



# Saint Mary's Parent - Student Handbook 2016-2017

Mission: At Saint Mary's School, we are committed to the growth of our Catholic Identity, academic potential and community involvement

## **Grow in Catholic Faith**

- I will learn about my faith.
- I will pray throughout my day.
- I will make good choices.
- I will share my faith with others.

## **Achieve Academic Potential in Math and Reading**

- I will explain what I am learning.
- I will track my progress.
- I will use technology responsibly.
- I will solve problems.

## **Serve the Community**

- I will learn about social justice.
- I will be a peacemaker.
- I will serve others.
- I will follow the Golden Rule.

## The Organization of the Archdiocese of Santa Fe Catholic Schools

Saint Mary's of Belen 101 No. Church Street Belen, NM 87002 [www.stmarysbelen.com](http://www.stmarysbelen.com)

ARCHBISHOP OF SANTA FE

Most Rev. John Wester

SUPERINTENDENT OF CATHOLIC SCHOOLS

Ms. Susan Murphy

PASTOR OF OUR LADY OF BELEN PARISH

Rev. Clement Niggel

PRINCIPAL OF SAINT MARY'S SCHOOL

Ms. Melodie Good

### Teachers and Staff at Saint Mary's

PreK	Ms. Elizabeth Cordova	Middle School Math, Religion, Art	Ms. Angela Padilla
Kindergarten	Ms. Carol Archuleta	MS Lang. Art and Literature	Mr. Jared Schmock
1 <sup>st</sup> Grade	Ms. Charlene Baca	MS Social Studies/Science/Religion	Ms. Lisa Bockisch
2 <sup>nd</sup> Grade	Ms. Melanie Chavez	PE/Athletic Director	Ms. Natalie Solis
3 <sup>rd</sup> Grade	Ms. Heather Sanchez	Spanish/Religion	Ms. Arleen Sanchez
4 <sup>th</sup> Grade	Ms. Megan Morgan-Cordova	Educational Assistants:	Rose Trent and Brenda Montoya
5 <sup>th</sup> Grade	Ms. Kristy Cordova	Business Office:	Ms. Lucille Zamora
Administrative Assistant:	Ms. Janet Montoya	Cafeteria:	Susie Armijo and April Foster
Computer Tech:	Ms. Sohaila Lucero		
	Maintenance and Custodial:	Felipe Sanchez	

**Philosophy:** We at Saint Mary's Catholic School actively strive to teach as Jesus taught. In the tradition of our patroness, the blessed Mother, we recognize parents as the primary educators of their children and want to assist them in their role in teaching and guiding their children to live their Catholic faith. We are committed to providing:

- a. activities that allow students to experience prayer and liturgy;
  - b. quality educational opportunities for students of varied academic abilities;
  - c. financial aid programs to assist those families unable to assume full financial responsibility for tuition;
  - d. opportunities for students to serve others in order to fulfill the mandate of the Gospel and the demands of justice, and to recognize that society requires the cooperation and contribution of each of its members.
- We believe this will provide the foundation for our students to become faith filled and productive members of our community.

**Mission:** At Saint Mary's School, we are committed to the growth of our Catholic identity, academic potential and community involvement.

**Motto:** I can do all things through Christ who strengthens me. Philippians

## 2016-17 Student Learning Expectations

### **Grow in Catholic Faith**

I will learn about my faith.

I will pray throughout my day.

I will make good choices.

I will share my faith with others.

### **Achieve Academic Potential in Math and Reading**

I will explain what I am learning.

I will track my progress.

I will use technology responsibly.

I will solve problems.

### **Serve the Community**

I will learn about social justice.

I will be a peacemaker.

I will serve others.

I will follow the Golden Rule.

POLICY NO. 1050

**SUBJECT: THE ROLE OF THE PASTOR/RECTOR IN PARISH/REGIONAL PRESCHOOLS AND ELEMENTARY SCHOOLS**

The Pastor/Rector is the Canonical leader of the parish/deanery of which the school is a part. In collaboration with the Superintendent, the Pastor/Rector has the responsibility for both the spiritual and administrative leadership of the Parish/Regional school. The administrative supervision of the Parish/Regional school is delegated to the Principal/Preschool Director. In addition to the Pastor's responsibilities, as described in other sections of this handbook, the Pastor/Rector in collaboration with the Superintendent is responsible for hiring and supervising the Principal/Preschool Director of the Parish/Regional preschool and elementary school, promulgating school policies, and approving local school consultative council recommendations. As the primary administrative and spiritual leader for the Catholic school, the Pastor/Rector consults and cooperates with the Superintendent and Principal/Preschool Director in matters concerning educational policy, administrative practices, and formation of the Catholic school community. He works closely with the Superintendent of Catholic schools and Principal/Preschool Director in areas such as law, personnel, and the administration of the school.

POLICY NO. 1060

**SUBJECT: THE ROLE OF THE PRINCIPAL**

Under the supervision of the Pastor/Rector and the Superintendent, the Principal is responsible for the general administration and operation of the school as specified in the Archdiocese of Santa Fe Principal Competencies and in accordance with Archdiocesan and local school policies, applicable state laws and the policies and standards of the accrediting association designated by the Superintendent. S/he functions as the school's spiritual leader and chief administrator and provides leadership in all phases of the educational programs of the school.

## **A--ADMISSION POLICIES**

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. Although we welcome all students interested in a well-rounded, academic education, practicing Catholics will feel the most at home in our faith-based atmosphere. Students will not be refused admission to Catholic schools because of race, color, gender, or national origin. (FAM-501) St. Mary's Catholic School operates under the direction of the Archdiocese of Santa Fe. We also attest that Saint Mary's does not discriminate on the basis of sex in its admission policies, treatment of students, or its employment practices.

### **Age requirements:**

St. Mary's Pre-K accepts children from ages 3½ to 4 years. Students must be 3 1/2 by August 31 of the school year. 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.) 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 scheduled for kinder through 8<sup>th</sup> grade. When necessary, these tests may be 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.

**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 may be asked to take a placement test upon returning to St. Mary's to insure the grade level status.



### **AFTER SCHOOL ACTIVITY PROGRAM )**

Saint Mary's seeks to offer after school opportunities for students. We would like to have at least one club, class, service project or other activity Monday through Thursday from 3:20 to 4:30PM. Students will be able to sign up for the days of the week that they want to stay and participate. It is possible that there will be a materials fee in some cases, but for the most part, these classes will be just for fun. Saint Mary's now offers **Roadrunners 4-H Club** from kinder up and **Robotics** from 3<sup>rd</sup> through 8<sup>th</sup> Grade. Only students signed up for the activities will be allowed to stay after school.

### **ATHLETICS**

Saint Mary's offers competitive team sports for students in grades fifth through eighth. Only students with their physicals up to date and registered in the sport will be allowed to stay after school. Siblings of students in sports cannot be unattended on the premises during practice and/or game times. Please refer to the athletic handbook for information regarding sports at Saint Mary's.

This year, APIAL offers sports for first through 4<sup>th</sup> graders as well. These are not competitive and all students can sign up to play for a fee. The games will be scheduled either here in Belen or in Albuquerque. The Athletic handbook will contain more information about sports.

### **ATTENDANCE POLICIES**

**Excused absences are illness, family emergencies, religious commitments, death in the family, diagnostic testing, school sponsored activities and doctor's appointment. All family vacations are unexcused absences.**

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. If a child has five unexcused absences in a 20 day period, state truancy officers could be notified.

A student must be present for a majority of the day to receive credit for the day. If a student is out any part of the day, it will be marked a tardy (up to 2 hours at the beginning or end of the day). After that, it becomes a half day.

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.

If a student misses up to ten days excused or unexcused during the school year, a parent conference will be held and the student could be disenrolled.

Twenty (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.

**Tardies:** Any tardies or time out of school in the middle of the day will eliminate a child from having perfect attendance. If a parent signs out a child from an afternoon field trip to take them home, the child will not be counted tardy or suffer any penalty provided they leave the field trip at the same time as the other students.

#### **Release of Students during the School Day**

Please try not to disrupt your child's school day. If the need arises, 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 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 or email. We cannot legally release your child to someone who is NOT on the list. Students will be released from the classroom once you sign into the office. If a student arrives at school after two hours, attendance is recorded as a half day. If a child leaves before 1:15 PM, the attendance will be recorded as a half day present. Students in sport activities will not be counted tardy, but won't be released before the designated time. **Also, students who are absent from school a full day on the day of a game or practice, may not participate in the sport that day.**

#### **AWARDS**

Saint Mary's in partnership with the SM Parent Association will have an awards assembly at the end of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters. At the end of the year, we will recognize perfect attendance for the year in an informal setting, and for 8<sup>th</sup> graders, at their final celebration. This celebration is an academic assembly recognizing student achievement in each class. Physical Education will choose a sportsmanship award for each quarter. Classroom teachers may choose to recognize AR and AM milestones as well. The purpose is to celebrate the students' progress while at the same time

teaching other students that there is an intrinsic benefit to doing what is expected.

## **B**—BIRTHDAYS AND CLASS PARTIES

Snacks and treats will be up to the classroom teacher. Birthday lunches for the whole class are not allowed. Because we have so many students with allergies to various foods, we would prefer that these students do not participate in class party snacks. Parents of students with allergies should provide a safe snack for their child. Please do not hand out birthday invitations to parties in the classroom. This causes many issues for us when some students are not invited.

## **C**—CELEBRATIONS (MAJOR)

**PreK and Kindergarten end-of-year promotion ceremonies** will be held the last week of school. For the most part, the celebration will consist of songs, presentation of certificates and refreshments at the end. The event will be held in the school gymnasium. The

teacher is in charge of the event and may ask parents for assistance.

### **Eighth Grade Celebration**

A fee is charged for all 8th graders during registration. This fee takes care of some of the activities for the 8th grade week at the end of May. They will have an important retreat, Buddy Picnic, with the week culminating in the Mass and party. This exciting week has been a tradition for Saint Mary's 8th graders for many years. It is not to celebrate the achievement of completing eight years of school, but the celebration of friendships and memories made over the past years at Saint Mary's. It is of high importance to the staff, administration and the priest that these events reflect the joy and spirituality that they deserve. The eighth grade sponsor and the principal will work together in the planning of the event. Parents who wish to will be asked to assist with decorating our Parish Event Center for the occasion. If the need arises, such as with small classes, to raise additional funds for the event, the sponsor and the principal will initiate the fundraiser.

### CELL PHONES, E-READERS, I-PADS and TABLETS

Students may not use cell phones during the day. The teacher collects them in the morning and they are taken to the office until the end of the day. If a student is found

to be using a cell phone, or the phone rings during the day, indicating that they didn't turn it in, the student will receive a referral and surrender the phone until the parent picks it up. If this is habitual, the student will be asked not to bring a phone at all.

We want to encourage the use of electronic devices such as E-Readers, Nooks, Kindles and so forth. The minimum allowable size is a 7" screen. These are for reading novels and, with teacher permission, accessing classroom resource information via the internet. At no time will they be allowed on the playground or to photograph other students. The new wearable technology will be limited to devices that do not connect to internet, send texts or emails. Students who misuse these devices by emailing, playing games or accessing inappropriate information on their own or on the school's device, will receive a written reprimand which will result in detention (see Discipline). Habitual infractions will mean the student will not be allowed to have the device at school along with other consequences. The school cannot be held responsible for the theft or vandalism of the device. (See acceptable use form for more information)



## COMMUNICATION BETWEEN HOME AND SCHOOL

Sycamore is the major source of information for our school. In order to maintain open communication, St. Mary's School will use the following:

Parents will be able to access information regarding upcoming school events, grades, and announcements by visiting [app.Sycamoreeducation.com](http://app.Sycamoreeducation.com). Phone calls or texts are made through School Messenger to notify parents of important events and changes in the school calendar events. Very few hard copies will be sent home with students. If you haven't made arrangements on your phone to receive School Messenger texts, text 'yes' to 67587.

Grades 3rd - 8<sup>th</sup> use agendas to keep track of their assignments. Please check these regularly. They may also be used for notes between the teachers and parents.

Monthly newsletters will be sent home by hard copy and distributed in the church bulletin.

Every Monday the principal will blast-a-note to parents through Sycamore regarding weekly activities.

Saint Mary's has an active website at [www.stmarysbelen.com](http://www.stmarysbelen.com) as well. All newsletters will be posted on the website each month.

Since we, as Catholics, want to be good stewards of our natural resources, we want to eliminate paper as much as we can. Please become familiar with Sycamore. That will be the place to find daily announcements for things like jeans days, morning sales, emergencies, etc. The school will continue to send a hard copy of the newsletter once a month.

### **Conferences**

Parent Teacher conferences will be held twice a year: once in October and once in March. 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.

### **CRISIS MANAGEMENT**

We are always looking for ways to make our children safer. As you know, we have the buzz-in entry system. We put a window in the front office to have a direct line of vision with the front door. All classrooms can be locked from the inside preventing an intruder. We have perimeter fencing with gates that are locked during the school day. Rest assured, we are required to and we will have regular drills to practice these procedures so that in the event of the

"real thing" the children will know what to do in each situation. Please encourage your child—especially the little ones—that these drills are normal and necessary and they shouldn't be afraid.

In the event of an emergency, our first response is for the safety of the students. After informing the police department, at the first available moment, we will send out texts and phone messages through school reach informing parents of our situation. The principal will send a hard copy letter home following any emergency event explaining the details. The letter will also be posted on Sycamore.

### **D--DISCIPLINE**

To accomplish everything we need to at Saint Mary's, a strict code of discipline must be maintained. It's important for students to know there are boundaries that must not be crossed when it comes to respect of adults and one another. Morals and values are as important, if not more, as math and English. We will do our best to maintain a school and atmosphere that reflects the tenants on which this school was based.

Teachers will be responsible for maintaining discipline in their classrooms. The teacher may utilize, as appropriate, a variety of procedures that are designed to change

inappropriate behavior and help students improve their self-discipline. These measures include, but are not limited to: Verbal reprimand/warning • Assign constructive assignments/tasks • Require a student-teacher conference • Confer or conference with parent/guardian • Require students to serve a lunch or recess detention • Develop, with the student, a contract of behavior • Remove, temporarily, class privilege. • If the student has not responded appropriately to the above action, the teacher will make a referral to the principal who will determine the consequences. Depending on the severity and the frequency of the discipline referrals, students may be held in a mandatory **after school detention** for one hour. Students may not be excused from after school detention to participate in any previously planned after school activity or sport. Difficulty in providing transportation will not serve as a basis for cancellation of the detention.

Behaviors that may result in a one hour detention include, but are not limited to: • Disruptive behavior in class • Disrespect for authority figures • Disrespect for or stealing school or other's property • Unauthorized presence in any part of the building • Copying another's work or test, including plagiarism • Giving answers to another student • Talking at any time during a test • Excessive tardiness to school (four or more) • Improper use of computers/laptops • Lying or misrepresenting the truth • Forgery • Crude or vulgar language or gestures • Failure to serve previous detention.

Students who have been suspended will make up work missed during suspension, but will not get credit for the work the days of suspension.

### **Prohibition of Harassment and/or bullying 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/bullying is unacceptable conduct, is prohibited by law, and is contrary to Christian principles. This Catholic school will make every effort to protect its students from harassment by adults and other students. Due care will be exercised to ensure that the school is free from all forms of harassment and bullying. (FAM-518)

### **DRESS CODE VIOLATIONS**

The uniform policy has been outlined, posted on the website and Sycamore, as well as printed in the parent calendars distributed to each parent. There is not room in this handbook to post all the do's and don'ts possible with dress code violations. The principal will make the final call on all violations. That being said, please adhere to the following: Students must be in formal church uniform on every Wednesday and other posted formal wear days.

At no time will open toe shoes/flip flops, heeled shoes, high heels, light-ups, and furry fashion boots be acceptable at Saint Mary's. For the sake of our floors, we can't have cowboy boots.

**Accessories are outlined and must be modest and small.** Necklaces, bracelets, and colored nail polish are not allowed. Religious necklaces must be worn under the polo's. The new electronic or wearable technologies that send emails or text message and connect to the internet are NOT allowed. Small fitness trackers are acceptable. Hair color must be student's natural color without dyes or highlights. Boys' hair must be worn at or above eyebrows and above the collar.

Saint Mary's outerwear (sweat shirts) may not be worn in the classroom. Cardigans may be worn in the classroom and will become part of the formal uniform in November through March. If a student wishes to wear a long sleeved shirt under their polo, it must be the same color as the polo—no two tones.

All polo's and cardigans must have the Saint Mary's emblem with Mary in the center. Cardigans may also have a student's name embroidered on the bottom. No short socks (footies)--the kind that end at the top of the shoe--are allowed.

Excessively tight uniform pants are not allowed which means NO leggings and jeggings.

Length of skirts and jumpers are going to be monitored closely. They should be no more than 2 inches above the knees cap. Again, the principal will make the final call.

### **Jeans Days**

Jeans Day means that students can wear their jeans (no jeggings, torn and ragged or tight jeans) with a blue, gray, white or other designated Saint Mary's shirt with a logo including the hoodless sweatshirts. No denim shorts or capris at any time are allowed. All shoe rules, accessories, and socks still apply to Jeans Days.

### **Free Dress Day**

This will be limited to picture day. All the rules regarding shoes, accessories, length of dresses and general modesty will apply. Spaghetti straps/thin shoulder straps or bare shoulders are not acceptable.

### **Dress Code Violations**

Parents will be called each time a child is out of dress code and they will be asked to supply the correct item or just acknowledge the infraction. Upon the fourth infraction, the student will be required to stay an hour after school on that day.



## **E** --ELECTRONIC ACCEPTABLE USE FORM

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 your students. Basically, tablets, laptops and computers at St. Mary's School, whether student or school owned, 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.

### ELIGIBILITY

Students participating in sports must maintain a 2.0 or higher. During the sports seasons, the AD will regularly check student's eligibility on Sycamore. If the student does not have the grades to play then the student can and should attend practice but **will not play** in any APIAL

sanctioned game. If the student is not eligible for two games in a row, it becomes a liability for the team and the student could be taken off the team. It is unethical and inappropriate to ask a teacher to change a grade for the sake of eligibility.

## **F** --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.) Absolutely no overnight field trips are allowed by the Archdiocese —this includes no overnight athletic events as well.

Parents will be informed about field trips well in advance. A permission slip must be signed by the parent/guardian so that the child may participate in the field trip. Verbal permission **cannot** be accepted.

If the bus is used for the field trip, a bus fee may be charged based on the distance traveled. 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 a sexual abuse and awareness workshop and have a background check. (Schedules and forms may be obtained at the office.) All chaperones on the field trip are expected to assist the teachers in maintaining discipline and a safe atmosphere. If, for some reason, you are not comfortable in that role, there are other events that you can participate in with your child. Also, our insurance does not cover siblings of students who do not attend St. Mary's. Siblings attending Saint Mary's will not be going on each other's field trips unless the whole class is going.

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 and waivers must be signed by all parents. A sample of this form is in Appendix 5 and may be obtained from the office.

When the bus is used for a field trip, all students will ride the bus to the destination. The parent is able to sign a release for their child to return home with them. 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. (see bus rider rules under Railrunner)



## **G**--GRADING PROCEDURES AND POLICIES

Report Cards are issued at the end of each 9-week grading period through Sycamore. Report cards for the first and third quarters will be available at conferences at the end of each quarter. The parent portal will be turned off at the end of the grading period so that teachers can grade exams and final work. It will then be made available to you

at report card time to see the final report card. If student fees are in arrears, the fees will need to be paid before the parent portal will be available to that family. Parent / Teacher conferences are held twice a year, at the end of the first and third grading periods. With the availability of grades on Sycamore, there will be no progress reports sent home. 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. (see Conferences and Meetings) In order for education to continue in the classrooms until the last possible days in May, grades will not be available until the week after school is out, and then they will be available on Sycamore. Eighth graders may get a hard copy in the office.

### **Honor Roll**

Under the recommendation of the Archdiocese, all Catholic schools are undergoing grading procedural changes. Within a few years we will be using a standards based reporting system through 8th grade. We need to make changes in Sycamore before we are able to do this, so this year we will still use letter grades. Honor roll will be figured on first honors 3.7-4.0 and second honors 3.3 to 3.69 for middle school. Students in 2nd thru 5th will celebrate "A" and "AB" honor roll. First grade will be recognized for reading achievement. Kinder always celebrates in their classroom.

## **H--HOMEWORK (PRACTICE)**

Setting aside time each evening to study concepts and/or practice skills taught during the school day is necessary for success in all grades. Students should be reading every night. Reading is a separate expectation in addition to extending the practice of the work they did in class. Homework is nothing more than the practice before the game. Elementary students should have no more than ten minutes per grade level-middle school students never more than an hour. If your child has too much homework, ask them if they were productive in class. This is a good question for your child and his/her teacher. The major emphasis for grades will be on the assessment of the skills taught in class. Homework must be completed to do well on the assessment. It is simply practice.

Students in Grades 3 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.**

## **I** -- INSTRUCTION

Saint Mary's follows the Archdiocese Curriculum Standards incorporated with National Common Core Standards. All students have language arts, math, social studies, science and religion every day. Most students have art class, choir 4<sup>th</sup>-8<sup>th</sup>, computer, PE, and Spanish. Instruction at the highest level is an expectation at St. Mary's. That is why all Saint Mary's teachers are highly qualified in their teaching area and seventy percent hold advanced degrees.

Saint Mary's School is aligned K-8 using Shurley English and Saxon math and LabLearner science. Our middle school social studies uses Catholic Textbook project which emphasizes the contributions of Catholicism on world history. The elementary uses Reading Street and other supplements to teach reading.

## **L** -- LUNCH

Hot lunch in our cafeteria is available daily. The charge for lunch this year will follow state guidelines at \$3.00 for

students which includes milk. Students may bring their own lunches and purchase milk for 50 cents. If you send lunch with your students, please do not send anything that needs to be refrigerated, cooked, heated or micro-waved. No soft drinks or fast food (lunch from Mickey D's) are permitted in the lunch room. If you wish to take you child out for lunch, they may be signed out at their lunch time and signed back in when you return.

Saint Mary's has aide available for students in need of free or reduced lunches. The forms for applying are sent home to everyone the first day of school.

Lunches may be paid for weekly, monthly or daily. We prefer that lunches be prepaid and that you stay ahead of your child's lunches. If your account falls behind, we will notify you and draw your balance from your account through FACTS. Due to regulations with our federal lunch program, we will be diligent in enforcing this policy this year.

Parents, siblings and grandparents are welcome to join their students for lunch as long as the office knows before 9 AM. We have to get the count in to the cook by that time to assure us of having enough lunches. The cost of visitors' lunches is \$3.75. Three times a year, (Grandparents Day, Thanksgiving and Spring Lunch),. We

invite family members to join us for a special lunch. Because we pay our kitchen staff for extra hours on those days, the price for these special lunches are \$6.00 for adults and \$3.00 for visiting children.

## **M**—MAKING UP MISSED WORK DUE TO ABSENCES

All students are expected to make up work that is missed due to excused or unexcused absences. Class work can be picked up by ALL students upon their return. Each student will assume responsibility for meeting with each teacher to arrange for make-up work. If a student has a prolonged illness (more than 3 days) teachers can provide homework to students with 24 hours' notice. Teachers are not required to give advanced assignments for trip/and or vacations.

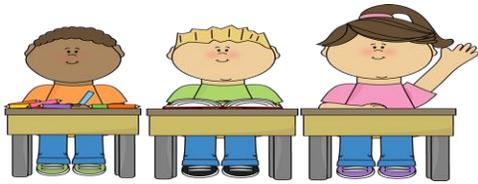
Students will have the number of days they were absent to complete work assigned during the absence. Missed tests and/or make-up of special projects or activities will be scheduled for recess, after school, or at the teacher's discretion.

Teachers will work with students who have been absent due to surgery, prolonged illness, hospitalization, or contagious disease. A schedule for make-up work will be created by the teacher in cooperation with the parent.

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.

**Family Trips During The School Year:** Parents are strongly encouraged not to plan family trips to include school days, because they are unexcused. Regular school attendance is very important. Parents are asked to consider that when a student is absent, it is impossible to make up teacher presentations, classroom learning activities, classroom discussions, and class interaction. Teachers are not required to prepare work in advance to accommodate vacations. Students are not allowed to make up work for family trips scheduled after May 1. If a student is absent due to a family trip, they will be required to make-up assignments and missed tests within the week that they return from their trip. Class time will not be used to make-up work once the student returns. However, students needing to make-up work, or tests, must make arrangements with the teacher(s).

Students who have been suspended will make up work but will not get credit for the work the days of suspension.



## MEDICAL AND HEALTH POLICIES

### **Health Regulations**

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

The medicine must be in a prescription bottle or original container.

There must be a written request, signed by the student's parent or legal guardian, and by the student's doctor, specifically authorizing school personnel to administer any medication sent to school. That request must contain the following information:

- a. The dates and times when the medication is to be administered;
- b. Instructions as to proper dosage; and
- c. The original signature of the student's parent or legal guardian and the original signature of the prescribing doctor.

Principals/Preschool Directors **may not** accept general, on-

demand or standing orders for students to take over the counter (OTC) medications for non-specific conditions.

All medications must be kept in a secure place to which students do not have access. (Exception: School personnel may keep back-ups of inhalers or Epi-pens in the classroom, as well as in the school office, if such inhalers or Epi-pens are properly secured.) Because of the risk of students sharing medication, no student may carry his or her own medications on school campus or at any school-related event. If a student would be seriously at risk if they were not able to personally carry an Epi-pen or inhaler, and the student's parent or legal guardian requests that the student be permitted to do so, the school may grant an exception to this policy if the student's parent or legal guardian, and the student's doctor document the following:  
That there would be a risk to the student if the students were not able to personally carry the medication; and  
That the student has been instructed on the indications for use of the medication, on the administration of the medication, on the possible side effects, on the student's responsibility not to share the medication with anyone, and the student's responsibility to notify the teacher of the use immediately after such use.

The person designated by the Principal/Preschool Director to administer medication to students shall keep a log of all medicine administered. Where reasonable and feasible, a

student's medication is to be self-administered in the presence of the Principal/Preschool Director (or designee).

Glucose testing and insulin administration is to be coordinated by the student's parent or legal guardian, in collaboration with the school's Principal/Preschool Director (or designee).

At the end of each school year, all medications shall be returned to the students' parents or legal guardians, or disposed of in an appropriate manner.

These requirements apply to over-the counter drugs as well as to prescription drugs. Other than as specifically permitted above, school personnel **shall not** furnish any medication, including acetaminophen, cough drops, medicated lip balm, etc. to any student, at any time, for any reason.

### **Students With Food Allergies**

Parish/Regional schools and the Archdiocesan high school do not have a legal obligation to accept a student with a food allergy. It is acceptable for a Parish/Regional school or the Archdiocesan high school to deny enrollment to a student if the school cannot reasonably accommodate the student's food allergy. If a Parish/Regional school or the Archdiocesan high school knowingly accepts a student with

a food allergy, the school should follow the following guidelines provided by the Food Allergy & Anaphylaxis Network ("FAAN"):

#### **1. Family's Responsibility**

- a. Notify the school of the child's allergies.
- b. Work with the school to develop a plan to accommodate the child's needs **which includes classroom party snack alternatives.**
- c. Provide written medical documentation, instructions and medications as directed by the child's physician.
- D. Provide properly labeled medications and replace medications after use or when expired.
- e. Provide the school, at the minimum, with at least two (2) Epi-pens for school or student use.
- f. Educate the child in the self-management of the food allergy. This would include strategies for avoiding exposure; safe and unsafe foods; symptoms of allergic reactions; how to tell an adult when having allergy symptoms; and how to read food labels (age appropriate).
- g. Review procedures with the school, the child's physician, and the child after a reaction has occurred.
- h. Provide up-to-date emergency contact information.

#### **2. School's Responsibility**

- a. Notify parents and the student that the school cannot guarantee an allergy-free environment.
- b. Ensure that all staff understand food allergies; can recognize symptoms; know what to do in case of an

emergency; and work with other school staff to eliminate the use of allergens in the student's meals, educational tools, arts and crafts projects, etc.

c. Create and review the Food Allergy Action Plan before an allergic reaction occurs to ensure the plan is efficient.

d. Ensure that medications are appropriately stored, and be sure that an emergency kit is available containing the physician's standing order for epinephrine. If student is seven (7) years old, or older, the student may carry an Epi-pen on his/her person if properly trained.

e. Designate and properly train school personnel to administer medications.

f. If a student needs or has self-injected with an Epi-pen, call 911, the parents and the student's doctor in that order.

g. Ensure that a trained staff member is available during school operations.

h. Discuss field trips and other special activities with the family of the child to decide appropriate strategies for managing the food allergy.

i. Discourage children from "trading" food.

j. Ensure all surfaces such as tables and toys are washed clean of contaminating foods.

k. If needed, designate a specific table in the cafeteria for children with food allergies.

l. Encourage all students to wash hands after handling food.

### **3. Student's Responsibility**

a. Do not trade food with other students

b. Do not eat anything with unknown ingredients or known to contain the food allergen.

c. Be proactive in the care and management of food allergies and reactions (age appropriate).

d. Notify an adult immediately if they believe they have eaten or been exposed to the food allergen.

Saint Mary's does not have a nurse on staff. For that reason, students with certain illnesses might not be best served at our school. We reserve the right to make that decision based on our ability to provide the safest environment for a child. The school is required to maintain a current health record for each student, which documents immunizations, emergency information, release forms, medication, allergies, and other pertinent health information. These records are confidential. Immunization records will be checked yearly. Students not having up to date vaccinations will be given a grace period to get current. Disenrollment is possible for non-compliance.

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.



## **P** --PARENTS (Volunteers)

### **Student/Parent Handbooks**

All families will receive an updated handbook at the beginning of each school year. It is the responsibility of the family to be aware of all policies and information provided in the handbook. Included in the handbook is a

form that must be 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. Only one form per family needs to be returned. Each child on the form will get credit for his/her class.

### **SMPA**

Saint Mary's Parent Association is the parent group that supports the students and teachers. It is open to all parents and all parents are encouraged to attend meetings. The Parent group supports the school through the sale of spirit shirts and Saint Mary's school items. The SMPA also sponsors the parent-child Saturday activities, Family Nights, and the Christmas shop in December. Teachers also receive door prizes and occasional gift cards for their classrooms at our monthly staff meetings from the SMPA. The parent group also assists the principal in the quarterly awards assemblies.

### **Volunteer Hours**

As a parent of a St. Mary's student, you will have the opportunity to contribute not only your "treasure" through tuition, but also your time and talent. Unfortunately, tuition only covers around 80% of our operating budget.

The other 20% must be raised through our annual fund drive and major fundraisers. I hope you will consider this an opportunity to have a vital stake in your child's education and to grow personally by sharing the fun, challenges and fellowship of knowing other caring, kind parents who want only the best for their child.

Families are required to contribute twenty (20) hours of service over the school year. The opportunities described below are ways in which the 20 hours can be earned. Besides the major events, there are other after school activities where parents can give their time to teach students a new skill. Please let the office know if you would be interested in volunteering to do an after school activity. All volunteers are required to take the Abuse Awareness class in order to work with our students.

This year, in order to pay for LabLearner, we are offering the incentive that if you bring a \$500 sponsorship for Fall Fest, you buy out your 20 hours (except for the burger booth). If you get a \$200 sponsorship, you buy out half of your hours (except the burger booth).

## **MAJOR EVENTS WHERE YOUR TIME IS REQUIRED or JUST APPRECIATED**

**\*Large Item Raffle—May to October Chairman: Margaret Free** Parents will receive raffle tickets for a large item that will be raffled off during Catholic Schools Week. Each family is required to sell a minimum of 40 \$5 tickets. Tickets will be sold on your own and at scheduled events, including the OLB Fiesta, and money turned in to the school as the tickets are sold. The final drawing will be held at our Annual Fall Fest.

**\*Fiesta Burgers—August 18-21 during the OLB Fiesta—Chairmen: The Duane Koesters the Mark Garcias, Andy Bacas, and the Louis Trujillos:** You will be asked to spend 4 hours cooking burgers. In the event you cannot fulfill this obligation, you **MUST** find a replacement to fill in for you. This is an activity that requires everyone's active participation.

**\*Fall Fest—October 29<sup>th</sup> (Saturday) Chairmen: Christine Smith and Julie Sanchez:** This is our main fund raiser—a trademark of St. Mary's in the community. Each family is required to sell 4 \$100.00 tickets. The cost of the tickets will be added to your FACTS in October of 2013 in the event you do not sell the 4 tickets. At the event, you will be asked to help with the setup, silent auction gifts, food prep, clean up, soliciting sponsors and bookkeeping. Classes will be putting together gift baskets,

and you will be asked to contribute from \$15-\$20 to your student's class basket.

### **IMPORTANT:**

---

*In accordance with Policy PER-403 of the Archdiocese of Santa Fe, regular volunteers and all volunteers who have unsupervised contact with students are required to have a criminal background check. This does not require fingerprinting. In addition, such volunteers must attend the Sexual Misconduct Policy and Procedures Workshop.*

---

This year the Abuse and Awareness Class is scheduled for August 27<sup>th</sup> at 6 PM at the Parish Center.

### **Classroom Visits**

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. This provides good opportunities to see classrooms in action. Please observe proper dress code while on campus.

### **Meetings between Parents and Teachers**

Parents who wish to meet with teachers may make an appointment through the front office. Regarding questions or concerns that may arise during the school year, please contact the teacher first through pass-a-note on Sycamore. The teacher will have the most information about issues involving her/his classroom and e procedures. That 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. Appointments will be scheduled as soon as possible—usually before or after school so as not to interrupt instruction.

If you have any concerns or questions regarding school procedures, please address them with the Principal.

### **PE UNIFORMS**

Students in grades four through eight will be required to dress out for PE. The blue shorts and white SMS T-shirt can be purchased at Able and Willies in Belen for \$13.50. No other shorts are allowed. After the third week of school, students who do not have the proper attire will receive a dress code violation.

**PRE- K Information—see Pre K handbook**

## R --RAILRUNNER

Students from Los Lunas who wish to ride the Railrunner to and from school may do so. All families must fill out the proper transportation forms and pay a monthly \$25.00 bus fee for the cost of the bus to pick up and drop off the student at the depot. We prefer that the bus be prepaid and that you stay ahead of your child's fees. If your account falls behind, we will notify you and draw your balance from your account through FACTS. Families will be asked to volunteer for morning and afternoon trips to and from Los Lunas. Those families who volunteer to chaperone the students on the train will have the cost of the monthly bus fee reduced to half price. We would like two chaperones per trip. It is imperative that parents be on time to pick up their students in Los Lunas when the train arrives. The volunteer shouldn't have to wait at the depot with any child whose parent has not picked them up.

**Bus policies for Railrunner students:** While riding the bus: Students are expected to act responsibly and in accordance with school policies. They should exhibit Christian character and behavior towards each other and the driver. • Obey the driver's instructions. The driver of the school bus is in complete charge of the passengers

while they are aboard. The bus driver has the authority to assign seats. All complaints should be brought to the attention of the principal. • Be seated immediately and remain seated while the bus is in motion. • Do not extend arms, legs, head, or objects out of the bus. • In case of an emergency, students shall remain in their seats and wait for directions from the bus driver. Do not tamper with the emergency door, fire extinguisher, or other equipment on the bus. • Do not mar or deface the bus. Seat coverings must not be damaged in any manner. Offenders will be subject to disciplinary action and/or restitution. • No eating or chewing gum is allowed on the bus. • Only registered and paying students are allowed to ride the bus. • Students are permitted to leave the bus only at their regular designated stop. Any changes must be made with the parent's/guardian's written request approved by school office personnel. • Never cross the road in the rear of a stopped school bus. Responsibility of Parents/Guardians: • Report any alleged misconduct on the bus to the principal. • Encourage your child to observe all safety and conduct regulations established for the safe and efficient operation of the bus. • Observe extreme caution when approaching a bus stop, a moving bus, or a stopped bus.

## REGISTRATION

Registration for returning families begins the first Monday in February. The registration fee is **\$200**, if registration is completed by April 1st. After that time, registration will be **\$350.00. (These fees may change for 2017-18 registration)** Registration is not complete until the fee is paid. Registration for returning students is completed on line.

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

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

### 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 all St. Mary's policies even though a signed copy is kept in the office.

**Emergency Information** pages are created on Sycamore from the information you provide at registration and must be current for each child in the school. In case of a change of address or phone number, either home, work, or cell, the new information must be sent to the school immediately.

### Tuition (2016-17)

One child	\$4300	Second child	\$3800
Third child	\$3300	Fourth child	\$2800
<b>PreK Half Time</b>	<b>\$2150</b>	Full Time	<b>\$4300</b>

**Subsidy:** A subsidy fee of **\$500.00 per student** is paid by the family's parish if the family has been registered at their parish for at least a year. Families who do not meet the parish requirements are responsible for payment of the subsidy, which will be added to the FACTS immediately since all subsidies must be paid no later than December 31 of the current school year.

### Payment Options:

Tuition may be paid through the following options:

1. 100% paid no later than August 1 of the school year.
2. 1 to 12 payments made through FACTS (electronic debit system)

### **Delinquent Payments**

Tuition that is not prepaid must be paid in monthly installments through FACTS. Tuition is considered delinquent 10 days after payment is due. Should the tuition remain past due 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 is to be disenrolled from the school.

Every precaution will be used to ensure that the student is neither implicated by nor overhears any discussion about the family's payment status. Under no circumstances will such issues be discussed with faculty members, nor are they to be informed of any reason for a student's disenrollment.

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 your bank charges) Facts will attempt to draw each payment two times. A \$30.00 fee will be

charged by FACTS for each attempt that is not successful. After two 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.

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. If a check is returned for insufficient funds, we will assess a \$30.00 fee.

### **Financial Aid**

St. Mary's: Application for financial aid may be completed when registration begins. Applications are filed through FACTS (whether or not you use this service for tuition), must be filed by the given deadline, 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.

### **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.

## **S**—SYCAMORE

Sycamore is Saint Mary's link to the school community. Every family has a log in to get on the website and check on the latest news, grades, homework, meeting times...everything will be posted on the Sycamore website. If you haven't already, make sure you connect Sycamore to your cell phone to get all the latest updates (pass-a-notes) through the link to smart phones. Registration, event information, report cards, Monday Morning Principal Notes and all other pertinent information will be posted through this website.

## **T**—TESTING

Students will be tested three times a year on the STAR standardized test for their progress in reading and math. The Religious Acquisition test will be given to 5<sup>th</sup> and 8<sup>th</sup> graders in March as well.

## **V** -VISITORS

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.

**W**—Website ([www.stmarysbelen.com](http://www.stmarysbelen.com)) Friends and

family can keep abreast of school happenings through our website. Registration information, recognition, important happenings and other information that we want the community to know will be posted on our website. If you know of events that we should be publicizing, let us know and we will put it on the website.

### **ADENDUMS:**

Dress Code

Field Trip Permission Slip

Medical Authorization Form