that quarter.

When a student is absent:

1. It is the responsibility of the parent or guardian to notify the school when the student is absent. Notification is to be made to the school office by 9:00 AM. Absences not reported will be counted as unexcused.
2. Upon the first day a student returns to school from any absence, the student **must** present the teacher with a signed, dated note from his/her parent/guardian stating the reason for the absence and/or a doctor's note. Remember: A doctor's note is always advised and may be required if absences number more than five per year.
3. All students are expected to make up work that is missed due to excused or unexcused absences. Homework can be picked up by ALL students upon their return, at which time the teachers can give them the proper instructions to complete it. Each student will assume responsibility for meeting with each teacher to arrange for make-up work.
4. Work assigned during the absence is due within 1-3 days of the student's return depending on the amount of work and the time absent. Missed tests and/or make-up of special projects or activities will be scheduled for recess, after school, or at the teacher's discretion.
5. Students who have been absent due to surgery, prolonged illness, hospitalization, or contagious disease will be required to present a doctor's release before returning to school. Teachers will also work with students under these circumstances to create a schedule for make-up work.
6. Arrangements to take tests missed during absences can be made with the individual teacher. Make-up tests are to be taken within one week of the original test date unless the student has been absent more than a week.
7. A student arriving at school after 10:00 AM, leaving school before 2:00 PM, or missing at least 1½ hours in the middle of the day is considered to have missed a half-day of school. These absences are recorded as such on the student's report card.

8. Every three (3) tardies and/or early dismissals count as a half-day's absence and will be recorded as such on the student's report card.

20 days of absence, or the equivalent of 20 days of absence including tardies, early dismissals and or absences in the middle of the day (whether excused or unexcused) can be cause for a student to be retained in the current grade for another year.

Tardy Policy

The first few minutes of the school day often set the tone for the rest of the day. It is disruptive and unsettling for students and teachers when students arrive late. Please make sure your students arrive at school on time, prepared for the day.

- **Any** tardies, early dismissals, and/or time out of school in the middle of the day will eliminate a child from having perfect attendance. All of these types of absence from school will be labeled "tardies" on report cards and records and will be referred to as "tardies" in this handbook. More than three tardies per quarter will eliminate a child from the honor roll. (If a child is tardy due to a medical appointment, he/she must have a note from the medical office in order for the tardy to be excused. Tardies due to attendance in pre-arranged programs with the public school districts are also excused. Excused tardies of these two types will not keep a child off the honor roll.)
- Three tardies (anytime after 8:20 until 10:00) count as a half day's absence.
- Students should be on the school grounds by 8:15 so they can be in place when the bell rings at 8:20. Students are not to be on school grounds before 8:00 AM.
- If a student is not with his/her class when the 8:20 bell rings, a parent must accompany that student to the office to get a tardy slip before he/she can go to the classroom.

Release of Students During the School Day

If a student is leaving early for the day, a note should be written and given to the homeroom teacher that morning. Early releases are disruptive to the student's learning and the entire class. Please keep them to a minimum and use only for medical appointments and/or emergencies. Dismissals before 2:00 PM will count as a half-day's absence. Every three early dismissals after 2:00 PM will count as a half-day's absence.

You will need to personally come to the office when picking up students early and complete a Student Release Form. If the student returns to school that same day, the parent must accompany him/her to the office and complete the second half of the form. Please, do not just drop the child off without checking into the office and signing him/her back in.

If someone other than the parent/guardian is assuming responsibility for the student at the time of release, that person must be listed on the student's "emergency contact list and early release" form and the parent/guardian must inform the school ahead of time by phone.

If someone who is not listed on the "emergency contact list and early release" form will pick up your child during the school day, you must send written authorization **and** phone the school explaining this.

Classroom teachers will be notified by school personnel to release students and send them to the office. Teachers will not release students directly to parents from the classrooms. You must check in at the office.

If you are picking a child up before the end of the school day, please do not ask that the student be at the office waiting for you. Students cannot be released from class until you are present and the proper form has been completed. By the time you complete the form, your child will be ready to leave.

Any early release will eliminate a child from having perfect attendance. If a student leaves before 2:00 PM it counts as a half-day's absence. Three early releases after 2:00 PM

count as a half-day's absence. (More than three unexcused early releases or combination of early release, tardies, or time out during the day per quarter will keep a student off the honor roll for that quarter. Release for medical appointments are considered excused only if the student brings a note from the medical office the next day.)

Early release of students so they can participate in Parochial League sporting activities will not count against perfect attendance or honor roll eligibility provided the student does not leave prior to the designated time determined by the coaching staff and administration. This also applies to siblings who have to go along with the family.

Emergency Closing of School

School closings or cancellations related to bad weather or other emergencies will be announced on television channels 4, 7, and 13. Please listen for information specific to St. Mary's School -- Belen. All snow / emergency days will be made up in order to remain in compliance with state school attendance regulations.

In the unlikely event St. Mary's School has to be closed due to an emergency that develops after the students have arrived at school, parents will be called. It is vital that the office has current information of where you can be reached or an alternate emergency number if you cannot be reached. Please let us know if your phone numbers and/or addresses change so we will be able to reach you in case of an emergency.

Transportation Routines

Please be sure your student knows how he/she is to return home at the end of the day. If something other than the usual routine is to be followed, please send a signed note to the office or phone the change in early in the day. If something comes up during the day that necessitates a change in the normal routine, please call the office before 3:00 PM. Information coming in after that time cannot be guaranteed to get to the student on time.

COMMUNICATION BETWEEN HOME & SCHOOL

In order to maintain open communication, St. Mary's School will use the following:

- St. Mary's website www.stmarys.schools.officelive.com
 - Important and on-going information regarding the school will be posted on the website.
 - The weekly newsletter will be posted on this website, usually updated on Tuesdays.
- Parents who provide email addresses will be sent the weekly newsletter and/or other information by email.
- Hard copies of forms and notices will be sent home with each students when required.
- Report cards, notes sent home, phone calls as needed, special assemblies, and church bulletin notices will be utilized.
- Grades 4 – 8 use agendas to keep track of their assignments. Please check these regularly. They may also be used for notes between the teachers and parents.

Meetings With Teachers

Parents who wish to meet with teachers MUST make an appointment through the front office. Teachers have limited time and they can best meet your needs through set appointments. Please do not expect teachers to be available for conferences during their lunch hours, prep times, before school, or after school without a set appointment. St. Mary's teachers tutor students after school and oversee various activities several days a week so they must know beforehand if you want to meet with them.

The Principal's time is a little more flexible and she is happy to grant impromptu conferences if time and circumstances allow, although appointments are advisable, just to assure she is available.

Regarding questions or concerns regarding your child that may arise during the school year, please contact the teacher first. This may be done through notes, phone calls to school, or scheduled appointments. The teacher will have the most information about issues involving her/his classroom and procedures. The first

step may be all that is needed to clarify or resolve any problems. If more discussion is needed, meetings will be set up with the parent, student, teacher, and principal.

If you have any concerns or questions, please address them to the proper personnel at the school. Do not let questions, concerns, or misunderstandings grow into problems. We are a team and want to work together harmoniously for the benefit of the children.

Parent / Teacher Conferences

Parent / teacher conferences are held after the first and third quarters. Report cards for these quarters will be given to parents at the conferences as well as important information concerning students' progress. Appointments for these conferences will be scheduled as the time draws near.

Visitors to Campus

In compliance with the recommendations of the Archdiocese of Santa Fe and law enforcement agencies, the doors to the school will remain locked during the school day. Visitors, including parents and other family members of students enrolled, must ring the doorbell to be admitted. They are then required to **sign in** at the school office before going into a classroom, the cafeteria, or schoolyard and to wear an official name badge while on school property so that they may be easily identified as having permission to be on school property.

Parents are welcome to visit their children's classrooms. We do ask that you let the teacher know ahead of time that you will be coming and you must sign in at the office first. Teachers also welcome parental help with special projects and this provides good opportunities to see classrooms in action. Please be aware that teachers will not be able to conference with you when you visit the classrooms nor are they available during their prep and/or lunch times without a set appointment.

If you will be visiting your student's classroom, joining us for Mass, helping in the school, or chaperoning a field trip we ask you to please be observant of the school dress code, which stresses modesty for both students and staff. Please observe that same standard when visiting the school.

Back to School Night (for parents only)

Back to School Night is scheduled early in September. Parents are to go to their children's classrooms for a presentation from the classroom teacher. At this time, teachers will give an overview of their curriculum, grading policies, and behavior expectations. They will provide general information regarding long term and/or special projects. Teachers will give a twenty-minute presentation twice, which will allow parents with more than one student to get information from two teachers. If you have more than two students in the school, please share the visits between parents, if possible. After the formal presentations, you will be free to look around the classrooms, visit with the teachers, and pick up your tickets for the October Fundraiser.

Office Telephone

Students will not be excused from class to receive phone calls except in real emergencies. We understand that sometimes it is necessary to call the school and have a message delivered to a student, but we ask you to keep this to a minimum and only for really important messages. Likewise, students will be allowed to use the phone for emergency situations only. Forgotten homework, permission slips, money, order forms, etc., are not valid emergencies, nor is calling a parent to ask for permission to go to someone's house or have someone come home with him/her after school. Please be sure that all things needed for school are planned and available before leaving home in the morning and that all plans and arrangements are made before the students are dropped off at school or get on the bus in the morning.

Student / Parent Handbook

The Student / Parent Handbook may be found on the school website. It is the responsibility of the family to be aware of all policies and information provided in the handbook. Included on the website is a form to be downloaded and signed by the student and his/her parent or guardian signifying that they have read and discussed the policies, that they agree to adhere to the policies and procedures, and that they commit to support the school's curriculum and programs. This form must be returned to the school by the last day of August. Each class with 100% return by this day will earn a free dress day. (Only one form per family needs to be returned. Each child on the form will get credit for his/her class.)

BEHAVIOR MANAGEMENT / DISCIPLINE

Schools of the Archdiocesan School System are to promote order and self-discipline among their students. One of the goals of the Saint Mary's school staff is to assist students with their own self-management. A successful individual recognizes the importance of accepting responsibility for one's actions or lack of action. Our focus will be on positive reinforcement of appropriate behavior choices, but there will be consequences of inappropriate choices.

Members of St. Mary's School family are expected to behave in a manner that reflects the Catholic values upon which our school is based. Everyone and everything is to be treated with kindness and respect. Physical violence, rudeness, inappropriate language, harassment, negative attitude toward policies and/or personnel, etc. are unacceptable behaviors at St. Mary's School as are vandalism, theft, and destruction or defacement of property.

In accordance with Archdiocesan Policy STU-525, the pastor / principal may impose disciplinary measures including, but not limited to, probation, suspension, required withdrawal, and expulsion. Disciplinary measures may be imposed separately or progressively depending on the nature and degree of the offense. Corporal punishment is never administered.

The principal will be informed of continued inappropriate behavior or behavior that requires immediate administrative intervention (safety of self and others, vandalism, harassment). The principal will determine the consequence required for the inappropriate behavior.

The following are examples of behaviors (but are not limited to) that are subject to disciplinary action:

- Disrespectful behavior toward an adult
- Foul language used in school, gym, playground, cafeteria, or any school function off campus
- Misconduct in church
- Dress Code violation
- Theft
- Destruction of or damage to school, church, or personal property
- Graffiti
- Vandalism
- Arson
- Misconduct at extracurricular activities
- Leaving the school grounds during school hours
- Sloughing (Ditching)
- Use or possession of drugs, alcohol, or tobacco
- Possession of drug, alcohol, or tobacco paraphernalia (real or facsimile)
- Use or possession of fire arms or weapons
- Possession of toy, model, or facsimile fire arms and weapons
- Any gang-related or satanic activity, signs, symbols, or paraphernalia
- Excessive absenteeism and / or tardiness
- Fighting before, during, or after school
- Physical attack of a school employee or student on school property or at a school activity
- Behaving in any way that would cause bodily injury or humiliation to a student or staff member
- Words or actions which may hurt or injure others – including written or “texted” messages
- Forging signatures
- Cheating
- Harassment or bullying
- Misuse of the internet
- Possession, viewing, drawing pornography
- Disruptive behavior during class, recess, or lunch
- Bringing banned items (such as, electronic devices) to school (including cell phones that are not turned in to the teacher)
- Insubordination toward a teacher or other supervising employee

Possible consequences for breaking the rules are:

- Special privileges taken away

- Losing recess to do chores in the school
- Lunch time detention
- After school detention
- Conference with parents
- Restitution as defined by the teacher or principal
- Parents called to pick student up from school
- Probation
- In-school suspension
- **Required withdrawal**
- Expulsion -- When disenrolled for disciplinary reasons, no fees will be refunded.
- Police may be called

NOTE:

1. **A \$60.00 fee may be charged for in-school suspension to pay the cost of a substitute teacher.**
2. **The cost of any damage incurred by a student must be reimbursed to the school.**
3. **Work missed during the suspension must be made up so the students do not lose ground in the learning process although no credit will be given for it.**

Student Responsibilities

1. Students are expected to put forth their best effort in all aspects of their school experience.
2. Students are to be in school and on time.
3. Students are to keep up with assignments. If extra help or clarification is needed, they should ask, either in class or after class.
4. Students are to help keep the school, playground, and lunchroom clean by disposing of litter properly and picking up trash that they encounter.
5. All books and materials are to be cared for and treated properly.
6. Textbooks are not to be written in or have the pages torn or folded.
7. Students are to keep themselves personally clean, neat, and in uniform.
8. Students are not to be in classrooms without a teacher or staff member present.

SCHOOL PROCEDURES

Daily Schedule

Students are not to arrive before 8:00 AM

8:15	Students are to be on campus (Pre-K and Kindergarten students go directly to their rooms)
8:20	Bell Rings: Students meet at the flagpole for pledge and prayer. (If the weather is bad, students will be allowed to go directly to their rooms.) Students are tardy if not with their class at this time.
8:25	Second Bell: Students go to classrooms.
11:10	Kindergarten, First, & Second Grade Lunch
11:30	Pre-K dismissal – Pre-K students are to be picked up from the classroom.
11:40	Third, Fourth & Fifth Grade Lunch
12:00	Kindergarten, First, and Second Grades return to class
12:10	Sixth, Seventh, & Eighth Grade Lunch
12:25	Third, Fourth, & Fifth Grades return to class
12:50	Sixth, Seventh, & Eight Grades return to class.
3:15	Kindergarten dismissal - Kindergarten students may be picked up in their classroom.
3:30	Dismissal

Pre-K students normally have a morning recess. Kindergarten students normally have a morning and an afternoon recess taken at the discretion of the teacher.

Grades 1-4 usually have a morning recess, but times vary. Older students are given breaks at the discretion of the teachers.

Student Drop Off and Pick Up Procedures

The safety of our students is foremost in our minds. In order to provide a safe entry and exit from our school building, we use a carline to drop off and pick up students. Please follow these guidelines:

- When dropping students off in the mornings, enter the parking lot on the north side. Pull up as far as you can in the right hand lane, close to the sidewalk. Students are to exit the cars on the passenger side **only**. When students are safely out of the car, pull slowly into the left hand exit lane and exit the school through the south gate. Enter the carline at the end of the line only.
- Students are dismissed through the north and east doors to be picked up in the east parking lot.
- Drive into the lot through the north gate; pull close to the sidewalk and as far forward as you can. Students will be waiting along the sidewalk. Students will enter the cars on the passenger side **only**. When you have your students in the car, you may **slowly** pull out into the exit lane. As cars leave the line, those waiting should pull up to fill the empty spaces allowing more cars to get into the end of the line. The left hand lane is for exiting, only. **Do not** pass waiting cars to get into an open space. Cars will pull up to fill those spaces and new cars will come in at the end of the line.
- For continuity and efficiency, it is preferred you pick up your child through the carline. However, if you need to park in the lot south of the school, you must come through the south gate of the carline lot, find your child, and walk with him/her to your car. **DO NOT** ask, motion to, or expect students to walk to your car by themselves if you are anywhere other than the carline.
- Kindergarten students are to be picked up outside the kindergarten door unless they go with an older sibling or ride the bus.
- Students riding the school bus will leave the building through the west gate next to the kindergarten room.
- Do not come through, or ask your child to come through, the main door on the south side of the building at dismissal time. Do not go directly to your child's classroom or wait in the hall for your child.

Please help us to keep every child at St. Mary's safe by following the rules and training your children to follow rules and proper procedures. They are designed to keep everyone safe with a minimum of confusion and inconvenience.

Bus Transportation Service

Bus service is to the North and East of Belen. The Bus Driver develops the route at the beginning of each school year. The route is designed not only for safety, but also for effective use of time. It is designed to have as few "pickup / drop-off" locations as possible. The bus fee is \$450.00 per year round trip both ways (\$400.00 for other students in the same family) payable on the first day of school, non-refundable. (Bus charges may be added to FACTS payments.) Be advised: Because of the high and fluctuating cost of fuel, the cost of the bus service could increase during the year. You will be given ample notice if this adjustment should become necessary. Bus service begins on the 2nd day of school and ends on the last day of school.

Due to the cost of fuel and bus maintenance, students are charged a fee for use of the bus on fieldtrips. This cost will vary depending on the distance and length of the fieldtrip. You will be informed of the cost when information is first sent home about fieldtrips. (Financial aid for such fieldtrip costs is available, if needed.)

Observation of safety rules and appropriate behavior are required every time a student is a bus passenger, including fieldtrips. Bus transportation is a privilege offered to St. Mary's students. This privilege may be revoked if students make inappropriate choices.

St. Mary's School Bus Rules

- ❖ Students will stay seated in their assigned seats.
- ❖ Students will avoid unsafe behavior such as:
 - Kneeling on the seat or standing up while the bus is in motion

- Sticking hands, heads, or objects out the bus windows
- Calling out or gesturing to pedestrians or drivers/passengers in other vehicles
- Loud, boisterous voices that are distracting to the bus driver.
- ❖ Students will be expected to speak to one another in reasonable voices.
- ❖ There is to be no food, beverages, gum, or candy on the bus.
- ❖ Students are to respond immediately to the bus driver and follow her instructions carefully.
- ❖ Singing is only allowed on field trips that require long rides and is at the discretion of the driver. If allowed, songs must be appropriate.
- ❖ Students are expected to follow the school rules when they are riding the bus.
 - At all times, students are to treat each other with kindness and respect.
 - Students are to protect all school property – including the bus.
 - Do not put feet on the seats or backs of the seats.
 - Do not write, mark, paint, draw, or color any part of the bus.
 - Do not put stickers or tape on any part of the bus.
 - Do not gouge, poke, cut or tear the bus seats. (Be aware of things in your pockets that might do this.)
 - Keep the bus clean

The Right to Search

Desks, lockers, “cubbies,” and other school property remain under the control of the school at all times. School officials reserve the right to search the contents of these areas, including those items that are the students’ personal property, whenever it is deemed necessary for the welfare of the school community.

Books & School Property

Each child is given one set of books. These books are to be kept clean and free of marks. They are to be covered with **paper** covers. (The stretchy, pre-made covers have been found to damage the books and covers that stick to the surfaces are also not to be used.) They are to be handled carefully so that pages are not torn, folded or wrinkled. If books are lost, the child must pay for replacements. Desks, computers, library books, athletic equipment, playground equipment, pictures / posters, thermostat covers, and any other school property are to be treated with care. If books or other items of school property are damaged, the individual doing the damage must pay for repairs or replacement. All fines for lost or damaged books or property must be paid before a student receives the final report card, or in case of transfers, before student records can be sent to the new school.

Lunch Program

St. Mary’s School is a closed campus. Students may bring their own lunches or take advantage of the Hot Lunch Program. For those bringing lunches from home, milk is available. (Children who cannot have milk must have a physician’s written notification on file.) For safety reasons, no glass containers are allowed. For those children bringing lunches from home, please do not send anything that needs to be refrigerated, cooked, heated, or micro waved.

In compliance with the State of New Mexico, the Archdiocese of Santa Fe, and St. Mary’s School policies, **NO SOFT DRINKS OR FAST FOOD LUNCHES ARE PERMITTED IN THE LUNCHROOM.** If a child will not be eating hot lunch, he/she should come to school with a packed lunch. If it is necessary to bring a lunch to a student later on in the day, please bring it to the office before the child’s lunch period and it will be delivered. However, fast food lunches cannot be brought in for students.

Free and reduced cost lunches are available to qualifying students. Forms to apply for free and reduced cost lunches are available in the office.

Student lunches are \$1.85 and include milk. Milk may also be purchased separately for 40¢. Lunch tickets may be purchased weekly or monthly or students may pay on a daily basis. We prefer the use of pre-paid accounts and ask that you charge only on an emergency basis. Charges will be billed bi-monthly and must be paid at that time. The secretary and bookkeeper keep very careful track of lunch payments and charges. Be assured, if you are billed for a lunch or milk charge, your child has incurred that expense.

If you take your child out for lunch, you must sign him/her out and back in at the office. Parents, Grandparents, and siblings are welcome to join their students for lunch as long as the office knows before 9:00 AM. Adult lunches on regular school days are **\$2.50**. (Students are not to invite friends that attend other schools to join them for lunch.)

Three times a year (Grandparents’ Day, Thanksgiving & around the first of May) we invite and encourage family members to join us for lunch. Since the kitchen staff prepares a special lunch for these occasions, they are usually **\$6.00** for adults, **\$2.50** for visiting children, and the usual price for St. Mary’s students.

Snacks

A snack break is sometimes needed to help students keep their energy up for a productive day. Classroom teachers will provide you with their policies on this. If allowed, snacks should be healthy and easy to eat without making a mess. Candy should not be brought to school and gum is not allowed at school. Special days when these treats are allowed will be announced. In addition, Archdiocesan nutritional guidelines recommend the avoidance of high sugar content and high fat content foods.

Birthday Treats

Birthday treats for the class are neither necessary nor expected. If a student wants to share something special with his/her classmates on this special day, please do not go overboard. Any edible treats sent will be saved for snack time or until the end of the day and given to students right before they leave school. Non-edible treats (pencils, balloons, stickers) are recommended. Remember, State and Archdiocesan guidelines discourage high sugar, high fat treats. Teachers may choose to have a monthly celebration of birthdays and Fr. Steve recognizes student birthdays each week at Mass.

Personal Belongings

- ❖ Coats, sweaters, lunch boxes, and all other personal articles must be marked with the student's name.
- ❖ No toys may be brought to school.
- ❖ No personal electronic devices of any kind; no IPODS, CD players, electronic games, radios, laser pointers, pagers, or cell phones are allowed.
- ❖ Students should not bring playing cards to school.
- ❖ Absolutely no tennis balls or hard balls are allowed. **Balls for the playground will be provided and should not be brought from home.**
- ❖ Please do not bring large binders (such as Trapper Keepers) to school.
- ❖ Students in grades 4-8, who dress out for PE, should bring deodorant along with their PE uniforms. Only roll-on or solid deodorant is allowed. (NO aerosol or pump sprays)

Regarding Cell Phones: On a daily basis, students do not need cell phones with them at school since they can use the office phone if necessary. On days when they go to after-school activities with someone other than parents/guardians, you may feel your child should have a cell phone with him/her. When this is the case, the cell phone **MUST** be turned into the teacher at the beginning of the day. The phones are then sent to the office where they will remain until the end of the day when they are returned to the students. If this procedure is not followed and a cell phone is found, it will be given to the principal and kept there until a parent comes for it.

Lost & Found

Please be sure your student's name is on every item taken or worn to school. If items have names on them, they can be returned to the students right away. Items without names will be kept near the office for a short time and then given away or discarded.

Deliveries

Please do not have flowers, balloons, or gifts delivered to your students at school. The students are not allowed to get them until the end of the school day and we do not have the space to keep such items until that time. Also, if your student rides the bus, vases of flowers (because of the water) and balloons cannot be taken on the bus.

Playground Rules

- No climbing upon or over the fence or trees
- No sitting on top of the slides and blocking traffic
- No physical contact
- No foul or inappropriate language
- Swing only back and forth, in a seated position, no jumping from the swings. No hanging or climbing on the poles surrounding the swings. One at a time on a swing. No holding hands on the swings.
- Play tag or running games on clear, open field only
- No bouncing balls on the walls of the school
- No throwing rocks, sand, dirt, seeds, cones from trees, trash, or snowballs
- No tennis balls – these are used only to put on the feet of desks to protect the floors and are not to be taken out of the rooms.
- No running on, under, or beside playground equipment
- Follow the rules for playing basketball and tetherball

- Follow instructions of the adults on duty
- Students are not to return to classrooms during recess, unless teachers have instructed them to and are present to supervise them.

Cafeteria Rules

Entering the cafeteria:

- Students are to be lined up in alphabetical order when entering the cafeteria.
- Students are to stand quietly in line inside the cafeteria. Students should not lean on tables, disturb other students who are already seated, or put their feet on the walls while waiting.
- Only 3 students are to be in the kitchen, serving area at a time.
- Students who bring sack lunches and are buying milk are to stay in line with other students.
- Students are to sit at the first empty place at their table unless directed otherwise by the supervisors.
- Balls, ropes, and other equipment are to be left in the designated area.

At the table:

- Students are to eat quietly and talk quietly to their neighbors. No yelling across tables.
- Students are to be polite, courteous, and respectful to cafeteria supervisors.
- Students should use good manners at all times at the table and in the serving line.

Leaving the cafeteria:

- Students are expected to be quiet when leaving the cafeteria.
- Students are to pick up the trash on top of and underneath their tables before leaving.
- Tables are to be washed.
- Students will walk to and from the cafeteria escorted by an adult both ways.
- Students will wait quietly and in an orderly manner for adults to lead them.
- Students will leave the cafeteria and go straight to the playground area.
- Students may use the restrooms in the parish hall during lunch.

STAFF AND INSTRUCTION

Staff

The teachers of St. Mary's School are state licensed and committed to providing a superior instructional program for all students, including academics, positive character building, self-discipline, study skills, and time/materials management and organization. Their focus is on individual differences, including students' strengths and areas needing growth. The instructional support staff, educational assistants, and aides provide positive support for the basic instructional program.

St. Mary's curriculum is based on the curriculum guides and concepts of the Archdiocese of Santa Fe. These concepts meet the criteria set by the State of New Mexico, the North Central Accreditation Association, and the National Catholic Education Association. An overview of the curriculum is presented at each grade level during Parents' Back to School Night.

Students are taught:

RELIGION	PHYSICAL EDUCATION
MATHEMATICS	ART
LANGUAGE ARTS	SPANISH
SOCIAL STUDIES	COMPUTER SKILLS
SCIENCE	LIBRARY SKILLS
HEALTH	MUSIC

Grading System

The grading system established by the Catholic Schools Office is the standard to be used at all elementary and middle-schools of the Archdiocesan school system.

Grading Scales

Grade Scale for Kindergarten

- O = Outstanding
- S = Developing satisfactorily
- T = Needs more time to develop
- N = Needs improvement
- I = Has improved

Grade Scale for Grades 1-3

- E = Excellent Progress

G = Good
S = Satisfactory Progress
N = Needs Improvement
U = Unsatisfactory Progress

Grade Scale for Grades 4-8

A+	98 – 100%	
A	95 – 97%	A = 93 – 100%
A-	93 – 94%	
B+	90 – 92%	
B	87 – 89%	B = 85 – 92%
B-	85 – 86%	
C+	82 – 84%	
C	79 – 81%	C = 77 – 84%
C-	77 – 78%	
D+	74 – 76%	
D	72 – 73%	D = 70 – 76%
D-	70 – 71%	
F	0 – 69%	F = 0 – 69%

Once a Week Specials

P = Pass
F = Fail

Conduct / Effort

S = Satisfactory
N = Needs Improvement

Report cards are issued at the end of each 9-week grading period. Report cards for the first and third quarters will be given to parents at the fall and spring parent / teacher conferences. Report cards for second and fourth quarters will be sent home with the students. Parent / Teacher conferences are held twice a year, at the end of the first and third grading periods. Progress reports will be sent home during the fifth week of each quarter. At any time during the school year, parents may request a conference with teachers by calling the office to schedule an appointment before or after school hours. Dropping in without an advance appointment to discuss students' progress is impractical. Teachers plan their days well in advance and would be disappointed if they could not meet with you. Please call ahead to schedule your appointments.

The **Honor Roll** will be posted every nine weeks. First Honor Roll = all A's. Second Honor Roll = B average or above, may only include one C and nothing lower than a C. Although the once a week specials are not considered in the GPA for the honor rolls, an F in any of them will keep a student off the honor roll. Conduct grades must also be satisfactory or above for a student to make the honor roll.

Homework

Homework is an important part of a student's educational experience. Setting aside time each evening to study concepts and/or practice skills taught during the school day is necessary for success in all grades. Homework is an outgrowth of class work providing additional practice, research, review, and study of skills and concepts taught in class.

- Homework will be assigned daily, Monday through Thursday.
- Special projects or assignment requiring weekend work may also be assigned.
- Parents will be notified of the teacher's homework policy.
- Parents are expected to help students develop good study habits by providing time and a quiet place to do homework.

The Archdiocese of Santa Fe recommends the following ranges of homework and study time:

Kindergarten	--	one or two 15 minute sessions
1 st , 2 nd , 3 rd Grades	--	30 to 45 minutes
4 th and 5 th Grades	--	45 to 75 minutes
6 th , 7 th , 8 th , Grades	--	60 to 90 minutes

Students in Grades 4 through 8 have homework assignment books (agenda books), which must be used daily by the students to keep track of their assignments. These books may also be used as a means of communication between teachers

and parents. Please check your student's agenda book on a regular basis to see what they are assigned and if there might be notes from the teacher.

Testing

St. Mary's participates in all of the Archdiocesan, North Central Accreditation Association, and State Department of Education required testing. This includes:

- The Iowa Test of Basic Skills (ITBS) at grades 3, 5, & 8
 - 8th grade tests in the fall
 - 3rd & 5th test in the spring
- The ACRE (Assessment of Catechesis Religious Education) at grades 5 & 8.
- National Writing Assessment
- Pre & Post Reading Assessments
- Pre & Post Math Skills Assessments
- Kindergarten Pre & Post Skills Assessments

Promotion / Retention

A student is promoted from grade to grade on the recommendation of the teacher and the principal. Records documenting the mastery or failure of academic competencies are the foundation for promotion and retention decisions, and the teacher and principal also consider the social, emotional, physical, and moral development of the student. Excessive absences must also be considered. The Catholic schools do not support the concept of social promotion. (FAM-508)

In the case of a student's retention in an elementary grade, the teacher must be reasonably certain that repetition of a grade will benefit the student. If retention is advisable, the case must be discussed with the principal. Arrangements will then be made for a conference with the parent / guardian to determine the best course of action. If St. Mary's accepts a student who was recommended for retention from another school, that recommendation will be upheld.

Field Trips

As extensions of the curriculum, field trips can offer valuable off-campus learning experiences. Permission forms are used for all trips, including walking trips. At all times, whether on or off campus, St. Mary's students represent our school and must behave appropriately. (Although after-school athletic games are not considered field trips, student behavior is expected to be appropriate and equal to what is required during school hours.)

- Parents will be informed about field trips well in advance. A permission slip must be signed by the parent/guardian and returned to the child's teacher in order for a student to participate.
- If the bus is used for the field trip, a bus fee will be charged based on the distance traveled. This fee is in addition to any fees the activity may require. This fee is to offset the cost of fuel, the driver's services, and bus maintenance. This cost will vary depending on the distance and length of the fieldtrip and the current cost of fuel for the bus. You will be informed of the cost when information is first sent home about fieldtrips. (Financial aid for such fieldtrip costs is available, if needed.)
- All volunteers to chaperone and/or drive students on field trips must attend an Abuse Awareness Training workshop and have a background check. (Schedules and forms may be obtained at the office.)
- The bus is the preferred mode of transportation for field trips, but if parents/guardians provide the transportation, proof of automobile insurance will need to be provided to the school office beforehand. A sample of this form is in Appendix 5 and may be downloaded for your use.
- A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after they are sent out.
- A field trip permission slip is printed on the last page of this handbook. This is the only format that may be used to allow a student to go on a school field trip. If your child fails to bring his/her permission slip home, you may download the form provided. Call the school for information needed to complete the form.
- A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
- When the bus is used for a field trip, all students will ride the bus. In most cases, chaperones will also be able to ride the bus and are encouraged to do so.

- If a student is late to school and misses the bus for a field trip, he/she will miss the field trip. The student will be put in another class for the day.

Acceptable Use of Electronic Information

St. Mary's School provides access to the Internet for students and staff in keeping with its role to provide information and resources to meet the needs of the educational community. The Archdiocese of Santa Fe has no control over the information on the Internet and cannot be held responsible for its content. Responsibility for proper use of the Internet rests with the users, and at St. Mary's, we require students and staff to adhere to strict guidelines. These guidelines will be explained more fully in the Acceptable Use Contracts sent home with you students. Basically, computers and the Internet at St. Mary's School are to be used for educational purposes in compliance with all federal and state laws, in compliance with Archdiocesan and school regulations, and with care and consideration for the hardware and equipment.

St. Mary's Extracurricular Activities

St. Mary's School aims to develop the "whole" child. By participating in a variety of extra-curricular activities, students are able to explore many facets of their own personalities. They also enhance their abilities to work well with others, develop strong interpersonal skills, practice commitment and dedication of purpose, and involve themselves in the pure enjoyment of learning a variety of concepts and skills. Our activities include, but are not limited to, the following:

Co-ed Flag Football	Girls' Volleyball
Girls' or Boys' Basketball	Softball
Co-ed Track	Chess Club
Yearbook	Student Council

Students must maintain eligibility in order to participate in these activities. Eligibility is checked on a weekly basis and includes maintaining at least a 2.0 average in each class, with no Ds or Fs in any subject including specials, and maintaining positive / acceptable conduct.

Students participating in sports must submit proof of insurance, proof of a physical, and a signed Extracurricular Activities Rules and Guidelines Agreement. These documents are available on the school website.

Other activities that students participate in throughout the year are:

Geography Bee	Science Fairs
Spelling Bee	Faith Challenge Bowl

Depending upon interest, which will be measured at the beginning of the school year, these activities, and others, may be developed into after-school clubs.

DRESS CODE

Saint Mary's School takes pride in its students. In order to promote a neat, well-groomed appearance that is uplifting to our Lord, Jesus Christ, and demonstrates pride in oneself and school, St. Mary's School has defined the dress code policy. The present dress code for St. Mary's School has been established through recommendations of a uniform committee, parental and student input, suggestions from the Advisory Council, and Archdiocesan guidelines.

The Core Uniform

The Core Uniform, as listed below, is required on **Mass days** (usually Wednesdays) and all special occasions. Parents and students will be notified in advance of special occasions, other than Wednesdays, requiring the Core Uniform. (The Core Uniform is appropriate for any day of the week, but must be worn on Wednesdays and other designated special occasion days.)

Girls:

- Grades 4-8 only -- Navy Blue Skirts
 - Must have waistbands that fit at the waist (not ride on the hips)
 - Must hit mid-knee
 - May be A-line or pleated
 - May wear navy blue shorts under skirts as long as they do not show when standing.)
- Grades PK-3 only – Navy Blue Jumpers
 - Must hit mid-knee

- White, short sleeved polo shirt -- Shirts must be plain, no logos, insignias, or trim of any kind or color on collars. (Only St. Mary's School logos are allowed, although they are not required.) Close fitting shirts are not allowed nor are "cap" sleeves.
- White crew socks, white knee high socks (white or navy tights may be worn in cold weather) Sheer "knee-hi" stockings or sheer socks are not allowed.
- Shoes:
 - White or Black
 - Shoes must be as simple and plain as possible
 - Athletic shoes or sneakers are recommended and must be predominantly black or white. High top shoes are not to be worn with skirts or shorts.
 - Laces must be the same color as the shoes (white or black) and be tied snugly and properly on the outside of the tongue. (No shoes with oversized tongues.)
 - "Heelies" / skate shoes are not allowed.
 - "Light-up" shoes are not allowed.
 - Polka-dot, plaid, or patterned shoes are not allowed.

Boys:

- Navy blue, pleated front pants (Side and back pockets only – no "cargo" pants)
- White short-sleeved polo shirt -- Shirts must be plain, no logos, insignias, or trim of any kind or color on collars. (Only St. Mary's School logos are allowed, although they are not required.)
- Belt, approximately 1" wide, navy blue or black with simple buckle
- White crew socks
- Shoes:
 - White or Black
 - Shoes must be as simple and plain as possible
 - Athletic shoes or sneakers are recommended and must be predominantly black or white.
 - Laces must be the same color as the shoes (white or black) and be tied snugly and properly on the outside of the tongue. (No shoes with oversized tongues.)
 - "Heelies" / skate shoes are not allowed.
 - "Light-up" shoes are not allowed
 - Polka-dot, plaid, or patterned shoes are not allowed.

Basic Uniform

Girls and boys, all grades:

- Navy blue pants -- Must fit at waist with belt loops. (Girls' flat front pants should be Dickies Brand) (Side and back pockets only – no "cargo" pants)
 - Pre-K, Kindergarten, & First grade students may wear pull on pants / shorts with elastic waists.
- Navy blue walking shorts (first and fourth quarter) must fit at waist with belt loops.
- Belt, approximately 1" wide, navy blue or black with simple buckle
- Navy blue or white polo shirt -- Shirts must be plain, no logos, insignias, or trim of any kind or different color on collars. (Only St. Mary's School logos are allowed, although they are not required.) Close fitting shirts are not allowed nor are "cap" sleeves.
 - Short or long sleeved
 - Shirts with St. Mary's logo are allowed and available through Roadrunner Custom Apparel.
- Designated St. Mary's School non-hooded sweatshirt, with logo (must be purchased from the school. **This is the only outerwear students will be allowed to wear in class.**)
- White crew socks
- White or black shoes (See core uniform requirements)
- Only **white** undershirts may be worn no matter which colored shirt is worn.

Shirts are to be tucked in at all times. Belts are to be worn with pants and shorts, must go through the belt loops, and are to be visible. (Waistbands are not to be rolled and shirts are not to be pulled out so that they cover the belt.)

Spirit Day Uniform

Each Friday is designated as a School Spirit Day to promote unity and school spirit. Occasionally, other Spirit Days will be called. On Spirit Days students may wear a more relaxed uniform:

- Students will be allowed to wear an official St. Mary's Spirit T-shirt (available from the school) with the regular uniform pants, shorts, skirt or jumper.
 - Spirit shirts from previous years are allowed.
 - If Spirit shirts are not worn, uniform polo shirts must be worn.
- Eighth Graders may wear red polo shirts on Fridays and other designated Spirit Days. (They may also wear Spirit T-shirts.) **Only 8th graders may wear the red shirts.** Polo shirts must be plain, no logos, insignias, or trim of any kind or different color on collars. (Only St. Mary's School logos are allowed, although they are not required.) Close fitting shirts are not allowed nor are "cap" sleeves.

Miscellaneous Clothing / Accessory Requirements

- ☞ Girls may wear one pair of simple, small diameter, post earrings. (No long, dangling, or hoop earrings. Only one earring per ear, but if worn, both ears must have earrings. Earrings are to be in the ear lobes, only.)
- ☞ Boys are not allowed to wear earrings of any kind.
- ☞ Simple wristwatches with metal, black, navy blue, white, or brown bands may be worn.
- ☞ No other jewelry may be worn by girls or boys. (No necklaces, neck chains, rings, bracelets, pins, etc.)
- ☞ Cosmetics of any kind are not permitted.
- ☞ Sculpted nails, artificial nails, and nail polish are not allowed.
- ☞ Hair
 - Must be the student's natural color
 - No streaks, highlights, colors, or dyes.
 - Clean and well-groomed
 - Styled in a moderate manner
 - No Shaved heads
 - No extreme cuts or styles
 - Girls' hair
 - Must be kept out of the eyes
 - Use simple accessories that match the uniform
 - Boys' hair
 - Must be cut well above the shirt collar
 - Must be at least 1" above the eyebrows
 - Must not be longer than the middle of the ear
- ☞ Coats and jackets are not to be worn in the classrooms. The St. Mary's sweatshirt may be worn if students feel the need for extra warmth.
- ☞ Walking shorts may be worn the first and fourth quarters of school only, except on Wednesdays and other Core Uniform Days.
 - They must fit properly.
 - They must be no shorter than 2" above the knee and no longer than just below the knee.
 - Skorts are not allowed.
- ☞ All clothing must fit properly and be in good condition.
- ☞ "Heelies" / skate shoes are not allowed.
- ☞ "Baseball" type caps may be worn for sun protection while on the playground. Only caps, no other type of hats will be allowed. The caps must not have any ads for alcohol, tobacco, or any inappropriate logos.

Occasionally throughout the year, "free" or "theme" dress days will be announced. Criteria for these days will be announced on the website however, the following rules always apply:

- Clothes are to fit properly and modestly.
 - No bare midriffs
 - No sheer or see through tops unless a solid shirt is underneath.
 - Boys' and girls' shirts must have sleeves
 - Nothing overly tight or overly baggy
 - Underwear must never show ("under" tee-shirts may show at the neck only)
- Clothes are to be in good condition
 - No frayed cuffs
 - No holes in any part of a garment
 - Nothing excessively faded
- No inappropriate or distracting logos
- Regular crew socks must be worn unless socks are named as part of the "theme."

Picture Day is a “dress-up” day. Students’ clothing should be at least as dressy as the core uniform but still functional enough that your student can wear it with ease through the school day. Uniforms are always appropriate.

NOTE: Not all issues of the dress code can be covered in this handbook. The principal retains the right to determine appropriateness of clothing and to disallow any clothing deemed inappropriate.

Physical Education Dress Code (Grades 4-8)

Boys and Girls

- White T shirts with St. Mary’s mascot logo – purchased through the school
- Blue Shorts with logo –purchased through the school
- Tennis / athletic shoes
- White crew socks
- Navy blue sweat pants may be worn during cold weather

Grades 4-8 must dress out for PE. Only the listed options are allowed.

8th Grade Graduation Dress Requirements

We recognize the success and accomplishments of our eighth grade students by celebrating Mass in their honor at the end of the school year. The true focus of this event is the celebration of the Mass. A graduation ceremony takes place within this Mass and, therefore, the graduates will wear caps and gowns in honor of the occasion. These will be purchased through the school with part of the funds raised toward graduation. Students are asked to wear nice clothes under their robes. Boys should wear dress pants, dress shoes, dress shirts, and ties, all of which will show somewhat under the robe. Girls should wear nice dresses or skirts and blouses and dressy shoes.

If you will be visiting your student’s classroom, joining us for Mass, helping in the school, or chaperoning a field trip we ask you to please be observant of the school dress code, which stresses modesty for both students and staff. Please observe that same standard when visiting the school.

ARCHDIOCESAN POLICIES AND MISCELLANEOUS INFORMATION

Prohibition of Harassment by Supervisors, Employees, Students, and Parent / Guardians

The Archdiocese of Santa Fe will not tolerate harassment by or toward employees, students, volunteers, or parents/guardians. Harassment is unacceptable conduct, is prohibited by law, and is contrary to Christian principles. The Catholic school makes every effort to protect its students from harassment by adults and other students. Due care must be exercised to ensure that the school is free from all forms of harassment. (FAM-518)

Child Abuse and/or Sexual Contact

The Archdiocese of Santa Fe complies with state requirements for reporting suspected child abuse. The Archdiocese of Santa Fe does not condone sexual misconduct by its employees or volunteers; strict policies and guidelines have been established to prevent harm to persons as a result of sexual misconduct. (FAM-514)

Health Regulations

The school is required to maintain a current health record for each student, which documents immunizations, emergency information and release forms, medication, allergies, and other pertinent health information. These records are confidential.

The New Mexico Department of Health tracks outbreaks of confirmed or suspected communicable diseases and school administrators are expected to comply with the reporting requirements for conditions that indicate such a disease. A student suspected of having a communicable or infectious disease will be excluded from the classroom. Parents will be notified to come and take the child for the necessary doctor’s examination. If a student is absent due to a communicable disease, the school reserves the right to require doctor’s release for return to school.

Because of close contact with other children and the possibility of communicability, it is recommended that children who show any of the following signs or symptoms be kept at home: a cold, sore throat, swollen glands, excessive coughing,

discharging nose, skin eruptions, excessive sneezing, red or watery eyes, stiff or rigid neck, vomiting, or other obvious signs of illness.

Medication Policy

All medications brought to school must be in **pharmacy-labeled** containers that hold the appropriate medicine. In all but extreme cases the student will bring only one day's supply of medication to school. Medication is to be stored in a locked closet or cabinet in the office accessible only to authorized persons. The only exception to this rule is if the student's condition warrants that the medication be on his/her person, in which case, the condition must be duly documented and the student must never leave the medication unsecured or accessible to others. Students are not allowed to share medication. In all cases, parents must fill out and sign a medication form.

The archdiocesan Catholic schools keep the following student educational records: academic, personal data, disciplinary actions, attendance, student health records, grades, and standardized test scores. These records are retained based on the information in FAM-503 and the schedule Appendix B, Records Retention (ASF Handbook of Policies and Regulations for Catholic Schools).

Access to student education records is limited to the parent / guardian of any student under the age of 18; the parent / guardian of any student over the age of 18 if the student is a dependent as defined by the Internal Revenue Service Code; any student over the age of 18; the principal, school pastor, and superintendent of Catholic schools; New Mexico state and local officials to whom information is required to be reported; legitimate testing and accrediting organizations; appropriate individuals in connection with an emergency; records under subpoena or court order; any person who has a consent form signed by the parent / guardian of a student under the age of 18 or by the student over the age of 18; or a school which submits a written transcript request based on the understanding that the student intends to enroll there.

The right to inspect records which contain information about more than one student is extended to that portion only which pertains to the particular student and in accordance with appropriate procedures outlined in this policy. Copies of educational records will be made available to eligible persons based on the provisions outlined in this policy.

Explanations and interpretations of educational records will be given upon reasonable advance notice; some records, such as standardized test scores and other materials of a technical nature, may only be interpreted by a person qualified to explain them.

Archdiocesan policy for Catholic schools dictates that educational records be kept to an essential and relevant minimum. Records are reviewed at the end of each school year and non-essential and outdated materials are destroyed based on the retention schedule in FAM-503 and Appendix B, Records Retention (ASF Handbook of Policies and Regulations for Catholic Schools).

*PARENT / GUARDIAN
SCHOOL PERMISSION SLIP / MEDICAL AUTHORIZATION / IDEMNITY AGREEMENT*

Ins-607 A Revised 5-14-08

SPONSOR OF ACTIVITY _____ **SCHOOL:** _____

ACTIVITY _____

DATE(S) OF ACTIVITY _____

PLACE OF ACTIVITY _____

CURRICULUM JUSTIFICATION: _____

The undersigned as parent or legal guardian of _____, does hereby give permission for the above named individual to attend the described activity.

As a condition of attending the described activity, I do hereby release the Roman Catholic Archdiocese of Santa Fe and all its affiliated parishes, schools and organizations, as well as their officers, agents and employees, from any and all claims, demands, actions, or causes of action due to death, injury, or illness, in any way, arising from the above described activity, including, but not limited to transportation to and from the event.

I further agree that the financial responsibility for securing care, in case of injury resulting from participation in the program, is a matter between the participant and his/her health care provider, and that the Archdiocese of Santa Fe cannot pay health care providers for treatment of any injuries. It is further agreed, that the participant will assume all legal responsibility for their personal safety and actions while participating in the program and while traveling to and from the program activities.

I hereby authorize the Supervisor of the activity or his/her designee to act in my behalf to authorize such medical attention, surgery, or other health care services, as may be recommended in an emergency situation while participating in the activity. If the below named physician cannot be reached, I hereby authorize any licensed physician or medical center to treat my child.

I hereby authorize the Supervisor of the activity or his/her designee to administer the following medication to my child according to the instructions described here:

Medication _____

Directions: _____

If the medication is prescribed by a doctor, the prescription in its original container will be provided to the Supervisor of the activity.

Name of Physician _____ Phone _____

Signature: _____ Date _____
Parent/Guardian

Phone: _____
Home Work / Cell