



St. Mary's Catholic School

2010-2011

PARENT / STUDENT

HANDBOOK

224 7th Street NW, Albuquerque, New Mexico 87102

Phone: 505- 242-6271 (Elementary Office) 505-243-5470 (Mid-School Office)

www.saintmaryscatholicsschool.com

TABLE OF CONTENTS

TABLE OF CONTENTS	i - iv
ST. MARY’S CATHOLIC SCHOOL HISTORY	1
LETTER FROM SISTER	2
FROM PASTOR RAFAEL GARCIA, S.J.	3
TEN CATHOLIC SCHOOL VALUES	4
SCHOOL PHILOSOPHY	5
VISION STATEMENT	5
MISSION STATEMENT	5
VALUES/PURPOSE	5
STATEMENT OF PHILOSOPHY	5
OBJECTIVES	5
ACCREDITATION	6
ADMISSION POLICIES	6
NEW STUDENTS	6
RETURNING STUDENTS	7
ARCHDIOCESAN SCHOOL POLICY	7
STU-501	7
STU-505	7
504-PLAN	7
PARENT’S ROLE IN EDUCATION	8
PARENTS AS PARTNERS	9
PARENT INVOLVEMENT AND SCHOOL SERVICE HOURS	9
FINANCIAL OBLIGATIONS	10
TUITION PAYMENT OPTIONS	10
DELINQUENT PAYMENTS	10
ACADEMIC POLICIES AND PROCEDURES	11
SCHOOL DAY HOURS	11
INSTRUCTION OF STUDENTS	11
STUDENT HOMEWORK	12
ST. MARY’S SCHOOL AGENDA BOOK	12
REPORT CARDS AND GRADING SYSTEM	13
STUDENT AWARDS	14
PROMOTION/RETENTION	14
SUMMER SCHOOL	14
TESTING PROGRAM	15
STUDENT DRESS CODE	15
ST. MARY’S REGULATIONS FOR STUDENT ATTIRE/UNIFORM	15
BOYS UNIFORMS	15
GIRLS UNIFORMS	16
DRESS AND UNIFORM GUIDELINES	16
P.E. UNIFORM REGULATIONS	17
DRESS-UP DAY REQUIREMENTS	17

ATTENDANCE POLICIES AND PROCEDURES	18
DAILY ATTENDANCE	18
ABSENCES	18
EXCESSIVE ABSENTEEISM	19
TARDINESS	19
EXCESSIVE TARDINESS	20
EARLY DISMISSAL OR IN-SCHOOL DISMISSAL	20
STUDENT ILLNESS OR INJURIES DURING SCHOOL DAY	20
DISPENSING MEDICATIONS	20
FIELD TRIP MEDICATION PREPARATION	21
P.E. CLASS AND ATHLETIC INJURIES	21
STUDENT ACTIVITIES AND SERVICES	22
SCHOOL MASS	22
ATHLETIC PARTICIPATION	22
ATHLETIC GAME PROCEDURES	22
LIBRARY POLICIES	23
COUNSELING	23
CAFETERIA PROGRAM AND POLICIES	24
AFTER SCHOOL PROGRAM	24
FIELD TRIP POLICIES	25
PRIVATE PARTIES	25
SCHOOL PARTIES	25
GENERAL POLICIES AND PROCEDURES	25
DROP OFF PROCEDURES	25
PICK UP PROCEDURES	26
CLASSROOM, HALLWAY AND PLAYGROUND RULES	27
SAINT MARY'S PLAYGROUND SAFETY RULES	27
GUIDELINES FOR CHILD AND YOUTH OFF SITE ACTIVITIES	29
OVERVIEW	29
OVERNIGHT FIELD TRIPS	29
SUPERVISION OF MINORS	29
TRANSPORTATION OF MINORS	30
SCHOOL GUIDELINES FOR CHILD AND YOUTH OFF SITE ACTIVITIES	30
DEFINITION AND RESTRICTIONS	30
APPROVAL AND DOCUMENTATION REQUIREMENTS	30
CHAPERONES	30
MISCELLANEOUS	31
BEHAVIOR OF MINORS	31
NOTIFICATIONS	31
TRANSPORTATION OF MINORS	31
OTHER ISSUES	32
INCLEMENT WEATHER	32
PRE-SCHEDULED STUDENT STUDY/ACTIVITY	32
DAMAGE TO SCHOOL PROPERTY	32
STUDENT BEHAVIOR	32
BACKPACK/TOTEBAG	32

LOCKERS	33
LOST AND FOUND	33
PARENTS, VOLUNTEERS, AND OTHER GUESTS	33
PARENTAL/GUARDIAN ACCESS TO STUDENT RECORDS	34
EMERGENCY INFORMATION	34
SNOW DAYS	34
EMERGENCY DISMISSAL	35
TELEPHONE USE	35
CELL PHONES	35
WALKMANS/CD'S/iPODS/MP3 PLAYERS/COMPUTER DEVICES	35
GUM CHEWING	35
PORNOGRAPHY/INAPPROPRIATE MATERIALS	35
POSSESSION/DISTRIBUTION/UNDER INFLUENCE OF ALCOHOL, TOBACCO AND OTHER DRUGS	35
INVOLVEMENT	37
RIGHT TO SEARCH	37
DISCIPLINE POLICIES	37
ELEMENTARY SCHOOL DETENTION	37
ELEMENTARY ACADEMIC/BEHAVIORAL INCIDENT SLIP	39
MID-SCHOOL DISCIPLINARY INCIDENT SLIP	40
MID-SCHOOL ACADEMIC NOTICE	41
DILIGENCE AWARD PROGRAM	42
SUSPENSION	42
IN-SCHOOL SUSPENSION POLICY	42
COMPLETING AND TURNING-IN INCURRED HOMEWORK AND MAKE-UP CLASSROOM WORK DURING SCHOOL SUSPENSION ..	43
DISCIPLINARY PROBATION	43
ACADEMIC PROBATION	43
EXPULSION	43
SAINT MARY'S CATHOLIC SCHOOL ADVISORY BOARD	44
WEEKLY WEDNESDAY FAMILY ENVELOPES	44
PARENT/STUDENT/TEACHER CONFERENCES	44
GRIEVANCE PROCEDURES	45
HARASSMENT POLICIES	45
SEXUAL HARASSMENT	45
PARENT/GUARDIAN HARASSMENT	46
HARASSMENT ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE OR DISABILITY	46
APPENDIX	47
PRAYERS FOR EVERY DAY	47
<i>The Sign of the Cross</i>	47
<i>Morning Offering</i>	47
<i>The Lord's Prayer</i>	47
<i>The Hail Mary</i>	47
<i>Glory Be to the Father</i>	47
<i>The Apostles Creed</i>	47

<i>The Confiteor</i>	47
<i>An Act of Faith</i>	47
<i>An Act of Hope</i>	48
<i>An Act of Love</i>	48
<i>An Act of Contrition</i>	48
<i>Another Act of Contrition</i>	48
<i>THE ANGELUS</i>	48
<i>REGINA COELI</i>	49
<i>Hail, Holy Queen</i>	49
<i>The Blessing before Meals</i>	49
<i>Grace after Meals</i>	49
<i>Prayer Devotions</i>	49
PHYSICIAN ORDER AND MEDICATION AUTHORIZATION FORM	50
ADMINISTRATION OF MEDICATION AUTHORIZATION	51
PHOTO DECLINE RELEASE	52
ACCEPTABLE USE POLICY FOR TECHNOLOGY	53
CONTRACT FOR ACCEPTABLE USE OF TECHNOLOGY	54
STUDENT AND PARENT/GUARDIAN SIGNED AGREEMENT	55

ST. MARY'S CATHOLIC SCHOOL

HISTORY



The Sisters of Charity from Cincinnati and the Jesuit Fathers of Immaculate Conception Parish opened Saint Mary's Catholic School in September 1893. Improvements were made and courses added until 1921. Sister Mary Sylvia, S.C., added a complete high school, graduating

its first class in 1925. Saint Mary's High School graduated its last class in 1967.

Today Saint Mary's has a faculty of approximately fifty-five teachers and teacher assistants and offers pre-school through eighth grade Catholic education to more than 600 students. Sister Marianella Domenici, S.C. is the Saint Mary's Principal.

The faculty and administration of Saint Mary's welcome you into our school spirit of prayer, study, and fun.

Be it known to all who

enter Saint Mary's

that Christ is the reason for this school.

He is the unseen

but ever present teacher in its classes.

He is the model of its faculty and the inspiration of its students.

LETTER FROM SISTER

Dear Parents:

The Saint Mary's School Handbook is a valuable means of acquainting you with Saint Mary's School, its personnel, and its policies. We ask that you give it your careful consideration, as much of the information enclosed concerns not only the philosophy and objectives of Saint Mary's School, but also many organizational details that are necessary when dealing with such a large group of children.

Saint Mary's School is proud of its achievements. We have a record of academic excellence. Our activities and sports programs are the finest.

Finally, and we hope, the most important reason you have selected Saint Mary's is that you want your children to have a basic Catholic education, one that is truly God-centered and should make students aware of their continuing dependence upon God. This education includes a teaching of Christian morals and values, the basic truths of the Catholic Faith, and participation in the Liturgy, especially the mass and the Sacraments.

Our priests, sisters, and teachers are committed to these goals. We will make a sincere effort through education and, hopefully by example, to avail our students every opportunity to become good Christians and good citizens.

May our combined efforts serve the best interests of your children and bring God's blessing on our School Community.

A LETTER FROM OUR PASTOR, FR. RAFAEL GARCIA, S.J.

Dear Parents,

Welcome to the St. Mary's School family! You are part of a large extended family of many generations.

I thank you for making the decision and the effort to provide Catholic education at St. Mary's for your child(ren). The religious education and the Sacramental life (for example, the weekly Mass) that are provided as a central part the overall excellent education at St. Mary's are invaluable, and will leave an imprint on your child(ren) for life.

We also look forward to your participation in parent activities at the school.

God bless you and your family,

TEN CATHOLIC SCHOOL VALUES

(The Ten Commandments of Our Catholic Schools)

As Catholic Schools . . .

1. We proclaim that God comes first.
2. We proclaim the dignity and value of every human person.
3. We give a positive understanding of human sexuality.
4. We value parents, families, and teachers.
5. We teach the importance of Sunday Mass and daily prayer.
6. We are honest and tell the truth.
7. We respect the material world that God has given us.
8. We do our best.
9. We value self-discipline and self-control.
10. We enjoy life.

Most Rev. Michael J. Sheehan
Archbishop of Santa Fe

SCHOOL PHILOSOPHY

VISION STATEMENT

As children of God, we are challenged to embrace the Gospel message, to provide academic excellence, and to make a difference in the world through Christian service and leadership.

MISSION STATEMENT

St. Mary's Catholic School is a faith community, guided by the Holy Spirit, that works to build and nurture its students' total development through the teachings of Catholic doctrine and traditions.

VALUES/PURPOSE

At St. Mary's Catholic School we are committed to ten core values:

1. Catholic Identity – we commit ourselves to know, love, and serve God.
2. Stewardship – we assume responsibility for protecting and caring for God's creation.
3. Service – we promote school-wide service activities, benefiting the community and the world.
4. Community – we foster and support building community through the sharing of our faith.
5. Leadership – we exhibit leadership at all levels of the school community.
6. Integrity – we adhere to the highest ethical standards and conduct.
7. Professionalism – we hold ourselves accountable to the highest standards of the educational profession.
8. Team Work – we view collaboration as critical to our success.
9. Data Based Decision Making – we measure data, analyze results, and take action based on facts.
10. Communication – we ensure that all community members are informed.

STATEMENT OF PHILOSOPHY

The philosophy underlying the educational process at St. Mary's School is based on the recognition that God is our origin and destiny. Therefore, our educational mission is that of the Church, "embracing three interlocking dimensions: the message revealed by God (didache) which the Church proclaims; fellowship in the life of the Holy Spirit (koinonia); service to the Christian community and the entire human community (diakonia)." The total development of a person calls for transformation of oneself and society with God's help.

OBJECTIVES

Recognizing that God is the center of our social consciousness and experience, we will:

- Nurture a faith community of respect, reverence, care, and concern for all creation
- Recognize and uphold the dignity and uniqueness of each individual as a reflection of God

- Appreciate and foster the faith, Christian values, Catholic practices, and cultural treasures of St. Mary's families
- Encourage a partnership of mutual trust and respect whereby parents are recognized as primary educators, and are deeply involved with the school by working closely with school personnel
- Provide effective leadership by a qualified Catholic principal, together with a qualified vice-principal and a faculty committed to Catholic education
- Encourage opportunities for teachers to develop professionally through education, communication, prayers, and personal growth
- Provide a Christian environment that helps create love, desire, and appreciation for academic learning
- Create and maintain for the whole child an atmosphere of care and respect evidenced in all practices, programs, and policies of the school

ACCREDITATION

St. Mary's Catholic School is accredited through the National Central Association Commission on Accreditation and School Improvement (NCA CASI) and AdvanceED. St. Mary's also holds membership with the National Catholic Educational Association (NCEA).

ADMISSION POLICIES

By registering at St. Mary's School, students and their parents indicate their intention to accept the philosophy of the school and observe the school regulations and policies. Acceptance and continued enrollment will be based on mutual satisfaction.

St. Mary's Catholic School does not discriminate in the administration of its policies and programs based on race, color, gender, or national origin.

Saint Mary's provides an educational program for kindergarten through eighth grade. Saint Mary's also provides a pre-school program for four-year-olds. Applications for Saint Mary's are accepted during January, for the following year, and exact dates and times will be announced.

NEW STUDENTS

St. Mary's gives preference in admission to:

- Presently enrolled students and their siblings
- Catholic students registered at Immaculate Conception Parish
- Catholic students registered or non-registered at other parishes
- Non-Catholic students

New students must provide a birth certificate and a current vaccination record. All Catholic students must also provide a copy of their baptismal certificate. Parents of students who are enrolled after the beginning of the school year are requested to have a joint meeting with assigned teachers within one month of enrollment.

Transfer students are additionally required to have an interview with the principal or assistant principal and must present report cards of past progress and promotion. The principal of St. Mary's reserves the right to admit or deny any student.

New applicants may be required to take a placement exam to determine skills. If found necessary, parents may be asked to provide a tutor at their expense to assist with the academic transition to St. Mary's School.

St. Mary's Pre-School is considered a preparatory program to our K-8 program. Students must be four (4) years old before September 1 to register for St. Mary's Pre-School Program and five (5) years old before September 1 to register for kindergarten. Both pre-school and kindergarten registrants will comply with the directions listed above.

RETURNING STUDENTS

Re-admission of students for the following year is dependent upon the approval of the school administration. **St. Mary's also reserves the right to refuse re-admission to students who have been dismissed for any reason during the past or present school year.**

*ALL CURRENT EXPENSES MUST BE SETTLED BEFORE RE-REGISTRATION IN AUGUST.

ARCHDIOCESAN SCHOOL POLICY: ADMISSION (STU-501) SPECIAL EDUCATION (STU-505)

STU-501: Students with special educational needs that are beyond the scope of the regular classroom teacher are to be referred to the public schools.

STU-505: The Archdiocesan school system does not have schools adequately equipped to minister to students who have special needs beyond the classroom or Chapter 1 services.

St. Mary's teaching staff is not trained to provide for many special needs for students that may have received proof of special needs as a result of an educational diagnostic evaluation. We will not fundamentally alter the program to a degree that it would be unfair for the total enrollment of the class, the student, and the teacher. Although we want to be a welcoming and inclusive school, we do not provide Special Education Services as part of our regular educational curriculum.

504-PLAN: The purpose of a 504 Plan is to establish realistic modifications that are to be done both at home and in the class/es where the student is currently demonstrating difficulty. It is important to stress that a 504 Plan is not a special education program. There are certain requirements that must be met by the school, child, and parent before a 504 Plan can be established. It must first be determined by both the school and the parent that a 504 Plan is necessary. Then it must be decided why it is thought that the student might need to be placed on the plan. The reason must fall into one of the following categories: academic difficulties, medical disabilities (long-term and short-term), or for psychological reasons. It must then be proven that the student does indeed have one or more of these difficulties. This is done by a professional evaluation. If the difficulty is academic, then the parent must contact Albuquerque Public School

System (APS) to obtain an educational diagnostic evaluation. If the reason for the 504 Plan is for medical reasons, an evaluation must be done with the doctor that is treating or has treated the student for the specific medical difficulty. If the student is experiencing psychological problems that are interfering with the student's progress academically, then there must be a psychological evaluation done that specifically states what the student needs. Once the evaluations are completed, and the results shared with the school and parents, then the teachers involved, the school administration, and parents will meet to discuss possible modification. A Plan is developed of modifications that are based upon evaluation recommendations and basic 504 recommendations that the school and the parents feel are realistic and in the student's best interest. If you feel the need to pursue the concerns regarding your child, please contact the Assistant Principal. You will be given the name and numbers of the people to contact through the APS system. Other evaluations must be obtained through your medical provider.

PARENT'S ROLE IN EDUCATION

We, at St. Mary's School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Mary's Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Mary's Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents, teachers, and administrators will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for agenda book, homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

PARENTS AS PARTNERS

As partners in the educational process at St. Mary's School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time
- Has all instructional tools and is prepared for class
- Has lunch money or nutritional sack lunch every day

To actively participate in school activities such as Parent-Teacher Conferences

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student

To notify the school office of any changes of address or important phone numbers

To meet all financial obligations to the school

To inform the school of any special situation regarding the student's well-being, safety, and health

To complete and return to school any requested information promptly

To read school notes and newsletters and to show interest in the student's total education

To support the religious and educational goals of the school

To support and cooperate with the discipline policy of the school

To treat administrators, teachers, and staff with respect and courtesy in discussing student problems

PARENT INVOLVEMENT AND SCHOOL SERVICE HOURS

As we strive to build and nurture students' total development, Saint Mary's School strongly

encourages parental involvement. Thus, through the collaborative efforts of parents and school staff, we will achieve our goals. St. Mary's requires twenty (20) hours of school service to the school (10 hours for single parents).

IMPORTANT NOTE: As per Archdiocesan policy, all parent volunteers are required to attend the Archdiocese of Santa Fe Abuse Awareness Training for Adults: Creating a Safe Environment for Our Children (formerly known as the Sexual Abuse Misconduct Prevention Workshop)

FINANCIAL OBLIGATIONS

The importance of tuition payments to St. Mary's cannot be over emphasized. Your tuition goes directly to day-to-day school operations and salaries. Saint Mary's depends on your financial obligations (tuition payments, subsidy, etc.) in order to operate. We sincerely appreciate your contributions to Catholic education. **All tuition, registration fees, and subsidy payments must be paid by personal check, money order or cashier's check. Cash payments are no longer accepted as per Archdiocesan policy.**

The school is charged a fee by the bank for **EACH** check that is returned for non-sufficient funds (NSF). Therefore, all checks written to St. Mary's School that are returned for NSF will have a \$25 fee in addition to the original check amount.

TUITION PAYMENT OPTIONS

Option #1 – FULL PAYMENT OF TUITION TO ST. MARY'S SCHOOL

Full payment of tuition will be made no later than June 15th for the next school year. This payment should be made directly to St. Mary's School Finance Office. This entitles you to a 3% tuition discount.

Option #2 – TUITION PAID THROUGH THE TUITION WITHDRAWAL PROGRAM, **FACTS**

Automatic monthly payments through FACTS PAYMENT PLAN will be made over a 12-month period, with payments starting in June for the next school year. Payments will be drawn from your account on either the 5th or the 20th of the month, according to your choice. **Financial assistance forms are available on-line at www.factstuitionaid.com or at the school office.** These forms are only available after the new tuition rates for the next school year have been determined and are only accepted until April 15, 2011. Further detailed information will be available in the St. Mary's Finance Office.

DELINQUENT PAYMENTS

If your FACTS payment is returned NSF, your payment will be automatically reattempted on the next payment cycle.

For Example: If your payment date is June 20th and your payment is returned NSF, there will be another withdrawal attempt on July 5th. If the second attempt is also returned NSF, the next attempt will be on July 20th. This means that you will have two withdrawals on July 20th (the original June 20th payment and the regular July 20th payment). If your June payment is returned NSF for a third time, FACTS will consider it an “UNRESOLVED BALANCE” and you must make that payment directly to the school.

If a family’s school financial account (tuition, subsidy, ASP, etc.) is not kept up-to-date, it is St. Mary’s School policy that:

- You will be contacted by the Finance Office via telephone and an invoice will be mailed.
- A **REQUIRED** meeting will be scheduled with the Principal, Bookkeeper, and the Financial Responsible Person within two weeks of notification to resolve the account.

ACADEMIC POLICIES AND PROCEDURES

SCHOOL DAY HOURS

St. Mary’s school hours are from 8:10 a.m. to 2:50 p.m. for pre-school through grade 5, and are from 8:10 a.m. to 3:00 p.m. for grades 6-8. The schoolyard is supervised before school beginning at 7:15 a.m. and after school until 3:20 p.m.

St. Mary’s accepts no responsibility for students dropped off before 7:15 a.m. During inclement weather, students may assemble in the gym. For the safety of our students, we insist that all students remain within the fenced schoolyard. Once the students leave the school premises, we cannot accept responsibility for their safety and ask that they not return. We ask that parents pick up their children punctually and insist that students not linger in adjacent areas to the school grounds. Except for emergencies, approved activities, or teacher appointments, students should not enter the school buildings. A practice of common sense and fairness should be observed. **Those students who are on school grounds at 3:20 p.m. will be placed in the After School Program by the teachers/staff on duty (bell to ring at 3:20 p.m.). A fee for the After School Program will be charged after 3:20 p.m. and students must be signed out of the program before they leave.** Consult the school calendar for Wednesday 1:00 p.m. early dismissal dates. The same procedures apply and all students should be picked up no later than 1:20 p.m.

INSTRUCTION OF STUDENTS

Each classroom must have a daily schedule posted outside the classroom door. Daily class schedules are to be planned to meet students’ needs and must be approved by the principal.

The Pledge of Allegiance will be recited together outside in line at the start of each day (weather permitting) immediately after the first bell rings (8:10 a.m.).

Prayers are an integral part of the day. Teachers and students are expected to say prayers together first thing in the morning, before lunch, after lunch, and at the end of the day before school dismissal. (See Appendix.)

Students will receive instruction in content areas on a regularly scheduled basis. The following learning areas may be integrated into the required Archdiocesan curriculum guidelines: Career awareness, environmental education, values clarification, family life, and peace and justice obligations.

Student textbooks must be kept covered at all times. Repeat offenders will serve detention. Students' written work must be neat. All papers (whether in-class work or homework) must follow the following format: Across the top of each student's paper should be written/printed "St. Mary's School." On the second line is written/printed, the student's name on the left, and on the far right, the date. The subject and grade and section are written/printed in the center of the third line.

Students in grades 2-8 must maintain a daily agenda book. This is an important part of students' study skills training. This required uniform agenda must be purchased at school.

As a Catholic School, classroom instruction is always in accordance with the teachings of the Catholic Church.

STUDENT HOMEWORK

St. Mary's students are given homework on a regular basis for reinforcement of content and skills presented and studied in the classroom. Homework does not always mean written assignments. Homework may include reading, reviewing, memorizing, studying, or writing. Time needed to complete homework assignments will vary with the student, the teacher, the class and the day. Homework assignments should provide essential practice and drill in skill mastery as well as enrichment and independent study skills.

On average, Kindergarten students may expect no more than 30 minutes of homework, 1st-3rd grade students may expect 30 to 45 minutes of homework per night. Similarly, 4th - 5th grade students may expect 45 to 90 minutes of homework per night, and mid-school students may expect approximately 1 to 2.5 hours of homework per night. Weekend homework, as well as over-holiday homework, should be kept to a minimum excluding long-term assignments.

ST. MARY'S SCHOOL AGENDA BOOK

To help students understand the importance of the agenda book, the following items must be adhered to:

- List daily assignments
- Plan ahead for long term projects
- Serve as a possible form of communication between parents/teachers

In the event a student does not submit homework when due, the following steps will be adhered to:

1. 50% credit, first late/incomplete assignment
2. Referral to school counselor for conference

Note: Agenda comments are: NH (no homework), and IH (incomplete homework)

Parents may write notes to teachers in the agenda by the subject title. If the message is to all teachers, in the space provided at the bottom of the week's assignment. Teachers and parents will initial when read. **It is the student's responsibility to give the teachers and parents the agenda for all communication.**

The student is responsible for any make-up work whenever absent. Long-term assignments are due upon return. The parents may request homework assignments when they call in to report their child's absence. Homework must be picked up in the office no earlier than 3:10 p.m. and no later than 4:00 p.m. Upon return, students must discuss with individual teachers all make-up assignments. Make-up work must be completed and turned in within the same number of school days as the absence, starting the day of returning. For example, if the absence is on Tuesday, the student returns on Wednesday, then make-up work is due on Thursday. Exceptions will be made by the teachers for extenuating circumstances. However, make-up work must be completed in a timely fashion.

REPORT CARDS AND GRADING SYSTEM

St. Mary's distributes report cards every nine weeks. Fifty cents must be paid to the office for lost report cards. The interpretation of the St. Mary's grading system is as follows:

- 93 - 100 = A Outstanding
- 85 - 92 = B Superior
- 76 - 84 = C Average
- 70 - 75 = D Below Average
- Below 70 = F Failing - Not Working to Potential
- Below 70 = E Failing - Working to Potential

Progress reports are sent to elementary parents approximately five weeks prior to the issuance of report cards. The yellow carbon form must be returned signed within three days of issuance.

Mid-School: Each student will maintain a folder for each subject area. The folder will include assignments and tests for a given marking period. Each subject may include a list of contents. The folders for all subjects will go home at approximately mid-term for parents to review and sign. Folders must be returned within five days after distribution. Teachers may save student work until two weeks after the quarter marking period ends in the event that a parent/teacher conference is desired. At this time, papers can be returned to students to take home.

STUDENT AWARDS

Pre-School Students

- Because circumstances require different guidelines for student recognition in the pre-school, a separate Special Student Program is established by pre-school teachers.

Elementary (K-5) - Student of the Week Awards and Subject Awards

- Awarded to one student per week per grade level
- Presented only once per student per year
- Based on both character and academic achievement
- Students will be recognized in classroom and hallway displays
- Subject awards are given yearly for highest achievement in specified subjects

Mid-School (6-8)

- **Principal's List** – All A's and no U's in conduct or effort.
- **Honor Roll** – All A's and B's, (A's must number six or above on the report card), and no U's in conduct or effort.
- **Subject Awards** – Given each semester for high subject achievement
- **Young Catholic Award** – Given each semester to one student from each homeroom (6-8), who best exemplifies a St. Mary's student. Character, values, and morals of students are taken into account by mid-school homeroom teachers when selecting this award.
- **Service Award** – Given to deserving mid-school students on a weekly basis. The award is held by the student for one week and is then passed on to another student winner. Students are nominated by their teachers and peers.
- **Diligence Award** – Given quarterly to the homeroom class for all students who have not received any Disciplinary Incident Slips or Academic Notices from any teacher during the quarter. (Refer to pages 39-40.)

PROMOTION/RETENTION

At the end of each grade (Preschool-8), students' mastery of essential competencies is evaluated and a promotion or retention recommendation is determined. If a student is allowed to enter the next grade due to parental wishes over the advice of the teacher(s) and administration, the parents will be required to sign a statement that they realize that this advancement is against the professional advice of the staff. The statement is in adherence to New Mexico State regulations. At this time, the parents will be advised that a second retention request will result in the family being asked to find another school suitable to the student's total development and welfare. Such documentation will become a part of the child's official file. Letters of recommendation will be sent directly to the institution requesting them.

SUMMER SCHOOL

Classes for elementary and mid-school students will be taught by a faculty member that will drill the basic concepts from the current academic school year and look into the following year's curriculum. Summer school classes taken outside of St. Mary's will necessitate that the student present evidence of summer school and/or tutoring. The parents will need to furnish the

administration with a summer school report which indicates the summer school program, teacher's name and license number, curriculum utilized, total number of hours attended, copy of tests administered, and final grade for the coursework. A student who does not complete the summer school requirements will be placed on Academic Probation for four weeks, and parents will also be required to provide a tutor for their child. At the end of the 4 week academic probation period, a Student Assistance Team (SAT) meeting will result to address the academic progress of the student.

TESTING PROGRAM

St. Mary's School utilizes the following testing programs:

- Iowa Test of Basic Skills (ITBS) (grades 1-8)
- ITBS Cognitive Test (grades 3,5, and 8)
- Assessment of Catechesis Religious Education (ACRE) (grades 5 and 8)
- Standardized Testing And Reporting Test (STAR Test) (grades K-8); STAR Test is given quarterly
- Writing Assessment (grades 4 and 6)
- Dynamic Indicators of Basic Early Literacy Skills (DIBELS) (Pre-School, Kindergarten, and First Grade)

Testing dates and times will be announced by the administration.

STUDENT DRESS CODE

St. Mary's believes that standards of dress are necessary in our school. It is our professional belief that a direct relationship exists between dress, grooming, behavior, and performance. **Uniforms are required and students must be in complete uniform from the time they enter the school grounds until they are picked up at the end of the day.** Uniforms will be checked periodically for hems, belts, and tears. Faculty members and staff are to issue uniform code violation slips to those students in violation of St. Mary's Dress Code Policy. These slips must be returned the following school day, signed by the parent. **For every three (3) accumulated slips, the student will lose recess privileges.**

ST. MARY'S REGULATIONS FOR STUDENT ATTIRE/UNIFORM

Girls and boys uniforms in grades K-8 must be purchased at Roadrunner Custom Apparel, 6611 Lomas Blvd, NE, Albuquerque, NM, Telephone 505-266-7623. Uniforms may be viewed on their website at www.roadrunnercustomapparel.com.

* Denotes purchase from Roadrunner Custom Apparel only

BOYS UNIFORMS

- Navy blue trousers with St. Mary's logo *
- Dark colored dress belt
- White Polo (K-8), Light Blue Polo (K-5) *
- Hunter Green Polo (6-8) *
- St. Mary's sweatshirt/sweater with logo (optional) *

- St. Mary's jacket with logo (optional) *
- White socks (mid-calf)

GIRLS UNIFORMS

- Columbia plaid jumpers (K-5) *
- Columbia plaid skirts (6-8) *
- White Polo (K-8), Light Blue Polo (K-5) *
- Hunter Green Polo (6-8) *
- Navy blue trousers with St. Mary's logo *
- Dark colored dress belt
- St. Mary's sweatshirt/sweater with logo (optional) *
- St. Mary's jacket with logo (optional) *
- White socks (mid-calf), bobbie (fold over), or knee-high socks (white tights are also permissible)

DRESS AND UNIFORM GUIDELINES

- Uniforms should be clean, pressed, appropriate in size, and labeled with student's name.
- Shirts must be tucked in fully; belt must be visible.
- Plain white undergarments under uniform shirts and blouses only. Long sleeved T-shirts worn under polo shirts must match the color of the polo shirt. White long sleeved T-shirts may be worn under the white uniform polo, light blue under the blue uniform polo, and dark green under the dark green uniform polo.
- Only the top button of shirt may be left unbuttoned.
- Girls' skirts must not be above the middle of the knee.
- Girls must wear shorts under skirts.
- Shoes must be predominantly white or dark in color with matching shoelaces tied appropriately at all times.
- Shoes must have no more than an inch sole or heel; toes and heels must be covered at all times.
- Tennis shoes that convert into roller skates are not permitted.
- Shoes with laces must be tied at all times.
- No boots permitted in grades 6-8.
- When wearing high top sneakers, socks must show above the top of the shoe.
- Knee high sneakers are not allowed.
- Hair must be neat and out of the eyes at all times.
- Boy's hair should be above and not touch the shirt collar and trimmed around the ears.
- Scrunchies, hair clips, rubber bands, etc. must be in the hair, not worn on wrists or clothing.
- No hair coloring, highlights, or bleaching is permitted.
- Boys will maintain a clean shaven appearance at all times.
- No cosmetics, colored lip gloss, nail polish, or artificial nails may be worn.
- No visible tattoos of any kind, and no writing/drawing of any kind on hands or body.
- Girls may wear one pair of one stud earrings in lower lobe; no hoops.
- Boys may not wear earrings of any type.

- Appropriate jewelry that may be worn is a watch, a religious medal on a small chain or thin cord, and any St. Mary's pins.
- No wristbands or bracelets are allowed.
- Brownie/Scout uniforms may be worn on meeting days.
- Jackets and coats should be simple and must not represent professional sports teams or organizations, or contain demeaning terminology of any sort.
- Baseball caps or sunglasses are not allowed inside the school building. Plain caps are appropriate outside. Acceptable logos will be from any Albuquerque high school, New Mexico college or university, any Catholic university, Isotopes, or Boy Scouts.
- No writing of any kind is permitted on clothing and shoes.
- Only St. Mary's Roadrunner purchased jackets are allowed in the classroom.

Noncompliance with any of the above regulations will result in the issuance of a uniform violation slip and notification to parents that the infraction must be corrected by the following day. The St. Mary's dress code is subject to change at the discretion of the Administration. Changes, if any, will be published in the newsletter. Not all items can be covered regarding the dress code as styles change. **The Administration has the final say on any issues concerning the dress code.**

P.E. UNIFORM REGULATIONS.

- Mid-school students must wear t-shirts and shorts purchased from the P.E. department. These uniforms will have the St. Mary's P.E. logo on them. All uniforms must be labeled with the student's initials, and grade/section on the tags. Elementary students will wear their school uniform to P.E. class. Girls, however, will be allowed to take off their jumpers. Girls must always have shorts under their uniforms.
- P.E. shoes for all students in grades K-8 are separate from school shoes and are used only for P.E. These shoes will be kept in the gym. P.E. shoes must be nonmarking.
- It is recommended that students in grades K-1, who are unable to tie their shoelaces, purchase Velcro-type shoes.

DRESS-UP DAY REQUIREMENTS

Dress-up days will be designated by the Administration. Students are expected to be appropriately attired at all St. Mary's academic, mid-school socials, and athletic events. Teachers are expected to send students in violation to the office. Final determination of what constitutes appropriate appearance and attire will be made by the Administration.

- Shirts/blouses are to be appropriate and dressy in appearance
- Shirts/blouses with buttons must be buttoned
- Appropriate dress pants and slacks only
- Belts must be worn with pants or skirts with belt loops
- Split skirts below the knee are acceptable
- No spaghetti strap blouses or dresses without shawl or dress jacket
- No sweatpants/warm-ups, or shorts
- No sagging pants
- No dress/skirt 2 inches above the knee

- No tight-fitting clothing
- No sweatbands, hats/caps, or head coverings
- No clothing with offensive or non-Christian language or artwork, and no messages supporting drugs/alcohol or gangs
- No clothing with frayed material or holes
- No flip flops
- No open back shoes
- No tennis shoes that convert to roller skates
- No denim jeans of any color

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

THE ADMINISTRATION WILL NOTIFY PARENTS IF THEIR CHILD IS NOT IN PROPER UNIFORM ATTIRE OR IF GENERAL PERSONAL APPEARANCE IS NOT IN COMPLIANCE WITH ST. MARY'S STANDARDS. PARENTS WILL BE REQUIRED TO BRING THEIR CHILD PROPER ATTIRE IN ORDER FOR THE STUDENT TO CONTINUE THE DAY AT ST. MARY'S.

ATTENDANCE POLICIES AND PROCEDURES

Punctuality and attendance are an important aspect of a child's education. St. Mary's is required to enforce the New Mexico compulsory attendance laws. Parents are required to call the school by 9:00 a.m. if their child is to be absent. The school will call the parent if a child is absent and the parents have not called. This procedure is our way of ensuring that parents know if their child is in school. **Students absent for more than two hours of a day are to be counted absent for a half-day.**

DAILY ATTENDANCE

Student daily attendance and punctuality is highly encouraged as we strive for academic excellence. **Make-up work is the student's responsibility when absent.** Students who miss class for any extra-curricular activity have the responsibility of seeing their teachers regarding tests and homework. **Students who are absent for the whole day, may not participate in school events that day. The student must check in by 11:00 a.m. in order to participate in after school or evening events.**

ABSENCES

Excused absences will be for reasons of illness, doctor/dental visits that cannot be scheduled outside of school hours, a death in the family, and attendance at a funeral. Parents of elementary students are to call the elementary office (242-6271) and parents of mid-school students are to call the mid-school office (243-5470) between the hours of 7:30 and 9:00 a.m.

Absence for any other reason will be considered unexcused unless explicitly excused by the Administration. Absences during school days for family vacations or other such extra-curricular activities are highly discouraged and viewed as not being in your child's best academic interest.

Such absences must always be discussed with St. Mary's Administration before their occurrence. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

If parents take out their child for lunch, it must be done during regular lunch period only. Only their child is permitted to go to lunch.

The procedure to follow in asking permission for extended absences includes the following:

- At least one full week before the student wants to be excused, a parent or guardian must come to school and fill out a form taking full responsibility for the work missed.
- The student must take the form to all his/her teachers for their signatures, notifying them of the extended absence.
- The form must be returned to the administrative office at least one-week prior to the day the student is to be excused.

For planned extended absences, special arrangements should be made directly with the teacher(s). Homework can be requested no earlier than one week before the extended absence.

EXCESSIVE ABSENTEEISM

Any student who is absent a total of five (5) days or more per quarter (if the reason is not due to chronic or prolonged illness verified by proper medical certification) will not be allowed to attend classes in the succeeding quarter until the parents have satisfied the Administration that such absenteeism will not continue. After ten absences, excused or unexcused, the Administration can take the following actions:

- The student will be referred to the counselor.
- The family will receive written notification of serious/chronic absenteeism.
- All pertinent documentation pertaining to absences may become a part of the student's permanent file.
- **Chronic absenteeism will be reported to Child Protective Services and the Juvenile Probation Office.**

TARDINESS

Tardiness can ruin a school day for a student. Every student who is tardy deprives all students in the class of valuable instruction time. All tardies will be recorded on the student's attendance record.

- Students not in line when the bell rings for the morning prayer and the Pledge of Allegiance at 8:10 a.m. are considered tardy and are to report to the office for a tardy slip before entering the classroom.
- Students who are late because of doctors' appointments, funerals, or inclement weather (not designated abbreviated snow day), are still considered tardy – no exceptions. However, upon verification of the aforementioned reasons, this tardy will be considered excused.
- Teachers are to report to the Assistant Principal when a student has 3 tardies, at which time parents will be notified by the Assistant Principal.

EXCESSIVE TARDINESS

Any student who is tardy a total of five (5) times or more per quarter (if the reason is not due to chronic or prolonged illness verified by proper medical certification) will not be allowed to attend classes in the succeeding quarter until the parents have satisfied the Administration that such tardiness will not continue. After 10 tardies for any reason, the Administration can take the following actions:

- The student will be referred to the counselor.
- The family will receive written notification of serious/chronic tardiness.
- All documentation will become a part of the student's permanent file.
- **Excessive tardiness will be reported to Child Protective Services and the Juvenile Probation Office.**

EARLY DISMISSAL OR IN-SCHOOL DISMISSAL

Students who must leave school early on a particular day are to bring a note from a parent, or the parent must call on the day before the early dismissal. The student will be issued an early dismissal slip, which is to be shown to the teacher. If the student returns before the end of the school day, he/she must check in at the office with a timed and dated slip from his/her appointment. If the student does not return the same day, this slip is to be brought to the office the next morning before school. It is highly recommended that students not be withdrawn early from school after 2:30 p.m.

STUDENT ILLNESS OR INJURIES DURING SCHOOL DAY

Any student who becomes ill during the day should report to the nurse's office with a pass from the teacher. If the student needs to go home, the parents will be notified to pick up the student.

All school injuries are to be reported to the appropriate teacher/staff member as soon as they occur, whether the student considers the injury significant or not. In addition, all student injuries must be reported to the school nurse.

DISPENSING MEDICATIONS

It is recognized that some children are able to attend school outside of the home because of the effectiveness of medications in the treatment of certain disabilities and illnesses. If at all possible, students' medications should be administered at home. For medication administration to take place during school hours, each local education agency should adopt a written School Board policy to meet local needs regarding both prescription and non-prescription drugs. The State of New Mexico Nursing Practice Act (NMNPA) of June 1991 and 1997 amendments governing the administration of medicines should be followed.

To ensure that students are medicated at school under maximum protection, the following guidelines will be followed:

- A “Medication Authorization Form” must be signed and updated annually by both the student’s primary health care provider and parent/guardian in order for medication to be administered by the school nurse. This form is kept on file in the nurse’s office. (See Appendix.)
- The Principal of St. Mary’s School has approved the Physician Order and Medication Authorization Form.”
- The signed “Medication Authorization Form” will be reviewed by the school nurse to be sure it is completed properly.
- A parent/guardian must provide the school with pharmacy-labeled containers that hold the appropriate medications to be administered in the school setting.
- The “Medication Authorization Form” applies to both prescription and non-prescription medications.
- **If unused medication is not picked up by the end of the school year, the school nurse will dispose of it.**

Any medication administered at school should be made available to the school nurse in a container labeled with the following;

- Name of student
- Name of medication
- Drug strength and prescribed dosage
- Route of administration
- Time schedule for administration
- Name of prescribing health care provider

FIELD TRIP MEDICATION PREPARATION

In addition to the aforementioned, parents must ensure that arrangements are made for the proper dispensation of medication on field trips. Parents/guardians may check in with the school nurse to administer medication to their child at any time during the day.

An emergency medical authorization form must be filled out at registration.

P.E. CLASS AND ATHLETIC INJURIES

Students who are sick or injured may be excused from participation in their P.E. classes. The procedure to follow in such cases is the following:

- A parent note is required each day for illness or injuries that result in a student who is not participating for the day.
- A doctor’s note is required for a student who will miss three days or more because of illness or injury. The note should be signed by the doctor and it should state the beginning and ending dates excused from P.E.
- A student who comes sick to P.E. class will not be required to participate and may sit out, however, the student will need to bring in a signed note from his/her parent on the next school day.

- Physical education and athletics injuries that occur before, during, or after the activity should also be reported to the coach as soon as possible. If needed, the student will then be issued a nurse pass or the parent will be called.

STUDENT ACTIVITIES AND SERVICES

SCHOOL MASS

Students are privileged to attend weekly Mass. Teachers and parents are to remind students of expected reverent church behavior and adhere to the following guidelines:

- Students should file into church in a quiet and prayerful manner.
- Students are to genuflect upon entering and leaving church as a group.
- Talking/whispering is not allowed.
- Students must participate in the liturgy.
- Students are to abstain from eating or drinking one hour before receiving communion.

Parents/guardians are always welcome to attend our school masses or other religious functions; seating areas for parents/guardians will be designated.

ATHLETIC PARTICIPATION

Athletics takes its place among many important aspects of Christian education. Academic education in the Catholic tradition is our primary objective. As part of a total educational experience, St. Mary's hopes that all dimensions of this kind of education will be a good learning and character building experience for students.

- The athletic eligibility requirements for each sport can be found in the athletics handbook given at each sport registration. Please be sure to read the information.
- St. Mary's School abides by the athletic requirements of the Albuquerque Parochial League.

ATHLETIC GAME PROCEDURES

For Team Members: Participating athletes will receive an athletic handbook with additional policies.

For Non-Team members:

- St. Mary's students are welcome to attend the school's athletic games at home/away.
- Students should come to the game in school uniform.
- Students should come to the game to watch the game and cheer on their peers.
- At home games, the north outside gym door will be used as the entrance and exit. No other mid-school doors will be used as an entrance or exit, except for emergencies.
- Students who enter the gym will need to stay in the gym. There will be no roaming around outside or inside the building. Parents of students who leave and try to re-enter the gym will be called and asked to come pick up their children.
- The West hall and the 2nd floor of the mid-school will be closed during all home games.

- The East hall, closest to the snack bar, will be open for those who wish to eat and drink at the game. Once students are finished eating/drinking, they should go back to the gym and watch the game.
- The snack bar will be closed when there is no adult available to monitor the hall.
- As per the St. Mary's gum chewing policy (p. 35), no gum chewing is allowed in the building by players, students, and fans during athletic events.
- The locker rooms are off-limits to non-team members. Team members may enter the locker room only with a coach present.
- Restrooms and water fountains are located in the gym.
- All students must show respect and listen to all adults supervising and present at the home games as well as the away games.

Upon breaking athletic game procedures a first time, a student will not be able to attend two home games. After a second offense, the student will not be able to attend home games the rest of the school year.

LIBRARY POLICIES

The library attempts to encourage reading and provide services and materials students need to supplement classroom instruction. Library hours are 8:00 a.m. to 3:30 p.m. each day, except Fridays when the library is closed after school. The times that the library will be closed for lunch will be posted outside the library along with regular hours.

The following library procedures are operative:

- Books may be checked out for one week and may be renewed for up to two additional weeks.
- Students in grades K – 3 may only check out one item at a time.
- Students in grades 4 – 8 may check out up to three items at a time if needed for classroom assignments.
- Reference books may **never** be taken from the library by students.
- No additional library book may be checked out until previous books have been checked in.
- Replacement and processing costs are assessed for lost/damaged materials.

Individual students may use the library at any time provided the librarian is present. Computers and printers are available for teachers, staff, and students at any time, free of cost, provided the work is school related.

COUNSELING

The counseling program is an integral part of the curriculum. Through regularly scheduled classroom activities, the counselor provides opportunities for the students to learn social skills and decision-making skills. Because the counselor is involved with students within the school throughout the year, a student who wishes to see the counselor individually can comfortably seek to self-refer. Parents and staff may refer a student as well. All individual counseling will remain confidential. Individual counseling is limited to a few sessions. However, should the school counselor deem long-term counseling is necessary, a referral may be made to parents for outside

therapy/counseling. Any situation which jeopardizes a student's academic success and/or safety may result in a referral to the counselor.

CAFETERIA PROGRAM AND POLICIES

Every student is required to eat a noon lunch purchased from the cafeteria or one brought from home. A school lunch program is provided in St. Mary's school. Free and reduced cost lunches are available to qualifying students. Forms may be obtained in the cafeteria office. Payment of cafeteria accounts may be paid prior to 8:10 a.m. This payment may be paid in the cafeteria office to the cashier. Payments paid after 8:10 a.m. should be placed in an envelope with the student's name, grade and teacher on the front. If payment is for one week or longer, payment by check is preferred. Please list the name(s) of all children and their grade/section on the check.

Any student either buying lunch or bringing a bag lunch must follow these rules:

- The cafeteria should be kept clean and neat at all times.
- Paper and refuse should be placed in provided trash cans.
- Noise should be kept to a minimum.
- Orderliness in line is absolutely necessary (no shoving, pushing, or cutting allowed).
- Politeness and courtesy is always expected.
- After lunch, students may use the restroom located on the same floor as the cafeteria.
- Cafeteria food should be eaten in the cafeteria, not in hallways or on the playground.
- Students who have two charges will not be allowed to charge a third time. Once their charges are paid they will be eligible for full meal service.
- Siblings will not be allowed to share pre-paid lunches unless written authorization has been received from the parents and is on file in the cafeteria office.
- All lunch boxes/bags must be labeled with the student's name.

AFTER SCHOOL PROGRAM

St. Mary's offers an After School Program (ASP) of extended care for St. Mary's students from 3:00 to 6:00 p.m. This is a family contracted service and additional information may be obtained from the school office.

Parents will be billed for childcare for any of their children left unattended on school grounds after 3:20 p.m., unless prior arrangements have been made through the office. Younger children (Pre-K- first grade) will be placed in the ASP at 3:05 p.m. Other students who remain on school grounds after 3:20 p.m. will be placed in the ASP by the teachers/staff on duty. **After 3:20 p.m. a fee will be charged and the authorized parties must sign students out of the program. If your child attends the ASP, please ensure that you sign the "sign in/out sheet" when you pickup your child.**

FIELD TRIP POLICIES

Field trips are a learning experience with the purpose of expanding a student's insight to a particular curricular concept. Students may be denied participation if they fail to meet academic standards or behavioral requirements. Parents are not allowed to bring siblings of a Saint Mary's School student on a field trip.

- **Permission Slips** – In order to make certain that every student will have the opportunity to attend, we ask that you complete the permission slip one week prior to the field trip. By not returning the slip, your child could be deprived of attending the field trip.
- **Volunteer Drivers** – Drivers must sign a "Volunteer Driver Slip" in compliance with insurance policy (full insurance coverage), and must be over 21 years of age and have sufficient liability coverage. These forms may be obtained in the school office.

All appropriate school rules and regulations will be enforced on field trips. All parent volunteers/chaperones/drivers are required to attend the Archdiocese of Santa Fe Abuse Awareness Training for Adults: Creating a Safe Environment for Our Children (Formerly known as the Sexual Misconduct Prevention Workshop).

PRIVATE PARTIES

Should parents plan a party for their child away from school, invitations distributed on school premises must be distributed to each homeroom child, otherwise invitations must be mailed. Homeroom teachers must be apprised of the distribution of invitations on school premises.

SCHOOL PARTIES

Elementary homeroom parties are permitted for Halloween, Christmas, Valentine's Day, and at the end of the school year. Such parties are only allowed at the end of the school day.

Mid-school students are allowed a maximum of four socials per year. The organization and orchestration of these parties (including all 8th grade graduation party activities) is to be performed under the sole authority of the St. Mary's Administration. The following rules apply to all St. Mary's School sponsored socials:

- All socials are closed and scheduled in advance
- Permission slips will include appropriate dress code
- Any student not picked up at the designated time will not be permitted to attend the next social

GENERAL POLICIES AND PROCEDURES

DROP OFF PROCEDURES

Once a student arrives on campus, he/she is not allowed to leave without checking out in the office.

If Driving Through Parking Lot:

- Proceed to “**Drop Off Starts Here**” sign.
- Drop off students when line of traffic comes to a complete stop. Students are to exit on passenger side of the vehicle only. Follow footsteps to sidewalk or fence.
- Drivers should note that the entrance into St. Mary’s is two lanes. The right lane is reserved for dropping off students; the left lane is a passing lane. In addition, drivers that park should not let their vehicle stick out into these lanes so that traffic flow can be maintained.

If Arriving Via 7th Street:

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

If Arriving East of 6th Street:

- Use crossing guard on the corner of 6th Street and Tijeras. **DO NOT CROSS IN THE MIDDLE OF THE STREET.**
- Pedestrian traffic should proceed West on Tijeras Street and enter school grounds through North gate only. Never enter school grounds through East gate. The East gate is the entrance for vehicles only.

USE OF ALL CROSSWALKS IS STRONGLY ENCOURAGED TO HELP ENSURE THE STUDENT’S SAFETY.

PICK UP PROCEDURES

- No parking along school yard fence between 2:30 p.m. and 3:30 p.m.
- Between 2:30 p.m. and 3:30 p.m., vehicles parked along the church side of parking lot will not be allowed to leave.
 - This is to avoid a vehicle from backing into a child that the driver may not be able to see; and
 - To allow traffic to flow through the parking lot as smoothly as possible without creating a long back up on 6th Street.
- **Pre-school and kindergarten students are to be dropped off and picked up from the schoolyard. Parents/guardians are to use off campus parking areas.**
- **ABSOLUTELY NO PARKING OR LEAVING VEHICLES UNATTENDED IN THE PICK-UP LANE OR DRIVE THROUGH LANE.**
- **NAME CARDS:** Vehicles picking up through the parking lot must have a **BOLD NAME SIGN** clearly visible by volunteers from 30 feet, displayed on the dashboard to be seen through the vehicle window.

- Students enter vehicles only on the passenger side.
- NO PICK-UP on 6th Street, 7th Street, Tijeras, or Copper Streets. Students must be picked up from campus.
- Students leaving campus going to the library leave at 3:10 p.m. via the elementary north door only. They proceed to the crossing guard at Tijeras and 6th, and once crossed, proceed to the library. The principal or designated teacher will walk these students to the library.
- Mid-school hallway doors, located on 7th Street will be locked from 8:20 a.m. to 2:50 p.m. (Early dismissal days until 12:50 p.m.)
- After school, students must stay in south play area. The basketball area is off limits.

IMPORTANT NOTIFICATION

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

CLASSROOM, HALLWAY AND PLAYGROUND RULES

- Children will not be allowed in the buildings before (morning) and after school (after the bell rings) unless prior arrangements have been made with a teacher. After dismissal, unattended children will not be allowed in the buildings. Loitering in the school halls is not permitted.
- Classroom Rules: All classrooms must have student rules of conduct in order to assure that a learning atmosphere is maintained for all.
- Students are to leave as a class at the same time through designated doors.
- Hallway/Stairway Rules: Students are always expected to walk to the right, and to behave in a mannerly fashion. Loud talking and boisterous behavior is never allowed.
- Playground Rules: Students are expected to obey and respect all adults presiding on the playground at all times. Please see the Playground Rules below.
- Mid-school students must always carry hall passes when excused during class time.
- Parents and students are asked to consider the time from 7:45 - 8:13 a.m. as teacher planning time and are reminded that only pre-scheduled conferences are available during that time.

SAINT MARY'S PLAYGROUND SAFETY RULES

The following playground safety rules are in force during the entire school day, including before and after school, and during the After School Program hours.

- **West yard students may:**
 1. Play tag on the ground, not on the jungle gym.
 2. Jump on the ground, never jump off the jungle gym or swings.
 3. Hang down from the monkey bars; never sit on top of them.
 4. Cross the monkey bars in one direction, east to west.
 5. Hang down from or do pull-ups or chin ups on the high bar, but never sit on top of or flip off of them.
 6. Slide down the slide, not up the slide.
 7. Sit on the slide, but not on top of the slide.

8. Never wrestle in or throw the sand.
9. Never pick up another student.
10. Clean up trash before leaving the playground.
11. Swing on the swings for 60 counts (one count equals forward and backward).
12. Play "500" football throwing game rather than a running football game. The teacher on duty may permit a running game if there are few students on the playground. The football out of bounds is the 4th post from the gate (this keeps football and basketball separated).
13. Play tetherball in the designated area.

- **South yard students may:**

1. Use soft balls rather than hard balls on the play yard.
2. Play "500" football throwing game rather than a running football game. The teacher on duty may permit a running game if there are few students on the playground. The football out of bounds is the edge of the foursquare.
3. Play kickball only if there are few students on the playground. The teacher on duty will determine if the game may be played.
4. Not retrieve a ball themselves without first notifying the on-duty staff member.
5. Play 4-square in the designated spots.
6. Not play around or behind bushes or flowerbeds.
7. Not play on the ramp.

Suggested Kickball Rules:

- A) Students should go over basic rules with each other before play.
- B) If the ball hits the trees or goes over the fence during the game, the kicker receives an automatic out.
- C) If balls are kicked higher than the shoulders, the runner is automatically out.

- **Center yard students may:**

1. Play basketball on designated courts. The courts should be shared by all classes. Balls loaned out from the athletic office should be returned to the box located outside the office after play.
2. Play wall ball with a ball the size of a tennis ball or smaller.
3. Not play on the ramp.

- **All Yards**

1. Students may play with balls during the recess, noon, or After School Program hours - not before or after school.
2. Balls may not be kicked at any time unless a designated kickball game is played.
3. **Students should ask teachers on duty to retrieve balls that go out of the fence or out into the street.**
4. Students should hold balls when adults are crossing the yard, the whistle or bell goes off, or when classes are lining up.
5. If a ball goes into the gutters or on a building rooftop, students should see the P.E. coaches. A

maintenance request must be completed to retrieve balls from the rooftop. Students may pick up their lost items on **Fridays from the P.E. coaches.**

6. Personal play items should be labeled with the child's name, grade, and class. Class equipment, especially balls, should be labeled with the grade/section. All items should be relabeled when it can no longer be read.
7. **All students must respect and listen to any adult on duty.**

GUIDELINES FOR CHILD AND YOUTH OFF-SITE ACTIVITIES

OVERVIEW

Events sponsored or coordinated by a school or parish must be related to a specific school or church activity with defined goals and objectives and be properly supervised. These events are not to be simply an opportunity for travel or socialization. Field trips, retreat days and other excursions include, but are not limited to, altar server's parties, choir outings, confirmation service projects, class retreats, etc., involving persons under 18 years of age. All activities must be in compliance with this policy, and have the approval of the Superintendent, Pastor, Principal, and/or Assistant Principal. Parent/Guardian permission slips and, if applicable, driver information forms should be utilized for all off-site functions.

In all instances, written parental approval is required along with proper supervision.

Schools

Events sponsored or coordinated by a school must be related to a specific school activity with defined goals and objectives and be properly supervised. All school activities must be in compliance with the policy on field trips and transportation found in the **Handbook of Policies and Procedures for Catholic Schools.**

OVERNIGHT FIELD TRIPS

Pre-K through 8th Grade

The Archdiocese of Santa Fe does not give approval for, or allow, overnight events for Pre-K through 8th Grade. This is due to potential liabilities associated with the transportation and chaperoning of children. Field trips, retreat days, and any other type of excursion attended by children Pre-K through 8th Grade are to be one day duration only.

SUPERVISION OF MINORS

All approved events involving Pre-K through 8th Grade require proper supervision. All teachers, coordinators, and chaperones must provide evidence of having participated in the required Archdiocese of Santa Fe's Abuse Awareness Training for Adults: Creating a Safe Environment for Our Children workshop. All adult leaders and/or chaperones must be advised of their responsibilities and the seriousness of their role.

TRANSPORTATION OF MINORS

Because of potential risks associated with transporting minors off school/church property, all safety and transportation requirements must be adhered to. Schools and parishes alike must follow the **Archdiocesan Fleet & Transportation Policy**. If private passenger cars are utilized, parents and volunteers using personal vehicles must be advised that their insurance coverage is primary and driver information sheets must be completed. In all type of vehicles, available seatbelts must be utilized.

SCHOOL GUIDELINES FOR CHILD AND YOUTH OFF-SITE ACTIVITIES

1. Definition and Restrictions

An Off-Site Activity is defined as an excursion that (a) involves children or youth enrolled in a school program of religious education, youth ministry or other school ministry, (b) is sponsored by the school and/or coordinated by school leaders whether employed or volunteers, (c) involves taking the children or youth away from the school property or the site where the school program regularly occurs. Even when the parents provide the transportation and/or serve as chaperones during the off-site activity, the activity is still governed by these guidelines since it has been sanctioned by the school.

The Archdiocese of Santa Fe takes a very conservative position regarding off-site activities. There are inherent difficulties and potential liabilities associated with transporting and chaperoning minors away from the school.

2. Approval and Documentation Required

The principal of the school must pre-approve all off-site activities. It is expected that permission for an off-site activity will be secured before any announcement or other preparations are made.

Parents must pre-approve their child's participation in the field trip, in writing, and they have the right to refuse their child's participation without incurring any penalty. The school is to ensure that each child's parent/guardian signs a permission form, in advance, which also releases the school of liability and covers medical emergencies. The school leader responsible for the off-site activity carries with her/him the completed Parent/Guardian Permission Slips during the off-site activity and keeps them on file at the school for one year.

3. Chaperones

All off-site activities must be chaperoned by an adequate ratio of adults to children/youth commensurate with the age and maturity of the children/youth. Prior to leaving the school for the off-site activity **all chaperones and accompanying adults must provide written verification of having taken the Archdiocese of Santa Fe Abuse Awareness Training for Adults: Creating a Safe Environment for Our Children Workshop**.

MISCELLANEOUS

If a minor is taking medication which has to be administered during the field trip hours either the parent must attend the field trip or give the teacher explicit written directions and written permission to administer the medication. The teacher or designated chaperone should have the school permission/medical authorization/indemnity agreement form available to know exactly what medications need to be administered.

BEHAVIOR OF MINORS

1. Clear expectations for behavior of minors are in place in each school handbook for the outing or other event.
2. All minors will be clearly instructed about the expected behavior and other rules pertaining to their behavior, as well as the consequences for breaking the rules, during the outing or other event.

NOTIFICATIONS

1. All clear itinerary with contact information for the responsible adult is to be left with the principal or his/her designate prior to departure.
2. Copies of permission slips for all participants are to be carried by the responsible person in charge of the activity; separate copies are to be left at the school where they are accessible during the activity.
3. Adult leaders and chaperones are encouraged to carry beepers or mobile phones during the off-site activities, in case of emergency.
4. A detailed list of all participants and chaperones, including the telephone numbers of chaperones, and a list of parents/guardians to be contacted in the case of emergency during the off-site activity must be left with the school sponsoring the activity.
5. The principal or his/her delegate is to be notified immediately of any major accident or disciplinary issue that may arise during the off-site activity. The principal or his/her delegate shall immediately notify the superintendent and the pastor or rector. If an accident occurs, immediately notify Catholic Mutual at 831-8122. Within 24 hours of an accident, a written accident report must be completed and sent to Catholic Mutual at the Catholic Center.

TRANSPORTATION OF MINORS

1. Because of the potential risks associated with transporting minors off school property, the school must strictly observe all transportation and safety requirements.
2. Public licensed carriers or school buses are to be used whenever possible.
3. The driver of any school owned vehicle transiting minors must have the proper license to operate the vehicle and have completed the criminal history background check through the New Mexico Department of Public Safety. Only licensed drivers at least 21 years old may serve in this capacity.
4. The driver of any motor vehicle that has a 16 passenger capacity (including the driver) must hold a current and valid commercial driver's license.
5. School bus/van guidelines and regulations provided by Catholic Mutual must be strictly

followed.

6. Private passenger vehicles may be used for transporting minors only when the Archdiocesan Fleet and Transportation Policy is followed.
7. Parents and volunteers using personal vehicles must be certain that their insurance coverage is primary.
8. In all types of vehicles, available seat belts must be utilized.
9. Questions about transportation requirements may be directed to the Catholic Mutual Office at the Catholic Center.

OTHER ISSUES

INCLEMENT WEATHER

During extremely bad weather (morning), the children will be instructed to gather in the gymnasium and wait until their teacher comes to get them.

- Elementary students will remain in the gym until no later than 7:55. At this time, one teacher from each grade level will pick them up and take them to their classroom.
- Mid-school students will remain in the gym until 7:55.

PRE-SCHEDULED STUDENT STUDY/ACTIVITY

During pre-scheduled early morning study/activity sessions, mid-school students will be allowed access through the east door between 7:45-7:55 and proceed directly to their room and remain in there until 8:10.

DAMAGE TO SCHOOL PROPERTY

Damage to the school equipment/property (computers, calculators, audiovisual, athletic equipment, chairs, desks, windows, restrooms, etc.) as a result of student misuse, abuse, or handbook violation is the liability of the parent/guardian.

STUDENT BEHAVIOR

Students are to respect each other at all times. They are to refrain from climbing on any campus structures (e.g., trees, walls, buildings and fences). **They are not to throw rocks/stones or other objects**, use water pistols or other similar toys. There is to be no jumping over walls, splashing of water, practical jokes involving shaving cream, fighting on campus, playing or yelling in the corridors. These are distractions from the purpose of the school and out of place on the school grounds.

BACKPACK/TOTEBAG

All students must have a backpack/tote bag. Bags/backpacks with wheels are allowed at Saint Mary's for third through mid-school students as an option. Skateboards, skates, headphones, iPods or MP3 players, tape players, stereos, radios, pocket televisions, beepers, electronic devices, and inappropriate magazines are not allowed on school grounds. These items will be confiscated.

Students may use recorders in the classroom only with teacher's permission and only for educational purposes. **The use of cell phones is not allowed during regular school time and may not be turned on except outside after 3:00pm.**

LOCKERS

Mid-School students are responsible for their lockers. Since student lockers contain private property, students should not go into other students' lockers. **If any student desires to keep his/her locker locked, a key or combination must be provided to the teacher.** The school assumes no responsibility for items missing from the lockers. The administration reserves the right to open and/or search lockers, if necessary, to maintain the physical and/or moral integrity of the school environment.

LOST AND FOUND

A lost and found is located in both the elementary and middle school (stairwell of the elementary building, and the gym storage room in the mid-school gym). Lost items such as purses, wallets, keys, money, and eyeglasses should be reported to the principal or assistant principal. Due to the large amount of articles collected each year, please have all personal items, including uniforms, belts, shoes, backpacks, coats, jackets, lunch boxes, toys, etc., labeled with the child's initials and grade/section, so that when they are found we can easily return these items to him/her.

PARENTS, VOLUNTEERS, AND OTHER GUESTS

Parents, other family members, volunteers, and other guests of the school are considered visitors and are most welcome. Our first interest is for the safety and general well-being of each child and adult at St. Mary's School. It is in a safe and secure environment that children are most successful. To insure this is provided, all visitors will be carefully monitored at all times.

All visitors entering the premises of the school between the hours of 8:00 a.m. and 4:00 p.m. are required to register at the appropriate school office (elementary or middle school) upon arrival. Upon termination of the visit, visitors must check out from the office prior to exiting the premises. Visitors do not need to obtain a visitor badge if the visitors are (1) dropping off or picking up children, and (2) are not entering the elementary or mid-school buildings.

All visitors are required to enter through the front door entrance of the appropriate building and register within the school office. A parent or an authorized individual picking up a sick child will need to report to the nurse's office in the elementary school building to pick up the sick child.

All visitors will be issued a visitor badge. To obtain a visitor badge, a visitor must present and leave a valid government issued picture ID before proceeding to any other area of the school. **NO EXCEPTIONS WILL BE MADE.** Badges are good only for the destinations indicated when issued by the office staff. Each faculty/staff member is authorized to restrict visitation at any time there is a question of safety or appropriateness of visitation... even if the visitor has previously been provided a badge.

Visitor badges should always be visible and worn above the waist. Faculty and staff members have been instructed to stop visitors and request the badge if necessary. Visitors who do not obtain a visitor badge will be considered trespassers and will be reported to the appropriate authorities. Faculty and staff members are also required to wear badges supplied by the administration. Student teachers/substitute teachers will be provided a temporary badge for use during their tenure at the school.

- Authorized visits (to the classroom) should not exceed 45 minutes unless requested by the teacher and approved by the Principal.
- Parents and students are asked to consider the time from 7:45 a.m. - 8: 15 a.m. as teacher planning time and are reminded that only pre-scheduled conferences are available during that time.
- No cameras are allowed at Saint Mary's School without the principal's permission.
- Under ordinary circumstances, student guests are not allowed in the classroom. Special exceptions must be requested ahead of time by parents to the Administration. Visiting students must wear badges.
- All parent volunteers are required to attend the Archdiocese of Santa Fe Abuse Awareness Training for Adults: Creating a Safe Environment for Our Children (formerly known as the Sexual Abuse Misconduct Prevention Workshop).

PARENTAL/GUARDIAN ACCESS TO STUDENT RECORDS

Saint Mary's follows the regulations set forth in the 1975 Buckley Amendment, also known as the Family Education Rights and Privacy Act. Should parents wish to view their child's record, a 24 hour written notice must be submitted to the Administration. The Archdiocesan Catholic schools keep the following student educational records: academic, personal data, disciplinary actions, attendance, student health records, grades, and standardized test scores.

Saint Mary's also abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to their child's academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

EMERGENCY INFORMATION

THE EMERGENCY RECORD CARD MUST BE KEPT CURRENT. It is the parents' responsibility to notify the office of changes of telephone numbers (home, work, cell, and emergency) and addresses.

SNOW DAYS

The school follows the policy of the Albuquerque Public Schools in the case of a snow holiday. Listen to the radio or TV channel 4 or 7 on a day when such a cancellation is likely. If an abbreviated day is announced, school at Saint Mary's begins at 10:00 a.m.

EMERGENCY DISMISSAL

In case of emergency closing of all school buildings, you may pick-up your child at the church (Immaculate Conception Parish – directly South of St. Mary’s School).

TELEPHONE USE

Neither teachers nor students are called to the telephone during School hours unless there is an emergency. Students should inform their parents of school activities, check the monthly calendar for events and make any adjustments to family schedules or arrangements before leaving home. Students cannot use classroom telephones. **Office telephones are limited for student use only for emergencies and/or at the discretion of the office personnel.**

CELL PHONES

Cell phone use is **never permitted in the school building during school hours.** All cell phones must be turned off upon arrival on campus in the morning and may only be turned on and used outside after 3:00 p.m. During the school day, all cell phones must be off and secured in the student's backpack (forgetting to turn off the cell phone is not an excuse.) Due to privacy laws, no cell phone photographs or recordings are permitted at any time while on campus. Any violation of this policy will result in the phone being confiscated. When this happens the parent may retrieve the phone at school after one week. A second violation will result in the automatic loss of having a cell phone while on campus. **Saint Mary's is not responsible for any lost, damaged or stolen cell phones.**

WALKMANS/CD'S/iPODS/MP3 PLAYERS/COMPUTER DEVICES

No portable entertainment /computer devices are allowed during school hours (8:00 a.m. - 3:00 p.m.). Please consult the athletic handbook for athletic events. **Saint Mary's is not responsible for any damaged/lost/stolen entertainment or computer devices.**

GUM CHEWING

Chewing gum at Saint Mary's is never allowed (neither inside nor outside the school buildings). Violation of this rule will result in disciplinary action to be determined by the classroom teacher or the Administration.

PORNOGRAPHY/INAPPROPRIATE MATERIALS

Possession of pornography or inappropriate materials in any form will result in suspension and possible expulsion.

POSSESSION/DISTRIBUTION/UNDER INFLUENCE OF ALCOHOL, TOBACCO AND OTHER DRUGS

When we, as a Catholic School, deal with substance use and abuse, we want to reflect Jesus. We

are interested in the well-being of each student, and we try to create a safe environment that is free of the pressures and fears that arise in the presence of drugs, alcohol or inhalants. Our goal is to support our students in making healthy choices. If a student regularly makes unhealthy choices and is intent in abusing drugs, alcohol or inhalants, we would like to be a vehicle for supporting this student and the family in getting the help that is needed.

Students in possession of alcohol, illegal drugs, inhalants, or under the influence:

First Violation:

- The parent(s) or guardian(s) will be called.
- The student will be placed on Substance Use/Abuse Probation. While on probationary status, any violation of school policy will warrant expulsion.
- If the student is not willing to admit that s/he is using illegal drugs, or is not willing to participate in the provisions of the probation, the student will be required to withdraw from Saint Mary's School at the time of the conference with the Principal. If the parent(s) or guardian(s) refuses to withdraw the student, the student will be expelled.
- The student will be placed on a 5-day out-of-school suspension.
- A Police report will be filed on the incident.
- The school will require drug testing to take place at the administration's request - drug test will be at parent's expense.
- The student will be required to attend two drug counseling sessions per month by a licensed counselor and counseling will be at parent's expense.
- Reports on counseling and drug test will be brought to the school administration.
- Ongoing school counseling to take place for the duration of the school year.

Second Violation:

- **Upon a second offense, the student will be expelled.**

We define possession of alcohol, other illegal drugs or inhalants as: on a student's person, in a student's body or bloodstream, in an item belonging to a student such as, but not limited to, a backpack, locker, purse, car, or being held by another person. Under the influence of alcohol, other illegal drugs or inhalants, is defined as having alcohol or drugs in the bloodstream or the body and/or suspicious behavior.

Alcohol, other drugs, inhalants and drug paraphernalia may be described as: 1) Alcohol is any liquor, wine, beer or other beverage containing alcohol; 2) Drugs are illegal drugs including marijuana, inhalants, legal prescription and over the counter drugs used or possessed or distributed for unauthorized purposes, look-a-like herbal; and 3) Drug paraphernalia is any equipment/apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs.

We encourage and support our students in their efforts to be drug and alcohol free. Any student seeking help for him or herself, or for a friend from a teacher, administrator, counselor, or other member of the staff will be given help without penalty. When a student is seeking help for a friend

or acquaintance, a request for anonymity will be honored. We see this as mature and caring and we will fully support it.

Students selling or distributing alcohol, other drugs, drug facsimiles or inhalants

If a student is selling or distributing alcohol, other drugs, drug facsimiles or inhalants to other students or any person on the school premises, the following steps will be taken:

- The police department will be notified.
- The parent(s) or guardian(s) will be called.
- The student will be expelled.

INVOLVEMENT

Involvement **on or near** school grounds with tobacco, alcohol, or drugs in any form is strictly prohibited. Saint Mary's has been deemed a drug free zone. Any alcohol or drug use, or possession of such, will result in suspension and possible expulsion.

RIGHT TO SEARCH

The administration of Saint Mary's makes known its legal authority and intent to search school property, facilities, student lockers, and student belongings when there are reasonable grounds.

DISCIPLINE POLICIES

St. Mary's is a Catholic School and thereby upholds to living the Gospel values and attitudes of charity, kindness, compassion, humility, honesty, acceptance, tolerance, forgiveness, and respectful manners which recognize and promote human dignity at all levels. The primary objective of St. Mary's School disciplinary policies is the formation of the heart and the creation of a warm, caring, learning environment that fosters mutual respect and cooperation.

To ensure the cooperation and order required for an atmosphere of learning, the school has established certain rules and regulations. Consequences for not following these rules and regulations also exist. Refusal to obey any level of authority automatically refers the problem to a higher level of administrative discipline.

The administration of Saint Mary's is the final recourse in all disciplinary situations and may therefore waive any disciplinary rule for just cause at his/her discretion.

ELEMENTARY SCHOOL DETENTION

Elementary faculty will assign school detentions to students from grades 1-5 as necessary. Detentions will be served on Tuesdays and Thursdays during recess time. Repeated detentions will result in a conference with administration, teacher, counselor and parents. Accumulated detentions may result in In-School Suspension or Out of School Suspension.

A **Disciplinary Incident Slip** is issued to a student who does not comply with any of the school policies. Some examples may include but are not limited to the following:

- Defiance of School Rules
- Repeated Dress Code Violations
- Cheating/Plagiarism/Dishonesty of Any Kind
- Excessive Talking/Loudness
- Use of Profanity/Euphemisms
- Fighting/Hitting/Pushing/Bullying
- Improper Behavior on/in School Premises
- Defacing/Damaging School Property
- Rude/Disruptive Behavior during School Functions or on School Premises
- Disruptive to Learning Environment

Saint Mary's School Elementary Academic/Behavioral Incident Slip

Student _____ Date _____

Grade/Section _____

Subject _____ Teacher _____

Parent Signature _____

Notice to Parents

The purpose of this report is to inform you of an academic *and/or* behavioral incident involving the student. Please sign and return the following school day.

Reason(s) For Referral:

- | | |
|--|--|
| <input type="checkbox"/> Failure to Observe School Rules
<input type="checkbox"/> Destructive to School Property
<input type="checkbox"/> Use of Profanity
<input type="checkbox"/> Running in Hall/Classroom
<input type="checkbox"/> Disrespectful to Authority Figure
<input type="checkbox"/> Failure to Do Homework
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Annoying to Classmates
<input type="checkbox"/> Hitting another Student
<input type="checkbox"/> Rude/Discourteous
<input type="checkbox"/> Late to Class
<input type="checkbox"/> Excessive Talking/Loudness
<input type="checkbox"/> Incomplete Homework |
|--|--|

Action and Recommendation(s):

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> Held Conference with Student
<input type="checkbox"/> Detained Student
<input type="checkbox"/> Parent Conference Requested
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Changed Student's Seat
<input type="checkbox"/> Telephone Parent | <input type="checkbox"/> Study Hall |
|---|--|-------------------------------------|

Parent's Copy – White

Office-- Canary

Teacher's Copy -- Pink

Saint Mary's School Mid-School Disciplinary Incident Slip
--

Student _____ Grade/Section _____ Date _____

Teacher _____ Subject _____

Reason(s) for Referral:

- | | |
|--|--|
| <input type="checkbox"/> Defiance of School Rules/Uniform Code
<input type="checkbox"/> Cheating/Dishonesty/Stealing
<input type="checkbox"/> Disrespectful/Discourteous/Defiant Attitude
<input type="checkbox"/> Improper Behavior in Hall/Classroom
<input type="checkbox"/> Disruptive to Learning Environment
<input type="checkbox"/> Excessive Talking/Loudness
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Disrespectful to Students
<input type="checkbox"/> Rude/Disruptive Behavior
<input type="checkbox"/> Fighting/Hitting/Pushing
<input type="checkbox"/> Use of Profanity/Euphemisms
<input type="checkbox"/> Disrespectful to Authority Figure
<input type="checkbox"/> Defacing/Damaging School Property |
|--|--|

Disciplinary Action Taken:

- | | |
|---|--|
| <input type="checkbox"/> Parent Conference
<input type="checkbox"/> Loss of Recess Privileges
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> In-School Suspension
<input type="checkbox"/> Out-of-School Suspension |
|---|--|

Disciplinary Slip must be returned to Mid-School Office on: (M) (T) (W) (TH) (F)

Student's Signature: _____ Parent's Signature: _____

Accumulation of Disciplinary Incident Slips will result in the following:

- * Three disciplinary incident slips within one quarter will result in an administration/student conference, and the parents/guardians will be notified.
- * Four disciplinary incident slips within one semester will result in a conference including administration, teachers, counselor, parents and student. A behavioral contract will be signed by the parents, student, teachers, counselor, and administration.
- * Five disciplinary incident slips will result in an automatic **In-School Suspension** (the number of days determined by Administration) and will be kept on record for the school year and is cumulative.
- * **Two In-School Suspensions** during the school year will result in an administration, parent, student conference and an automatic **Disciplinary Probation** which includes a suspension of all privileges for involvement or attendance of any school sponsored extra curricular functions and activities, for a period of one semester or one year and is entirely at the discretion of Administration. A **Disciplinary Probation** is a step toward requesting the student to withdraw from St. Mary's School.

Copy: Parent's (White) Office (Canary) Teacher (Blue) Counselor (Pink)

**Saint Mary's School
Mid-School Academic Notice**

Student _____ Grade/Section _____ Date _____

Teacher _____ Subject _____

Homework is a natural extension of the educational program and is assigned for the benefit of the students. Students can expect to have homework assigned on every week day evening and may also have homework assignments over a weekend or school vacation. Homework is to be completed neatly and submitted on time. Students who miss a class for any reason are responsible for the assignments given in that class and should contact a classmate or the teacher as soon as possible to obtain any missed assignments. For extended absences, please contact the school administration.

This is to inform you, the parent/guardian, that your child is not acting responsibly toward his/her academic success with regards to the following area/s:

- | | |
|---|--|
| <input type="checkbox"/> Late homework assignments | <input type="checkbox"/> No homework assignments |
| <input type="checkbox"/> Not following directions | <input type="checkbox"/> Losing homework assignments |
| <input type="checkbox"/> Frequent "forgetting" homework at home | <input type="checkbox"/> Inattentiveness in class |
| <input type="checkbox"/> Frequent tardiness to class | <input type="checkbox"/> Incomplete assignments |
| <input type="checkbox"/> Coming to class without materials | <input type="checkbox"/> Disregarding teacher warnings |
| <input type="checkbox"/> Lack of studying for tests and quizzes | <input type="checkbox"/> Frequent absences |

Action Taken:

- | | |
|---|---|
| <input type="checkbox"/> Loss of recess privileges | <input type="checkbox"/> Parent conference |
| <input type="checkbox"/> Referral to school counselor | <input type="checkbox"/> Referral to school administrator |
| <input type="checkbox"/> Other: _____ | |

This notice is to inform you that continuation of this pattern of irresponsibility may result in a low or failing grade.

Comments: _____

Must return to office on: (M) (T) (W) (TH) (F)

Student's Signature _____

Parent's Signature _____

Copy: Parent's (White) Office (Canary) Teacher (Blue) Counselor (Pink)

DILIGENCE AWARD PROGRAM

Approximately each grading period (nine weeks) the mid-school students will have the opportunity to participate in the Diligence Award Program. In addition, fifth graders may participate in the Diligence Award Program during the second semester. If the student has not received a disciplinary incident slip or academic notice slip during the grading period s/he will be eligible to participate in the respective grading period's Diligence Award Program Assemble. The Diligence Award Program eligibility is determined each grading period (nine weeks). Students who maintain eligibility for the entire school year will be recognized. The Diligence Award Program activities may entail board games, popcorn, storytelling, music, socials, etc.

SUSPENSION

Suspension is a temporary removal of a student from the student body and the loss of all student body privileges. If a student receives out of school suspension, he/she is not allowed on campus until the next day. Parents may pick up homework. Suspension will be preceded by notification to the student's parents/guardian.

Disciplinary causes leading to suspension and disciplinary probation are:

- Any gang-related activity
- Any threat of violence directed toward anyone on school premises
- Possession or Use of Alcohol, Other Drugs, Tobacco or Inhalants
- Fighting
- Theft
- Vandalism/use of graffiti
- Repeated/serious misconduct resulting in administrative/behavioral detentions
- Possession of weapons
- Habitual profanity or vulgarity
- Persistent violation of dress code regulations
- Forgery or use of forged passes, permission slips, notes or excuses
- Damaging school property (e.g., desks, books, etc.)
- Having inappropriate/obscene material (whether in possession or in a locker)
- Harassment of another individual
- Possession and/or use of illegal fireworks (e.g., firecrackers, etc.)
- Possession of lighters or matches

IN-SCHOOL SUSPENSION POLICY

Students may be assigned to an in-school suspension for discipline. Parents of students placed on in-school suspension will be charged the cost for an in-school monitor. Saint Mary's Administration will determine infraction severity for in-school or out-of-school suspension.

The parent's cost for in-school suspension is \$60.00 per day, payable at the time of the in-school suspension.

Typical Reasons for In School Suspension:

Infractions of School Policies such as, but not limited to, chronic dress code violations, disrespectful behavior against peers and/or staff, improper language, theft, cheating, damaging school property, fighting, and bullying. This listing could include other infractions dependent upon administrative discretion.

Process leading to in school/out-of-school suspension:

- Conference with Administration and parent(s)
- In-school suspension
- Out-of-school suspension

COMPLETING AND TURNING-IN INCURRED HOMEWORK AND MAKE-UP CLASSROOM WORK DURING SCHOOL SUSPENSION

In order to obtain **50% credit** for **ALL WORK ASSIGNED DURING SUSPENSION**, the student must submit this work upon return from suspension.

DISCIPLINARY PROBATION

The suspended student will be placed on disciplinary probation, which includes loss of extra-curricular activities for the time specified by the Administration. Disciplinary probation may be a final step toward the withdrawal of the student from St. Mary's School.

ACADEMIC PROBATION

Students earning an overall grade average of **D**, or having one **F** and two **D**'s in any subject at the end of a grading period will be placed on academic probation until the following quarter. If the trend continues, a parent/teacher/administrator/ and counselor conference will result to address the academic concerns.

The counselor notifies parents/guardians about students who chronically fail to do homework assignments or repeatedly submit late homework assignments. The counselor will work with students on study skills and will keep parent/guardians informed of progress.

EXPULSION

The expulsion of a student from Saint Mary's is considered such a serious punishment that it should only be invoked as a last resort. Expulsion is an extreme but sometimes necessary disciplinary measure for the common good of the school community. Parents will be immediately notified, which will be followed by a conference with the Administration. A letter will then be provided to the parents and a copy will be put into the student's file outlining the student's

offense(s) and subsequent expulsion as per the Archdiocesan School Policy. Situations that may warrant removal of a student include:

- Major theft or any criminal act.
- Chronic and incorrigible misbehavior, which undermines school discipline and impedes academic progress of fellow students.
- Delinquency and immorality which constitute a menace to others or which may warrant commitment to a correctional institution.
- Non-compliance with disciplinary probation or drug policy.

Saint Mary's guiding principle regarding student penalties and punishments is the administration's desire to act in a Christian manner characterized by fairness and compassion. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

SAINT MARY'S CATHOLIC SCHOOL ADVISORY BOARD

The mission of the Saint Mary's Catholic School Advisory Board is to aid the administration with decisions in matters that will academically, economically, and spiritually improve the school by acting as a liaison between the communities of Saint Mary's School and the school's administration. This shall be done by the members' positive examples, actions, and Christian beliefs.

WEEKLY WEDNESDAY FAMILY ENVELOPES

Each Wednesday a manila envelope containing notices and information of importance will be sent home with the youngest child in the family. Parents should sign and date the outside of the envelope and return the empty envelope the following day. *Students must pay 25 cents for lost envelopes. It is imperative that this information goes home.*

PARENT/STUDENT/TEACHER CONFERENCES

Saint Mary's fully supports these conferences and recognizes that they can be both productive and beneficial for all involved. The parent/guardian is required to attend in order to receive the student's interim progress report or report card, and to communicate in person with teachers regarding their child's work and progress, including attitude and conduct. Dates of conferences will be disseminated via school newsletters.

Any additional teacher conference during regular school hours may be scheduled by the request of the parent, teacher or student. Such times should be arranged with the teacher(s) through the school office.

GRIEVANCE PROCEDURES

Special concerns, problems, and questions should first be taken up privately with the involved teacher. Mutual trust and understanding among involved parties to discuss and resolve must be the priority. An administrator may be asked to be involved in a parent-teacher conference, should a parent or a teacher feel reluctant to meet without a third party. If after a parent-teacher conference a matter is still unresolved, then an additional conference might be scheduled with the administration. The administration will follow the Archdiocesan Grievance Procedures.

Spontaneous confrontations between teachers and parents are frowned upon and are inconsistent with the demands of the Gospel. There are times when everyone will profit if people have an opportunity to distance themselves from the situation before discussing it. Obviously, there may also be times when informal contact may occur.

HARASSMENT POLICIES

The Archdiocesan School System of Santa Fe prohibits harassment of employees by other employees, superiors, students, or parents. Harassment is unacceptable conduct and will not be tolerated. All supervisors, employees, students and parents should exercise due care to see that the school is free from all forms of harassment. Harassment is prohibited by law.

For purposes of this policy, the term "harassment" consists of knowingly pursuing a pattern of conduct, which serves no lawful purpose, with the intention to annoy, seriously alarm or terrorize another person. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress. Harassment may constitute a form of employment discrimination when:

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

SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to, threatening adverse actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted and unnecessary physical contact; a pattern of offensive remarks, including unwelcome comments about appearance, obscene jokes or other inappropriate use of sexually explicit or offensive language, the display of sexually suggestive objects or pictures; and unwelcome sexual advances by vendors or visitors if the advances are condoned explicitly or implicitly by the school.

PARENT/GUARDIAN HARASSMENT

Under normal circumstances, a student is not to be deprived of a Catholic education on grounds relating to the attitude of parents/guardians; nevertheless, it is recognized that a situation could arise in which the uncooperative or disruptive attitude of parents/guardians might so diminish the effectiveness of the school in acting in *loco parentis* (in place of parents) that continuation of the student could be morally impossible. Such situations include but are not limited to:

- Any parent, guardian or other person who insults or abuses any faculty/staff or administrator at any time on school premises, or at some place if the faculty/staff or administrator is required to be at that place in connection with assigned school activities.

HARASSMENT ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE OR DISABILITY

Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of one's race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- has the purpose or effect of unreasonably interfering with an individual's work/study performance; or
- otherwise adversely affects an individual's employment opportunities

Note: Any lawsuit (pending, imposed, or otherwise stated) against St. Mary's School, involving a student(s) at St. Mary's will result in the student(s) being immediately withdrawn and the family being restricted from St. Mary's School property. This policy will be upheld until the litigation is settled or agreements made one way or another. This policy is for the protection of the teachers, student(s), and unhampered preservation of the school and classroom environment.

The administration of Saint Mary's is the final recourse in all decisions and may therefore waive any ruling for just cause at his/her discretion.

APPENDIX

PRAYERS FOR EVERY DAY

The Sign of the Cross. In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Morning Offering. O Jesus through the Immaculate Heart of Mary, I offer you my prayers, works, joys and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of your Sacred Heart: the salvation of souls, reparation for sin, the reunion of all Christians. I offer them for the intentions of our Bishops, and all Apostles of Prayer, and in particular for those recommended by our Holy Father this month.

The Lord's Prayer. Our Father who art in heaven, hallowed be Thy name; Thy kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

The Hail Mary. Hail Mary, full of grace. The Lord is with thee; blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

Glory Be to the Father. Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

The Apostles Creed. I believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, Our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; the third day He arose again from the dead; He ascended into heaven, sitteth at the right hand of the Father Almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

The Confiteor. I confess to Almighty God, to blessed Mary ever Virgin, to blessed Michael the Archangel, to blessed John the Baptist, to the holy Apostles Peter and Paul, and to all the saints, that I have sinned exceedingly in thought, word and deed. Through my fault, through my fault, through my most grievous fault. Therefore, I beseech blessed Mary ever Virgin, blessed Michael the Archangel, blessed John the Baptist, the holy Apostles Peter and Paul, and all the saints, to pray to the Lord our God for me.

May Almighty God have mercy on me, forgive me my sins, and bring me to everlasting life. Amen.

May the Almighty and Merciful, Lord grant me pardon, absolution, and remission of all my sins. Amen.

An Act of Faith. O my God, I firmly believe that Thou art one God in three Divine Persons, Father, Son, and Holy Spirit; I believe that Thy divine Son became man, and died for our sins, and that He will come to judge the living and the dead. I believe these and all

the truths, which the Holy Catholic Church teaches, because Thou hast revealed them, who canst neither deceive nor be deceived.

An Act of Hope. Oh, my God, relying on Thy almighty power and infinite mercy and promises, I hope to obtain pardon of my sins, the help of Thy grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer.

An Act of Love. O my God, I love Thee above all things, with my whole heart and soul, because Thou art all-good and worthy of all love. I love my neighbor as myself for the love of Thee. I forgive all who have injured me, and ask pardon of all whom I have injured.

An Act of Contrition. My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against You whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy.

Another Act of Contrition. O my God! I am heartily sorry for having offended Thee, and I detest all my sins, because I dread the loss of heaven and the pains of hell; but most of all because they offend Thee, my God, who art all-good and deserving of all my love. I firmly resolve, with the help of Thy grace, to confess my sins, to do penance, and to amend my life.

THE ANGELUS

V. The angel of the Lord declared unto Mary.

R. **And she conceived of the Holy Ghost.**

Hail Mary, full of grace! The Lord is with thee; blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen.

V. Behold the handmaid of the Lord,

R. **Be it done unto me according to thy word. (Hail Mary ...)**

V. And the Word was made flesh.

R. **And dwelt among us. (Hail Mary ...)**

V. Pray for us, O holy Mother of God.

R. **That we may be made worthy of the promises of Christ.**

Let us Pray. Pour forth, we beseech Thee, O Lord, Thy grace into our hearts, that we to whom the incarnation of Christ, Thy Son, was made known by the message of an angel, may by His passion and cross be brought to the glory of His resurrection, through the same Christ Our Lord. Amen.

REGINA COELI

- L. Queen of Heaven, rejoice, alleluia.**
R. The Son whom you merited to bear, alleluia.
L. Has risen as He said, Alleluia.
R. Pray to God for us, alleluia.
L. Rejoice and be glad, O Virgin Mary! alleluia.
R. Because our Lord is truly risen, alleluia.

Let us Pray. God of life, You have given joy to the world by the resurrection of Your Son, our Lord Jesus Christ. Through the prayers of His mother, the Virgin Mary, bring us happiness of eternal life. We ask this through Christ our Lord. Amen.

Hail, Holy Queen. Hail, Holy Queen, Mother of mercy, hail, our life, our sweetness, and our hope! To thee do we cry, poor banished children of Eve! To thee do we send up our sighs, mourning and weeping in this vale of tears! Turn then, most gracious advocate, thine eyes of mercy toward us; and after this, our exile, show unto us the blessed fruit of thy womb, Jesus! O clement, O loving, O sweet Virgin Mary!

The Blessing before Meals. Bless us, O Lord, and these Thy gifts which we are about to receive from Thy bounty, through Christ Our Lord. Amen.

Grace after Meals. We give Thee thanks for all Thy benefits, O Almighty God, who livest and reignest forever, Amen. May the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

Prayer Devotions. My Jesus, mercy. Most Sacred Heart of *Jesus*, have mercy on us. Mother of mercy, pray for us. Jesus, Mary and Joseph, bless us now and at the hour of our death. Amen.

ST. MARY'S SCHOOL
PHYSICIAN ORDER AND MEDICATION AUTHORIZATION FORM

(For medication to be safely administered during school hours, please complete every item on this form. Please fill out a separate authorization form for each medication. If you have any questions, please contact the school).

Student's Name: _____ Grade/Section _____

Date of Birth: _____

PHYSICIAN'S ORDER AND STUDENT COMPETENCY STATEMENT

1. I have examined this student for (diagnosis) _____
and have determined she/he requires medication during school hours.
2. Name of medication: _____ Dosage: _____
3. Time of administration: _____

This student is receiving this medication for the duration of (how long?):

Special instructions regarding this medication:

Contact me if the following signs or symptoms appear:

Physicians Signature: _____ Date: _____

Printed Name: _____ Phone: _____

ST. MARY'S SCHOOL
ADMINISTRATION OF MEDICATION AUTHORIZATION

PARENT/GUARDIAN STATEMENT (Please complete the statement below)

I/We, the undersigned parent(s)/guardians of _____,
Grade/Section _____, request that a school employee assist the student with the
administration of the prescribed medication, according to physician's instructions. I/We agree to
furnish the necessary prescribed medication/s in the properly labeled container/s, to provide
replacement medication as necessary, and I/We agree to notify the school immediately if the
physician or medication prescription is changed.

Parent/Guardian Signature: _____

Date: _____

HOME PHONE: _____

WORK PHONE _____

EMERGENCY CONTACT NUMBER: _____

ST. MARY'S SCHOOL
224 SEVENTH ST. NW
ALBUQUERQUE, NM 87102

RELEASE TO DECLINE PERMISSION TO USE PHOTO, IMAGE, OR RECORDING

Student Name (please print): _____ **Grade/Section** _____

Student Name (please print): _____ **Grade/Section** _____

Student Name (please print): _____ **Grade/Section** _____

Student Name (please print): _____ **Grade/Section** _____

Student Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Photographs and video recordings of students may be taken in the course of the academic year, both in and outside of the academic setting. As per policy of the Archdiocese of Santa Fe, the school retains the right to use said materials in publicity or otherwise, unless a parent has stated, in writing, that the child's picture may not be used by the school.

I decline permission to allow the use of the above named student's photo, image, or recording.

Parent/Guardian Name: _____
(Please Print Name/s)

Signature: _____ Date: _____

***Copy, sign, and return ONLY if declining photo, image, or recording release.**

ST. MARY'S SCHOOL
ACCEPTABLE USE POLICY FOR TECHNOLOGY

Use of technology is a privilege granted to St. Mary's students and required of staff as part of their duties. No one will be granted access to the computer network and the Internet until a properly signed copy of this agreement has been submitted.

GUIDELINES

The most important prerequisite for use of technology is that the user will take full responsibility for his/her actions.

1. Personal Safety
 - a. You will not post contact information (e.g. address, phone number) about yourself or any other person.
2. Illegal Activities
 - a. Vandalism and hacking are prohibited. Attempts to breach security will be considered a form of vandalism. You will immediately notify a teacher or administrator if you have identified a possible security problem.
 - b. You will not use St. Mary's LAN to engage in any illegal act. All material posted on the LAN and on the Internet must be free from objectionable language, plagiarism, copyright violation, libel, harassment.
3. System Security
 - a. Willful destruction of computer hardware or software is prohibited.
 - b. You will not attempt to install any software on any St. Mary's computers.
 - c. Protection of your password is solely your responsibility. You are liable for any activity occurring under your login. Making use of another's account to access the network with or without that person's knowledge is not allowed.
 - d. Direct data storage devices, such as USB drives and floppy disks, are permitted.
4. Respecting Resource Limits
 - a. You will use the system only for education and career development activities.
 - b. Downloading of music is strictly prohibited on St. Mary's computers.
 - c. St. Mary's makes no guarantee that the functions or the services provided by or through the network will be error-free or without defect. The school will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. St. Mary's will not be responsible for financial obligations arising from unauthorized use of the system.
5. Your Rights
 - a. Due Process. St. Mary's School will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted on the St. Mary's system. Your use of the system is subject to monitoring at all times.
 - b. In the event of a claim that you have violated this policy, the school disciplinary code, or the law in your use of the St. Mary's system, you will be given a written notice of suspected violations and an opportunity to present an explanation according to school code and/or state or federal law. Additional restrictions may be placed on your use of the school computer network as deemed necessary by administration.

CONSEQUENCES

Automatic notification will be made to the parent/guardian of the student involved in any violation of the terms and conditions set forth above. Any or all of the following consequences may be imposed.

1. Discipline at the discretion of the teacher or administration
2. Conference with parent or guardian
3. Loss of technology use for a determined period of time
4. Violators may be subject to probation, withdrawal, expulsion from St. Mary's
5. Legal action will be taken

ST. MARY'S SCHOOL
CONTRACT FOR ACCEPTABLE USE OF TECHNOLOGY

I understand and will abide by the Acceptable Use Policy for Technology. I further understand that violation of the Terms and Conditions above is unethical. Should I commit any violation, my individual access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. The school will cooperate fully with legal authorities should an investigation be conducted.

Print User Name: _____ Grade/Section: _____

User Signature: _____ Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the entire Acceptable Use Policy for Technology. I understand that this access is designed for educational purposes and I recognize that it is impossible for St. Mary's School to restrict access to all inappropriate materials and I will not hold the school responsible for materials acquired on the network. I further understand that this student's privileges may be restricted or suspended for failure to adhere to the terms and conditions set forth above, as well as to be financially responsible for negligence or for misuse by the student. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment. I am aware that this student may, without signing this agreement, be given limited access to specific resources available on the internet within a supervised classroom environment.

Check One

I consent to the student having access to, and use of the technology resources at St. Mary's School.

I do not consent to the student having access to, and use of the technology resources at St. Mary's School.

Parent Signature: _____ Date: _____

ST. MARY'S SCHOOL
STUDENT AND PARENT/GUARDIAN SIGNED AGREEMENT

The school administration reserves the sole right to amend or waive any of the included policies. Common sense, order, safety, and charity are the rationale behind these guidelines and policies, which are in compliance with Archdiocesan policies and state standards. The Saint Mary's Catholic School handbook is designed to help provide an environment that enhances academic learning, personal responsibility, spirituality, and respect for all God's creation. Thank you for your support in upholding the policies and regulations in Saint Mary's Handbook.

THIS STUDENT - PARENT HANDBOOK REMAINS IN FORCE IN THE SCHOOL FOR EACH STUDENT, EVEN WITHOUT STUDENT AND PARENT SIGNATURES.

The Parent/Guardian Agreement must be returned by August 17, 2010.

THIS STUDENT – PARENT HANDBOOK REMAINS IN FORCE IN THE SCHOOL FOR EACH STUDENT, EVEN WITHOUT STUDENT AND PARENT SIGNATURES.

My parents and I have read and discussed the **Saint Mary's Student - Parent Handbook**. I agree to cooperate with all the rules and regulations of Saint Mary's School.

Signature(s) of Student(s): _____ Grade/Section: _____

Signature(s) of Student(s): _____ Grade/Section: _____

Signature(s) of Student(s): _____ Grade/Section: _____

Signature(s) of Student(s): _____ Grade/Section: _____

We have read the **Saint Mary's Student - Parent Handbook**. As parents/guardians, we accept the full responsibility to see that our child(ren) cooperate with the rules and regulations of the school and personally uphold the school's rules and regulations.

Signature of Father/Guardian: _____ Date: _____

Signature of Mother/Guardian: _____ Date: _____

***Please sign and return to your child's teacher. Thank you for your support.**