

ST. THERESE CATHOLIC SCHOOL

PARENT/STUDENT HANDBOOK

2025 - 2026



<http://stthereseschoolabq.org/>

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Mission: To provide Faith, Service and Learning for all students, families, and communities in a Christ-like environment.

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Dear St. Therese School Families,

Welcome to St. Therese Catholic School and the new school year! St. Therese is a Catholic community of students, teachers, parents, and support staff working collaboratively to create a safe, attentive, compassionate, and academically challenging environment for your child. The staff encourages and nurtures student spiritual growth and self-esteem while promoting respect, understanding and appreciation for all those we encounter. The school excels in its learning, but also embraces fun and the joys of life.

Our team strives to develop the Catholic faith, academic excellence, and other skills to produce a rewarding future for our students. Therefore, we provide instruction in religion, language arts, mathematics, science, social studies, art, music, technology, and physical education. We will work to enrich each student with field trips, community service and other activities that provide a wide range of experiences.

Respect for diversity and respect for different cultures are an essential part of our mission in the Church. "Liturgical diversity can be a source of enrichment, but it can also provoke tensions, mutual misunderstandings, and even schisms. In this matter it is clear that diversity must not damage unity. It must express only fidelity to the common faith, to the sacramental signs that the Church has received from Christ, and to hierarchical communion. Cultural adaptation also requires a conversion of heart and even, where necessary, a breaking with ancestral customs incompatible with the Catholic faith." (CCC 1206)

We will have opportunities for students to incorporate and learn technology in all classrooms! Our students will use Chromebooks, robots, 3D printing, coding games, and other sources to grasp and learn skills in this area.

The staff, parents and students at St. Therese Catholic School believe that our mission of faith, service and learning are the map to a well-rounded education. The exciting educational experience here at St. Therese reflects the wonderful relationship between the students, parents, and school staff, as well as the surrounding community according to our Catholic faith. We are all partners for your child's success! We are going to have a wonderful year together!

Yours in Christ,

Dr. Elsie Inccian

School Principal

St. Therese School

St. Therese Catholic School is a Pre-kindergarten through 8th grade Catholic Elementary and Middle School in the Archdiocese of Santa Fe. The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers and teachers. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Therese Catholic School, we are attempting to "teach as Jesus taught."

The Archdiocesan curriculum guidelines, consistent with the State of New Mexico Standards, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. We strive to offer a program which makes use of many resources of reading material, a wide variety of audiovisual and technology tools and a multi-text approach to the content areas.

History

Classes at St. Therese Catholic School began for grades K—9 on September 15, 1947, with three nuns: Sister Imelda Le Clair, Sister Theresa O'Donovan, and Sister Peter. Until a building was constructed, a Quonset hut was loaned to the school. A tent was also placed on the property and several classes were held there.

Sr. Imelda Le Clair, Sr. Theresa O'Donovan, and Sr. Peter were the teachers for about 150 students. There were no chalkboards, no desks, and no drinking fountains; a garden hose provided water for the students. Eventually, a combination church and school were built. Desks were attached by hinges to the backs of the pews and lowered on Fridays for the weekend Masses. As the church grew, more buildings were added. In 1957, the ninth grade was discontinued. After serving the school and parish for 41 years, the nuns retired. The school has been run by lay people ever since.

Currently, the school campus has three buildings; two of the three buildings serve as classrooms for grades pre-kindergarten through 8th. The third building, which opened in the spring of 2021, serves as the cafeteria and multipurpose room. It is referred to as Long Hall, after a dedicated philanthropic family who sent their children to St. Therese. Additionally, students utilize the St. Therese Parish Hall for our sports program and some Physical Education classes.

Archdiocesan Schools Mission Statement

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

Mission Statement of St. Therese School

To provide faith, service and learning opportunities for students, families, and communities in a Christ-like environment

Philosophy

All children will have the opportunity to learn and grow.

St. Therese Catholic School is dedicated to assisting families with passing on the Catholic faith, morals, and values to the students. The school is a community outside the home, where religious values and truths may be integrated into daily life. The school strives to provide a quality education in a Christian environment and to help each student develop his/her own potential through creative expression, hands-on-learning, self-discipline, and the opportunity to participate in liturgy, prayer, sacraments, and community service.

Accreditation

St. Therese Catholic School is accredited through the Western Catholic Educational Association (WCEA) and the State of New Mexico. The Catholic Schools Office of the Archdiocese of Santa Fe Catholic Center makes regular visits to confirm that the school is performing according to Archdiocesan policies.

Admission Information

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

As openings become available, the following priorities will be used to accept students to St. Therese Catholic School:

1. Siblings of students already attending St. Therese School.
2. Members of St. Therese parish.
3. Members of other Catholic parishes
4. Non-Catholic students

Children entering pre-kindergarten must be four (4) years of age by September 1.

Children entering kindergarten must be five (5) years of age by September 1.

Children entering first grade must be six (6) years of age by September 1.

At the time of registration, all new students seeking admission to St. Therese Catholic School are evaluated on the basis of standardized test scores, report cards, and other available information.

Requirements include:

- Verification of active parish affiliation/stewardship
- Health Records
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results

Students applying for admission in Grades 1-8 must present a copy of the current report card and any standardized test results. These will be reviewed to determine whether the program at St. Therese Catholic School will meet the educational needs of the students. An interview with the student and the family is part of the admission process. All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Therese School.

Non-Catholic students whose parents accept the philosophy of St. Therese Catholic School will be accepted on a space available basis. Non-Catholic students are required to participate in all religious classes and activities provided by the school.

If a student has special needs beyond the scope of a regular classroom, St. Therese School reserves the right to determine whether the school can accept such a student.

Financial Obligations

FACTS® Tuition Management Service account must be created before registering. The FACTS® account for each family MUST be kept active the ENTIRE school year.

All Fees will be charged and posted to your FACTS® account.

Tuition rate per child.....	\$5200.00
Registration rate per child.....	\$ 250.00
Raffle tickets per family.....	\$ 300.00
Subsidy per child*	\$ 500.00

Work service hours (20 hours per family or \$10 per hour assessment) (see Work Service Program).

***Subsidy is through your home parish. Enrollment in your home parish for at least one year is necessary before the subsidy will be paid on your child's behalf. Students and families should be actively involved in ministry and contributions to their home parish.**

Families with more than one child attending St. Therese Catholic School will pay tuition on a sliding reduced-fee scale (85% for each child after the 1st child.) The tuition is \$5,200 for 1 child, \$9,620 for 2 children, \$14,040 for three children, and \$18,460 for 4 children. The registration fee will not exceed \$1000 for any one family. (A family is defined as a single unit housed under one roof where children share the same parent/guardian who has legal custody and financial responsibility for the children.)

Tuition Payment Options:

- Families are **required** to establish a FACTS® account.
- There is an annual fee to FACTS to all accounts whether paying in full or setting up payment plans. This allows for all costs to be pulled throughout the school year. Those who pay in full by the first day of the school year (receive a 3% discount), a FACTS® account is required, even if the family is paying in full.
- Families may set up a 10, 11, or 12-month payment plan, there is a nonrefundable fee.
- All tuition payments must be completed by May of the current school year.
- Delinquent accounts will be charged to FACTS. FACTS will charge a fee for non-sufficient funds (NSF) transactions.

Registration - Current families are required to have registration drawn from their FACTS account.

Raffle - Raffle tickets in the amount of \$300 will be postdated to your FACTS account on October 1st. You will deposit the money from the sale of the Raffle Tickets into your own account. The \$300 will be drawn from your FACTS account on October 1st. Raffle tickets will be ready for pick up before the first day of school.

Subsidy - Parent paid subsidy or subsidy denial by parishes will automatically be charged to your FACTS account on December 31. Self-pay families may request to have their payment drawn out of their FACTS account from August – December (\$100 per month for 5 months). **If you do not make arrangements with the Finance Office, the amount of \$500 will be drawn on December 31 from your FACTS account. We will no longer accept cash or checks for this fee.**

Home & School - Fees will be drawn from FACTS on the first day of school.

Sports Fees – Sports and registration fees with APIAL will be charged through **their website**. No fees will be accepted at the school. Students will be assigned sports uniforms and a fee will be charged if not returned at the end of the season.

Extended Care - The first day your child is checked into Extended Care your FACTS account will be charged a \$35 one-time Extended Care Registration annual fee, no exceptions. Children participating in Extended Care will be charged \$1.75 every quarter hour (\$7.00 per hour). Accounts with a balance of \$50 or more will be automatically charged to your FACTS account. Account balances under \$50 may be paid in the Finance Office by check, credit card, money order or FACTS, we will no longer accept cash.

Lunch - Accounts with a balance of \$50 or more will automatically be charged to your FACTS account.

Fund Raising – Raffle Tickets and other events as deemed necessary.

Work Service Hours - Hours not completed and recorded in the school management system (FACTS SIS) by the end of business on the last day of school will automatically be charged to your FACTS account. 20 hours of service to the school per family per year is required. A charge of \$10 for every hour not completed will be assessed at the end of the

school year.

Miscellaneous - Field Trips, NSF (Nonsufficient Funds) and all other miscellaneous fees will be charged to your FACTS account. We will no longer accept cash or checks.

Withdrawal Policy

- Families must notify the school **in writing** if a student is withdrawn from the school.
- Registered students who withdraw before the end of Semester 1 are responsible for ½ of the full tuition amount.
- Registered students who withdraw after the first day of the second semester are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance for tuition, fees, books, extended care, cafeteria fees, or work service hours not completed, etc.
- No refunds will be issued for students who are dis-enrolled or withdrawn for disciplinary reasons.
- Please address all tuition questions to the school administration 505-344-4479.

Dismissal Policy

St. Therese Catholic School classes maintain an atmosphere that is conducive to learning for all students. Students may be denied re-registration or dismissed from St. Therese Catholic School if:

- They have educational needs beyond what we can normally provide.
- They have a history of disruptive behavior or disrespect that infringes upon another's right to learn.
- There is an unpaid balance for tuition, registration, and other fees.
- They are not responding to corrective measures.

Parent's Role in Education

We, at St. Therese Catholic 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. Therese Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

A 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 a partnership with us at St. Therese 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 endowments. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nurturing, 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. Division of authority between school and home will only teach disrespect. If there is an incident at school, you as parents must investigate the complete story as your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

It is essential that a child take responsibility for the grades he/she has earned and be accountable for 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.

As partners in the educational process at St. Therese Catholic 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.
- Is provided with a healthy lunch each day.

Parents are also expected to:

- Visits our school management program (FACTS SIS) on-line on a regular basis to keep aware of news, events and student progress.
- Actively participate in school activities such as parent-teacher conferences.
- See that the student pays for any damage to schoolbooks or property due to carelessness or neglect on the part of the student.
- Notify the school with a written note when the student has been absent or tardy.
- Notify the school office of any changes of address or important phone numbers.
- Meet all financial obligations to the school.
- Inform the school of any special situation regarding the student's well-being, safety, and health.
- Complete and return to school any requested information promptly.
- Read school notes and newsletters and show interest in the student's total education.
- Support the religious and educational goals of the school.
- Support and cooperate with the discipline policy of the school.
- Treat teachers and staff with respect and courtesy in discussing student problems.

Home and School Association

The Home and School Association (HSA) supports the school with fund-raising activities, parent participation efforts, Room Parents, community-building activities, and parent education activities. Dates and times of meetings are posted on the calendar.

The Role of the Archdiocesan Consultative Council

The Archdiocesan Consultative Council is a consultative body to the Superintendent of Schools and the Archbishop in matters designated by the Council's Constitution and Bylaws or as requested by the Superintendent. Areas of consultation and support include implementation of the strategic plan, the advancement of Catholic schools in the Archdiocese of Santa Fe, finances, legislative action, and public relations.

Role of Local School Councils

Each school will have a local school Consultative Council that reports to the Principal and Pastor/Rector. The Consultative Council provides support to the Principal and Pastor/Rector in matters designated by the Council's Constitution and Bylaws or as requested by the Principal and Pastor/Rector. Areas for Council consultation and support include planning, finances, facilities, public relations, marketing, enrollment management, and advancement/development and other areas identified in the strategic plan and approved by the Pastor/Rector and Principal. The council is consultative in nature, not a management entity.

School Hours

Pre-kindergarten through 8th grade school hours is 8:00 AM – 2:45 PM.

Drop off will be between 7:30 -8:00 a.m. Parents will remain in their cars and staff members will assist students. Please stay in the drop-off lane and keep speeds at 5 m.p.h. or less for the safety of all. Gates will close at 8:00 a.m., as students should be in their classroom at this time. Any late arrivals will need to be checked in at the front office.

Pick up will be from 2:45 -3:15 p.m. Please do not arrive before 2:30, as the gates will remain closed until this time for the safety of students and staff. Parents will remain in their cars and staff members will assist students. Please have patience and keep speeds at 5 m.p.h or less when entering and leaving the campus. Please follow the directions of staff on duty.

Parents are to arrange for their child(ren) to arrive at school on time and be picked up at dismissal time. Dismissal time is 2:45-3:15 p.m. for students in all grades. Students not picked up by 3:15 p.m. or by 1:00 pm on SED (student early dismissal) days will be sent to Extended Care. **On Thursdays, all students are required to attend School Mass which begins at 8:15 a.m.**

Extended Care

For the convenience of parents/guardians, extended care will be offered before and after school. Due to the pandemic that began in 2019, this service may not be available at high-risk times; we will follow local and state guidance.

Parents are billed the hourly per child rate for using this program.

Students who are enrolled in the Extended Care Program must pay a one-time \$35 fee per child at the time of registration. The rate for care is \$7.00 per hour per child.

Rates are charged in increments of 15-minute periods. (Any child who is not registered in the program will automatically be assessed a one-time \$35.00 registration and an hourly fee when parents do not pick the student up at the appropriate time or if the student is dropped off before 7:30 AM.) The program is available as early as 7:00 AM and as late as 6:00 PM. Contact information **must be kept current in our school management system**. Please be on time in picking up children. A late fee of \$5.00 rounded every 15 minutes after 6 p.m. will be charged as an after-hours late pick up fee.

The Business Office will regularly charge the family FACTS account for extended care fees.

School Office Hours

The school offices are open on all school days from 7:30 AM – 3:30 PM. Special arrangements to meet with the principal, the secretary, the finance officer or with a teacher after 3:30 PM may be made when necessary. Please call the office 344-4479.

School Visitors

School visitors (volunteers, parents, etc.) must report to the office. Any visitor entering must follow the guidelines of the school, as well as, local and state guidelines. For safety, as well as security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the badges and sign out at the time of departure. Any staff member may request to see a visitor's badge.

Volunteers

Any person who volunteers must complete the *Virtus program* offered online through the Archdiocese of Santa Fe, which includes a criminal background check. It is the sole discretion of the principal to allow volunteers to serve with students at the school. We will follow local and state guidelines in any extreme circumstances.

Work Service Program

Each family is responsible for completing twenty (20) work service hours per year. Information regarding service opportunities will be provided at orientation and through the school information system. Failure to meet the minimum will result in a \$10 per hour assessment. If a family has not met the 20-hour service requirement by close of business on the last day of school, your FACTS account will automatically be charged. Service

projects will be determined each year dependent on the needs of the school community.

Closed Campus

St. Therese Catholic School is a closed campus. No student is permitted to leave the school grounds after being brought to school unless they have been signed out in the front office by the parent/guardian.

Attendance

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

When a student is absent from school, a parent should call the office before 9:00 a.m. each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Therese students.

Should absence for any reason other than illness seem imperative, parents are requested to present a written explanation for the absence.

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. Upon returning to school, students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests.

Arrangements for regular classroom tests missed because of an absence due to illness are to be made with the individual teachers. These tests must be taken within one week of the original test date or shortly after returning to school from an absence due to illness at the discretion of the teacher.

Excessive tardiness and early pick-ups will have a direct impact on a student's academic evaluation and promotion to the next grade.

Excessive absence days or the equivalent of 20 days including tardiness/early pick-ups in one semester, can be cause for a student to be retained in the current grade for another year or fail certain courses. Therefore, when students have accumulated excessive tardy or absences within a semester, a parent conference will be required to determine a course of action.

Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Parents are encouraged to make routine dental and medical appointments afterschool instead of during the school day.

Students will not be eligible to participate in after school activities on days when they are absent.

Communicable Diseases

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

In all cases, due consideration will be given to the needs and well-being of the individual(s) involved, those with whom they have contact and the broader school/parish

community being served. Information will be conveyed on a need-to-know basis only.

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

Curriculum

The Archdiocesan curriculum guidelines, consistent with the State of New Mexico standards, are followed for the teaching of all secular subject areas according to grade level. St. Therese Catholic School offers students opportunities for growth in the major subjects.

Religion

Catholic doctrine and Tradition, Bible study, social justice, and preparation for the reception of the Sacraments of Reconciliation and Eucharist are provided at St. Therese Catholic School.

Liturgical services for the entire school community are held every Thursday when school is in session or on the Holy Day at the Pastor's discretion. **Students are also encouraged to attend the first Sunday of the month Mass at St. Therese Parish at 10 a.m. in dress uniform.** This Mass is dedicated to the students and families of St. Therese Catholic School and the second collection is for the school. Additionally, students are asked to attend Sunday Mass on a regular basis with their families. Opportunities for participation in reconciliation will be provided at the school on a regular basis.

All students, regardless of the religious preference of the family, are required to participate in all religious activities provided by the school.

Language Arts

Reading, English, Spelling, Vocabulary, Writing, Composition, Library Skills, Literature, and Speaking and Listening Skills comprise the Language Arts Curriculum.

Mathematics

Mathematics Skills, Pre-Algebra, and Algebra I comprise the Mathematics Curriculum.

Physical Education

Physical fitness programs appropriate for each grade are provided weekly.

Social Studies

History, Geography, Economics, New Mexico History, and Current Events comprise the Social Studies Curriculum.

Science

General, Life, Physical, Earth Sciences and STEM with Laboratory Experiences/

Science Fair participation comprise the Science Curriculum.

Handwriting

In grades 2 and younger, handwriting is part of the Language Arts curriculum to build strong foundations in handwriting.

Fine Arts

Music and Art are taught by professionals in their respective fields.

Spanish

Spanish is taught by a native speaking Spanish teacher. Culture, prayers, and traditions are also a part of the Spanish curriculum.

Computer Literacy

Word processing, keyboarding, databases, spreadsheets, and integration with curricular subjects provide the basis for the Computer Literacy Curriculum. Technology will be incorporated into the school day. Students are required to sign and to have their parents sign a computer/Internet usage agreement, as well as a Chromebook agreement, which is completed at registration.

Sports/Athletics

Students in grades five through eight are eligible to participate in after-school sports programs sponsored through the Albuquerque Parochial Inter-Athletic League (APIAL). A fee will be charged through the APIAL website for each sport in which a student participates. Grades 1 – 4 are also eligible to participate in after-school sports programs sponsored by APIAL for a fee per sport paid directly to APIAL for grades 1-4 only. ***All participants must have a sports physical, and current immunizations on file, paid the sports fee prior to the first practice of any sport, and be in good academic standing throughout the sports season. Weekly grade checks will be done on those students participating in sports.***

The League makes decisions about which sports will be available for the year to its members. All schools are to abide by the constitution and bylaws of the League which are on file with the principal and the athletic director.

The published rules received from the League are to be given to each coach, participating students, and his/her parent/guardian. A written statement, that these rules have been read by the parent/guardian and discussed with the student, is to be kept on file with the athletic director.

Conduct during practices and games must always be in line with the high standards set forth by St. Therese School. Any St. Therese Catholic School student who participates in athletics or who is an observer is subject to disciplinary action by the principal, including revocation of participating. Students who participate in sports must also maintain a grade average of 2.0 or higher. These averages will be based on progress reports and 9-week grades. If a teacher reports poor grades at any other time, habitual missing or non-current homework, disrespectful attitude in the classroom, excessive absences or tardy days or poor behavior, the principal/vice principal will be consulted to determine a student's eligibility for participation. Weekly grade checks will

be given to the principal to determine eligibility to play and/or practice. **A student with any grade of “F” WILL NOT practice or play until the grade is raised.**

It is the parent/guardian’s responsibility to provide transportation to/from practices and to/from games or sports events. The school accepts no responsibility for athletic students’ transportation. Parents/guardians must sign permission for their children to ride with others to the events/practices, naming the persons with whom the student may ride. When games and/or practices occur at the St. Therese Catholic School facilities, the athletes must wait at the school/Extended Care Program until a coach can accompany them to the gymnasium/field. In addition, if the student is absent, that student will not be allowed to participate in any extracurricular activity.

*All above subject to change due to extreme circumstances in the community, such as the pandemic of 2019.

Leaving Campus

Students may not be released from school for any reason unless the parent/guardian is informed by a school official, and the parent/guardian approves of the release first. Please send a written note for a student to leave school with another family. Only persons who have legal custody or who are authorized by the parent/guardian of the student may take students from the school at the end of the schoolday or when a student is sick or has a doctor’s appointment. The principal must be informed of any other reason for a student to leave campus.

Report Cards/Progress Reports

Report cards are important tools for communication. Report cards will be posted on FACTS SIS four times during the academic school year or every nine weeks. Progress reports will be posted mid-way between each nine-week grading period.

Parent Teacher Conferences

Parent-teacher conferences are scheduled at the end of the first and third quarters. Conferences at other times may be scheduled by the parent or the teacher as deemed necessary.

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

Grading Scale

Sixth through eighth grades utilize letter grades based on the following scale:

97 – 100 = A+	77 – 79 = C+
93 – 96 = A	73 – 76 = C
90 – 92 = A-	70 – 72 = C-
87 – 89 = B+	67 – 69 = D+
83 – 86 = B	63 – 66 = D
80 – 82 = B-	60 – 62 = D-
	59 & Below = F

Other letter grades are used to indicate progress or behavior:

HP (4) =Highly Proficient P (3) =Proficient, PP(2)=Partially Proficient, MP(1)=Minimally Proficient. The goal for the student is to be proficient (3) in all areas.

Grades 1-5 use proficiency-based grading. HP/4 (Highly Proficient)

Student demonstrates understanding of concepts; understands complex ideas/processes and can expand on ideas and work independently. **P/3(Proficient)** Student is demonstrating accuracy; understands complex ideas and process for their particular age level. **PP/2 (Partially Proficient)** student is developing an understanding of concepts and skills but has major errors or omissions on complex ideas. **MP/1 (Minimally Proficient)** With support, student demonstrates partial knowledge, but not the more complex ideas or processes ***Note:** the goal is for all students to reach proficiency (3) in each standard. There is reteaching and enrichment for each standard to meet the learning needs of all students.

Homework

The purpose of homework is to provide essential practice skills taught during the regular school day, to train pupils in good study habits, to afford opportunities to enrich and extend learning, and to allow the parents/guardians to become involved in their child's learning. Some homework might involve long term work, for example, science fair projects, and students may decide to spend some of their break time or weekend accomplishing these kinds of tasks.

Student Records

St. Therese Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

Students requesting records/transcripts/recommendations must make a five school-day request to the school office. All forms should be submitted to the St. Therese Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail or via E-mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Testing

Students in grades 1-8 will be tested quarterly on the *STAR 360®* in both Math and Reading. The *ACRE®* Test (Assessment of Catechesis Religious Education) is given to students in grades 5 and 8. A Writing Assessments will be administered to all students in grades 1-8. Pre-K and Kinder will be given age-appropriate tests at the beginning of the school year. Assessments are used to track student progress and to guide instruction.

Promotion Policy and Retention Policy

Advancement to the next grade in St. Therese Catholic School is based on a student's daily performance, test results, attendance, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The principal may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. When an eighth-grade student is not being promoted, he/she may not participate in graduation ceremonies.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. This may lead to a freeze on extracurricular activities. Teachers work with students to help them succeed. Special arrangements should be coordinated with the teacher to provide more one-on-one instruction (this can take place before school, at lunch, or after school). Academic probation may eventually lead to dismissal from St. Therese Catholic School. Teachers will recommend probation to the principal. Academic probation can occur when:

- A student's report card has two or more D's or F's
- Absenteeism exceeds 10 days per semester (2 9-week marking periods unless extenuating circumstances are determined by the principal.)

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All classes do not always have the same number of field trips.
3. Field trips are permissible for all classes when advanced planning, location, and experience ensure a successful learning opportunity.
4. Individual teachers, in consultation with the principal, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. Parents may refuse to allow their child to participate in a field trip by stating so on the permission slip. All permission slips must be completed and returned by due date **whether or not** the student will be attending the event.
6. Students who are participating in the field trip must ride the bus (or other school approved transportation) to and from the field trip with their class. They will not be allowed to be released at the program, only released at the school.
7. All monies collected for the field trip are non-refundable and funds will be taken from the family's FACTS account with permission as stated on each permission slip.
8. Students are not allowed to take cell phones on field trips.
9. Siblings of students are **NOT** allowed to accompany a class, on class field trips with the exception of the Pumpkin Patch and Zoo Day.

Volunteers for field trips must be in compliance with the following:

1. All volunteers must be 18 or older.
2. Each volunteer **MUST** have a current Virtus on file with the school.
3. No volunteer may drive a student to or from the field trip. All students will ride in an approved transportation that the school schedules.

Sacramental Program

The sacramental life of the children in the Catholic tradition is an important component of the religion program at St. Therese Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade 3. In accordance with the Archdiocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Hot Lunch Program

St. Therese Catholic School offers a hot lunch program. The hot lunch program is available to all students, staff, and parents. Students who meet the criteria for a free or reduced fee lunch can qualify through the application process for free or reduced fee lunches. All school families are required to fill out the application information regardless of the income level. All information remains confidential.

The full fee for a hot lunch during the school year is \$3.75 per student. Milk only purchase is \$0.50 per carton of milk. If your family qualifies for the Free and Reduced Lunch Program provided by NSLP (National School Lunch Program), then the reduced fee price per meal is 40 cents. Application for Free and Reduced Lunch Program will be available online or in the main office during school hours. Lunches will be charged on your FACTS account. At times, the Governor of New Mexico may decree lunches are free for all students that are 18 and younger, enrolled in a Title 1 school. This may vary year to year.

Students who do not wish to participate in the hot lunch program may bring a sack lunch to school. Students should not bring drinks in glass bottles. It is recommended that students receive a nutritious sack lunch, avoiding an excess of sweets or junk food. **No soda** please.

It is a privilege to participate in the lunch program, whether purchasing meals or bringing sack lunches. **Students are expected to behave in the cafeteria** and to take full responsibility for cleaning up after themselves when leaving the cafeteria. Failure to comply with these expectations could result in lunch detention. Lunch detention means that the student is separated from his/her peers for the duration of the lunch period. Other measures to correct unacceptable behavior may be taken at the discretion of the principal who has the final authority in this matter.

For the safety of students, microwaves will not be available during any of the lunches. Please send in a lunch that does not need to be heated.

Prior to dismissal for lunch, classes will participate in mealtime prayers.

Dress Code

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the principal. (The principal has the right to determine if the reason is legitimate.) Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

St. Therese Catholic School sweatshirts, which can be worn with the regular school uniform on cold days, are ordered through the school. An optional sweater vest for grades Pre-K through 8 is available for both boys and girls and must be purchased from Dennis Uniforms or another vendor who may carry this navy vest.

Solid colored closed-toe shoes are always required (oxfords, saddle shoes, or loafers). Tennis shoes are acceptable, but must be **black, navy blue or white; no high tops for both boys and girls**. No sandals, no open-back shoes, no moccasins/moccasin type shoes, no shoes with a heel over one inch for safety purposes and no lighted tennis shoes are permitted. Shoelaces may only be **solid, navy blue, black or white**--one color per pair of shoes and no fluorescent colors. Only plain white, navy blue or black socks are permitted, including knee socks. Girls may wear white, black or navy-blue tights during the winter months, **but may not wear leggings**. For modesty's sake, knee highs or ankle socks must cover ankles at all times, for both boys and girls, therefore, socks that are considered "no show" or below the ankle is not acceptable.

Please keep hair styles simple and respectable—small barrettes, ponytail ties (blue, black, or brown) and black or brown headbands are acceptable. Fluorescent, bows, flowers, or any other hair accessory of this nature will not be worn as to not distract from the learning process. This includes hair tinsel, beads, and any other accessory of this nature. Hair should be neat, trimmed with bangs above the eyes, with bangs not below the eyebrows for **both boys and girls**. Hair should be away from the face. Boy's hair should be above and not touching the shirt collar and trimmed around the ears. Fad haircuts, streaks, highlights, coloring of hair, line-up, shape-up or edge-up are not acceptable. Scrunchies, hair clips, rubber bands, etc. must be in the hair, not worn on wrists. **No** cosmetics, lip-gloss, colored Chap Stick®, nail polish, or artificial nails may be worn. **No** tattoos of any kind. **No** hologram contact lenses. **No** body piercing except pierced ears **for girls only (one pair only, posts or studs)**. Jewelry should be simple or religious in nature. Watches with a beeping device should be disconnected during the school day. Smart watches, such as the iWatch® or similar/comparable items are not permitted to be worn in school. The uniform should be clean and pressed with all buttons attached and hems intact, with no holes in the pants. Long shirt sleeves should remain buttoned, and shirttails tucked in while a student is on campus, for both boys and girls. **All hemlines of jumpers, skirts, skorts, and shorts must be below the fingertips when students hold arms down to their sides.** Skirts or skorts may not be rolled at the waist. Please check hemlines, as students will grow throughout the year. **Skirts and skorts cannot be any more than 3 inches above the knee.**

Students, who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day, or will serve a detention (at the discretion of the administration). Uniform infractions include, but not limited to: no tie on Mass day, unacceptable hair accessory, nail polish, artificial nails, make-up, and a constant reminder of keeping uniform shirt tucked in pants or skirts.

School Uniform Requirements

On regular school days, students are required to wear the regular school uniforms. On School Mass days and on other special occasions, students are required to wear the school dress uniforms.

The uniform requirements are:

- **Dress Uniform** (required for Mass days and other special occasions): **Dress Uniform requirements must be adhered to in respect for the Mass.**
 - Girls PK-5—Jumper with white Peter Pan blouse and blue crossover tie
 - Girls 5-8—Plaid skirt with white Peter Pan or oxford cloth blouse and blue crossover tie. 5th grade has a year to transition from the jumper to skirt.
 - PK & Kindergarten belts are optional due to their ability to manipulate during restroom time.
 - Boys PK-8—Navy slacks, white oxford cloth shirt, navy four in hand tie, stretch blue belt with navy or black leather, or solid brown or black belt.
 - All students—Only Navy front button cardigan (no sweatshirts) during cool/cold weather, closed toe solid color shoe, solid color navy or white bobby socks or knee high socks (girls can wear solid color navy or white tights in the winter)
 - **NO SHORTS ARE TO BE WORN ON MASS DAYS.**

- **Regular Uniform**

Note—Dress uniforms are acceptable on any school day.

- Girls PK-8—Navy skorts, navy pants, navy walking shorts, Royal blue polo with St. Therese logo (no other polos allowed) and optional Uniform sweater vest.
- Boys PK-8—Navy pants, navy walking shorts, Royal blue polo with St Therese logo (no other polos allowed), and optional Uniform sweater vest.
- All students—Only St. Therese navy sweatshirt, cardigan sweater or sweater vest may be worn in the classroom over the uniform during cool/cold weather. All coats and non-STS sweatshirts, hoodies, sweaters will be placed on their hook or in their locker. All students must wear closed toe solid color shoes with navy or white bobby socks or knee highs (girls can wear tights in the winter). Girls' hair accessories are limited to matching plaid, navy, black or white; to include barrettes, bows, headbands and scrunchies. Hair clips, hair ties and bobby pins must black, brown or navy solid colors.
- 8th grade students are permitted to wear the optional dark green polo. The 8th grade class will have the option to adopt an 8th grade class t-shirt which may be worn on out of uniform days.

Students who violate the uniform requirements will be required to call home to obtain proper uniform. If a student accumulates more than five violations, a parent conference will be requested. Uniform violations can result in detention.

Out-of-Uniform Requirements

Students may wear:

- jeans no holes/rips
- tennis shoes
- white, navy blue or black socks
- shorts no shorter than three inches above the knee
- skirts no shorter than three inches above the knee
- skorts no shorter than three inches above the knee
- sweatshirts
- modest dresses
- slacks
- There may be times when students are required to “dress up” please understand that jeans, jogging suits, or shorts will not be appropriate.

Students may not wear:

- Sandals
- Tank tops
- T-shirts with inappropriate writing, pictures, or symbols
- Tennis shoes that convert to roller skates or have lights.
- Biker shorts
- Pajama pants
- Make-up
- Hats or caps

Good Rule: If you think you should not wear it, then choose another outfit. All uniform regulations and guidelines are subject to the discretion of the principal.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail or email unless an invitation is being given to every student in the entire grade.

Parties

Students are permitted class parties during the year at the discretion of the administration. Room parents may assist the classroom teacher with these parties. Birthday treats may be brought to school for students prepared in individual servings. Simple birthday treats can be brought with advanced approval of the teacher.

Conduct / Electronic Devices

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to

cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors, which the students' sense of appropriateness will indicate to them.

Electronic device use is **never permitted in the school campus inside or outside, to include the Elementary building, Mid School building, Long Hall, the parish hall and gym during school hours (7 am to 6 pm)**. All electronic devices must be turned off upon arrival on campus in the morning and may only be turned on and used outside after 6 PM. During the schoolday, all electronic devices must be off (forgetting to turn off the cell phone is not an excuse). Teachers will be collecting all electronic devices and locking them during the day. No student will have an electronic device on their person in the classroom to include in their pocket, purse, ear, wrist (or other body parts) or backpack. Due to privacy laws, no electronic device photographs or recordings are permitted at any time while on campus. Students are not to access any social media while on campus, without the express permission of the administration. Any student on social media during the school day will result in a call to parents/guardians. Parents are encouraged to monitor the use of social media with their children, as this often poses issues during the school year. If students experience issues with the social media outside of school or school hours, that is the responsibility of the parents to solve these issues. Any violation of this policy will result in the phone being confiscated. For the first violation, **the parent may retrieve the device at school at the end of the day**. A **second violation** will result in the **electronic device being confiscated for the remainder of the school year**. The device may be picked up **by the parent** on the last day of school. **St. Therese is not responsible for any lost, damaged or stolen electronic devices.**

Items such as, but not limited to, questionable books and pictures, liquid white-out, knives, guns, matches, cigarettes (tobacco or e-cigs), radios, toys, alcohol, drugs, laser lights, or any items that is deemed to detract from a learning situation are not allowed at school at any time.

No portable entertainment/computer devices are permitted during school hours. St. Therese will provide Chromebooks for students for education use. **St. Therese is not responsible for any damaged/lost/stolen entertainment or computer devices.**

The principal (administration), in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. The principal (administration) reserves the right to determine the appropriateness of an action, if any doubt arises.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. Plagiarism is a form of cheating and will be treated as such. Plagiarism is defined as an act or instance of using or closely imitating the language and thoughts of another author, to include anything published on the internet, book, magazine, etc. without proper reference and someone else writing or completing the work other than the student.

Detention

Detention may be issued for a breach of classroom and/or school rules. Any staff member of St. Therese Catholic School may issue a detention with the authority of the principal/vice principal. Parents will be called to notify them of the detention. The day, date, and time of the detention are at the discretion of the principal/vice principal. A teacher or administrator will monitor the detention. **Detention takes precedence over appointments, practices, lessons, ballgames, etc.**

Suspension

Students who receive out-of-school suspension will not be permitted on campus during the time of their suspension, and they will not be allowed to participate in after school activities, including sports. Students must complete all class work and tests from the days of suspension. In-school-suspension may be assigned at the discretion of the administration. There may be a fee associated with in-school-suspension to cover the cost of a substitute teacher for supervision. In-school suspension, as like out-of-school suspension, the student will not be permitted to participate in afterschool activities, including sports.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Therese Catholic School. Students who have been expelled will not be allowed to return to the school. Students who have been expelled from other schools will not be accepted at St. Therese Catholic School.

Disenrollment Procedures (Expulsion Policy)

Teachers will teach and guide students on appropriate behaviors. Students are expected to treat themselves, other students, and all staff members with respect. Students will be held to age-appropriate expectations. Parents will be informed when a child needs additional assistance with behavioral issues.

It is the goal of the school to provide a safe learning environment for all children to learn. In the event that a child's behavior disrupts the learning process the staff will correct the child and the behavior in a manner that is appropriate for the age and the situation.

Continued misbehavior(s) will result in the following:

1. Staff will complete Discipline Log describing incident or behavior(s) as well as the resolution and/or strategies used to correct behavior(s).
2. Repeated documentation of consistent challenging behaviors will result in a meeting with parent, teacher, and principal.
3. Behavior plan will be discussed and developed in collaboration with the parents/guardians to help student resolve challenging behavior(s).
4. If, after an appropriate amount of time, the behaviors continue, an additional meeting will be held to discuss next steps.
 - a. Students may be referred for outside help, ie. Child Find (ages 3-5 years of age) or appropriate behavior modification therapist or specialist.
5. If all attempts have been made and no progress has been made to improve

or eliminate undesirable behavior, and continued placement in the class and/or program clearly jeopardizes the physical safety of the child and/or his/her classmates and all possible interventions and supports recommended have been exhausted, the child will be suspended or expelled.

Returning to School After Dismissal

Students are not permitted to return to the school building after dismissal unless accompanied by a teacher or office personnel. Students, who choose to return to school after dismissal without a teacher, face detention, suspension, or expulsion.

School Safety/Harassment

St. Therese Catholic School provides a safe environment for all individuals. Verbal or written threats (to include electronic / social media) made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. "Harassment" means a pattern of conduct that is intended to annoy, seriously alarm, or terrorize another person or group of people. The principal (administration) investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Drugs and Alcohol

Students who possess, use, or are under the influence of drugs and/or alcohol at school or at any school function face suspension and/or expulsion. This includes, but is not limited to vaping, e-cigarettes, alcohol and tobacco products.

Title IX

St. Therese Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Child Abuse Laws

St. Therese Catholic School abides by the child abuse laws of the State of New Mexico. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. (See ASF appendix)

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property is obligated to pay the full amount

of repairs and labor or replacement. No writing in textbooks is permitted. The student will pay a fine or replacement fee for damaged or lost texts.

Transfer of Students

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

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, email, home telephone numbers, cell phone numbers, business phone numbers, and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up to date.

Telephone

Permission to use the telephone must be obtained from a teacher or the school secretary. Students must submit a note from their teacher before the secretary will allow a student who has left class to use the phone. The office phone is a business phone and students are permitted to use it only in case of an emergency. **Forgotten homework, athletic equipment, etc. do not constitute emergencies.** Arrangements for after-school visits with friends should be made at home, not via the school phone.

Emergency Drills

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

1. Rise in silence when the alarm sounds.
2. Close windows and doors.
3. Walk to the assigned place briskly, in single file at all times, and in silence.
4. Stand in a column, facing away from the building.
5. Return to building when signal is given.

Crisis Plan

St. Therese Catholic School has implemented a “crisis plan” in case of a lock down emergency. All teachers and staff have been trained in lock down and emergency procedures to keep your children safe.

Evacuation

In the event of an emergency or disaster evacuation, the building will be evacuated, and students will be moved to St. Therese Parish Hall. The hall is located

at 212 Mildred Ave. NW, near the corner of Mildred and 2nd Street. In case the Parish Hall is not available, students will be taken to St. Therese Church, located at 3424 4th St NW, at the corner of Mildred and 4th street. The church number is 505-344-8050.

FACTS SIS, which is an instant parent contact program, will be implemented in case of any emergencies. Parents will be given information on the emergency and directives about pick up of students, etc. Parent emergency information will be required on the first day of school. FACTS SIS will be used throughout the year for reminders and notifications. **See Appendix A**

Missing Child

The teacher will contact the principal (administration) immediately if a child is missing. An all call will be made, and a search of the school will take place. If the student is not located, lock down procedures will be followed. The parent/guardian of the student will be notified as well as the Albuquerque Police Department.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations. St. Therese Catholic School will follow the same closure or abbreviated schedule as the Albuquerque Public Schools (APS) follow. FACTS SIS will be implemented to contact parents of any early dismissals due to weather or any other emergencies or disasters.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school secretary to be placed on lost and found shelves in the east hallway of the main building. Items placed in lost and found remain there for 30 days. After 30 days, items are donated to charity. Please make sure you mark the student's name on the tags inside the clothing.

ARCHDIOCESE OF SANTA FE POLICIES:

Appeal Process (ASF Policy 1310)

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

A. Resolution of Ordinary Differences within the School Community

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

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

B. Recognition of Local Authority

In cases involving Principal and Pastor's discretion, the Catholic Schools Office recognizes the local administrations' authority to exercise discretionary rights within the parameters of local and Archdiocesan policy.

C. Appeal of Required Withdrawal of a Student

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

D. Appeal of Other Serious Decisions

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

E. Process of Appeal

1. When a parent, an employee or a student (18 years or older) believes his/her rights have been violated and/or the Principal/Director and/or Pastor/Rector is believed to be acting contrary to Archdiocesan or local policy, the person may submit an appeal in writing to the Superintendent with the following information, provided steps one through three above have been followed:
2. The subject of the appeal.
3. Any factual data, other than hearsay, the person considers appropriate.

4. The efforts that have been made to resolve the issue
5. The decision of the Principal, Preschool Director and/or Pastor/Rector must be appealed within ten (10) working days of the communication of that decision by the aggrieved party.
6. The Superintendent may, in his or her sole discretion, designate another person to hear the appeal and to render a decision on the Superintendent's behalf.
7. If the Superintendent accepts the appeal, the Superintendent (or his or her designee) shall have the discretion to review documents and take testimony (if necessary) from any witness who may have knowledge or information regarding the subject of the appeal. Should a hearing be necessary, the Superintendent may hear the appeal alone or form a hearing committee, if s/he deems appropriate.
8. The decision of the Superintendent is final and binding and concludes the appeal process. There shall be no further right of appeal.
9. The appeal process is designed to support the Catholic Church's belief in subsidiarity and, therefore, at no time during the appeal process may the parent, employee or student (18 years of age) be represented by an attorney.

Use of Name Policy (ASF Policy No. 1540)

Attaching the school's name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students or parents is not, by itself, sufficient basis to title an activity, program, or event as "school" sponsored. Rather, the activity, program or event must be one for which the school takes institutional responsibility.

Faculty members, staff, students, parents, and parish members may use or authorize the use of the school's name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the Principal and Pastor/Rector in Parish/Regional schools and the Principal and Superintendent in the Archdiocesan high school.

In appropriate cases determined by the Principal and Pastor/Rector or Principal and Superintendent, permission for ongoing events, activities, or publications requiring approval under this policy may be given.

Student Permanent Records (ASF Policy No. 2110)

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

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

All health records (except for immunization records) are not part of the student's official records and shall not be kept in the permanent file. When a student graduates, transfers or withdraws from the school, the school may give the student's health records to the student (provided s/he is emancipated or above the age of majority) or the parents/legal guardians.

D. Transcripts

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

F. Report Cards

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

G. Privacy of Student Records

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

H. Access to Student Records

1. Parents/legal guardians of Parish/Regional schools and the Archdiocesan high school students, as the primary educators of those students, shall have the right to inspect and review the official records of their child in the presence of a school official. Parents/legal guardians of students who are enrolled in the high school and who are listed as a dependent on the parents'/legal guardians' most recent Federal Income Tax form(s), shall have the right to inspect and review the official records of their child in the presence of a school official. Once a student attains the age of majority and is no longer a legal dependent of his or her parents/legal guardians, the student shall have the sole right to inspect and review his or her official records in the presence of a school official. All requests to review a student's official records shall be made in writing, and shall be directed to the Principal or Preschool Director.
2. Unless otherwise provided by a court order, both parents and legal guardians of a student are entitled to inspect and review the student's official records in the presence of a school official, regardless of who has legal custody of the student. Unless otherwise provided by court order or by law, both parents and legal guardians of a student shall have equal access to school documents and other information concerning the student's education.

3. Parish/Regional schools and the Archdiocesan high school shall not release any personal information concerning a student to any person who is not the student's parent or legal guardian, unless the school is authorized to do so by the student's parent or legal guardian, or unless the school is compelled to do so by court order or by other operation of law.

I. Release of Student Information

1. Student Directories

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

2. Other Publications and Media

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

Medications Given at School (ASF Policy No. 2320)

A. Medications

School personnel may **not** administer medications of any kind to any student. The following **requirements must be met** for a student to receive medication at school:

1. The medicine must be in a prescription bottle or original container.
2. There must be a written request, signed by the student's parent or legal guardian, and by the student's doctor, specifically authorizing school personnel to administer any medication sent to school. That request must contain the following information:
 - a. The dates and times when the medication is to be administered.
 - b. Instructions as to proper dosage; and
 - c. The original signature of the student's parent or legal guardian and the original signature of the prescribing doctor.
3. Principals/Preschool Directors/teachers **may not** accept general, on-demand or standing orders for students to take over the counter (OTC) medications for non-specific conditions.
4. All medications must be kept in a secure place to which students do not have access. (Exception: School personnel may keep back-ups of inhalers or Epi-pens in the classroom, as well as in the school office, if such inhalers or Epi-

pens are properly secured.) Because of the risk of students sharing medication, no student may carry his or her own medications on school campus or at any school-related event. If a student would be seriously at risk if they were not able to personally carry an Epi-pen or inhaler, and the student's parent or legal guardian requests that the student be permitted to do so, the school may grant an exception to this policy if the student's parent or legal guardian, and the student's doctor document the following:

- a. That there would be a risk to the student if the student were not able to personally carry the medication; and
 - b. That the student has been instructed on the indications for use of the medication, on the administration of the medication, on the possible side effects, on the student's responsibility not to share the medication with anyone, and the student's responsibility to notify the teacher of the use immediately after such use.
5. The person designated by the Principal/Preschool Director to administer medication to students shall keep a log of all medicine administered. Where reasonable and feasible, a student's medication is to be self-administered in the presence of the Principal/Preschool Director (or designee).
 6. Glucose testing and insulin administration is to be coordinated by the student's parent or legal guardian, in collaboration with the school's Principal/Preschool Director (or designee).
 7. At the end of each school year, all medications shall be returned to the students' parents or legal guardians, or disposed of in an appropriate manner.
 8. These requirements apply to over-the counter drugs as well as to prescription drugs. Other than as specifically permitted above, school personnel **shall not** furnish any medication, including acetaminophen, cough drops, medicated lip balm, etc. to any student, at any time, for any reason.

B. Students with Food Allergies

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

1. Family's Responsibility

- a. Notify the school of the child's allergies.
- b. Work with the school to develop a plan to accommodate the child's needs.
- c. Provide written medical documentation, instructions and medications as directed by the child's physician.
- d. Provide properly labeled medications and replace medications after use or when expired.
- e. Provide the school, at the minimum, with at least two (2) Epi-pens for school or student use.
- f. Educate the child in the self-management of the food allergy. This would include strategies for avoiding exposure; safe and unsafe foods;

symptoms of allergic reactions; how to tell an adult when having allergy symptoms; and how to read food labels (age appropriate).

- g. Review procedures with the school, the child's physician, and the child after a reaction has occurred.
- h. Provide up-to-date emergency contact information.

2. School's Responsibility

- a. Notify parents and the student that the school cannot guarantee an allergy-free environment.
- b. Ensure that all staff understand food allergies; can recognize symptoms; know what to do in case of an emergency; and work with other school staff to eliminate the use of allergens in the student's meals, educational tools, arts and crafts projects, etc.
- c. Create and review the Food Allergy Action Plan before an allergic reaction occurs to ensure the plan is efficient.
- d. Ensure that medications are appropriately stored, and be sure that an emergency kit is available containing the physician's standing order for epinephrine. If student is seven (7) years old, or older, the student may carry an Epi-pen on his/her person if properly trained.
- e. Designate and properly train school personnel to administer medications.
- f. If a student needs or has self-injected with an Epi-pen, call 911, the parents and the student's doctor in that order.
- g. Ensure that a trained staff member is available during school operations.
- h. Discuss field trips and other special activities with the family of the child to decide appropriate strategies for managing the food allergy.
- i. Discourage children from "trading" food.
- j. Ensure all surfaces such as tables and toys are washed clean of contaminating foods.
- k. If needed, designate a specific table in the cafeteria for children with food allergies.
- l. Encourage all students to wash hands after handling food.

3. Student's Responsibility

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

C. First Aid Kit

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

Tobacco, Alcohol and Other Drugs (ASF Policy No. 2330)

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

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

Accidents or Illness at School (ASF Policy No. 2340)

A. Accidents and Illness at School (Emergency Information Form)

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

Release of Student Information (ASF Policy No. 2370)

A. Student Directories

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

B. Other Publications and Media

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

Student Harassment (ASF Policy No. 2410)

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

Each Parish/Regional school and the Archdiocesan high school shall develop and disseminate a policy, in the context of the school mission and Catholic identity, which addresses student-to-student bullying and harassment. This policy shall state that it prohibits any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile or offensive, education environment.

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

Searches of Students and Schools (ASF Policy No. 2420)

A student assigned a locker or desk has use of, but not proprietary right to the locker or desk. Lockers and desks are the property of the school. Authorized school personnel may make periodic checks of lockers and desks, and their contents, at any time for any reason.

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

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

not given, the Principal should contact the Catholic Schools Office for further instructions.

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

To facilitate compliance with this policy, schools shall publish in the school handbook a policy stating inspection rights when there is a suspicion of a threat to the health, welfare, or safety of students.

Student Withdrawal Due to Parental Behavior (ASF Policy No. 2470)

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

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

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

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

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

Graduation (ASF Policy No. 2600)

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

ELEMENTARY SCHOOL

- A. Graduation from elementary school should be kept appropriately simple and inexpensive. A Eucharistic liturgy shall be central to the graduation ceremony and should be followed by a simple, dignified exercise that recognizes the unique value of the Catholic education just completed.
- B. A student must meet the minimum requirements established by the school, as set forth in the parent/student handbook. An elementary school may withhold a student's diploma until that student or the student's parents or legal guardians satisfy their educational, financial and/or disciplinary obligations to the school. A

student's participation in graduation exercises is a privilege, not a right.

C. Notice

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

D. Exclusion from Graduation Exercises

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

Retention

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

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

The following are minimum procedures for retention:

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

No student shall be retained more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school (grades K-5) and once in middle school (grades 6-8).

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

Reporting Child Abuse and/or Neglect (ASF Policy No. 2350)

When school personnel reasonably suspect child abuse or neglect by a person

responsible for a student's welfare, they shall follow the procedures of the state of New Mexico and report the suspicion to proper authorities.

For suspected sexual misconduct, the Archdiocese's Policy and Procedures are to be followed.

Any school official or employee who has knowledge or reasonably suspects that a student has been subjected to injury, abuse or neglect must immediately report the injury, abuse or neglect to the Principal or Preschool Director. The New Mexico mandatory reporting law, Abuse and Neglect Act: §32A-4-2 NMSA requires that school personnel, or any person who has the responsibility for the care or treatment of a minor, who reasonably believes that the minor has been the victim of physical injury, physical abuse, sexual abuse, or neglect, shall immediately report or cause a report to be made of this information to Children, Youth and Families Department (CYFD) at (855) 333-SAFE [7233] or #SAFE from a cell phone and local law enforcement. The initial report must be made orally by the teacher or other school official who has knowledge or a reasonable suspicion of injury, abuse or neglect, in the presence of the Principal/Preschool Director. That oral report shall be followed by a written report to the agency to which the oral report was made within 72 hours. The Principal/Preschool Director shall immediately notify the Pastor/Rector and the Superintendent of Schools of any oral or written report that is filed with CYFD or with local law enforcement.

The information that should be included in the initial report of suspected abuse is:

1. Name, address, age, sex, race of child.
2. Name and address of parent or guardian.
3. Nature and extent of child's injuries or neglect.
4. Name and address of person(s) suspected of abuse or neglect.
5. Family composition.
6. Source of information.
7. Person making the report.
8. Any action taken by the reporting source.
9. Any other helpful information.
10. Name of the agency and official to whom the report was made.

If an employee or volunteer of the school is suspected of being responsible for the physical injury, abuse, or neglect of a student (as defined in the New Mexico Statutes), the Principal/Preschool Director will report the situation to CYFD and the police, as required by law, and will immediately contact the Catholic Schools Office at the Archdiocese.

Pursuant to New Mexico statute[s], any certified person or governing board member who reasonably suspects or receives a reasonable allegation that a person who is certified by the State of New Mexico has engaged in conduct involving minors that would be subject to the reporting requirement of the New Mexico Statute[s] shall report or cause a written report to be made to the New Mexico Public Education Department about the misconduct, as soon as is reasonably practicable, but no later than three (3) business days after the person first suspects or receives an allegation of the misconduct.

Reporting Suspected Sexual Abuse or Pregnant Teen

School personnel must consider the possibility of sexual abuse in pregnant teen cases. If the pregnant teen is under 15 years of age, then school personnel must make a child abuse report immediately to CYFD and local law enforcement. If the teen is 15 years or older, the situation may still be a reportable offense, and it is recommended that school personnel contact CYFD and local law enforcement.

Reporting Suspected Physical Abuse, Sexual Abuse or Neglect

School personnel should be observant of bruising, injury, markings, or unusual behavior of a student that may be the result of abuse or neglect. When school personnel suspects physical abuse or neglect of a student, they may ask what happened, who did it, when did it happen, and where did it happen, and then report the information to the Principal/Preschool Director. A report must then be made to local law enforcement and CYFD. When school personnel suspect sexual abuse of a student, they will not ask any follow up questions, and will report the information to the Principal/Preschool Director. A report must then be made to local law enforcement and CYFD.

Third Party Report of Abuse

If a third party informs school personnel that a student may be the victim of abuse or neglect, the third party should be encouraged to make a written report. Upon receipt of an oral or written report of abuse or neglect, the Principal/Preschool Director shall immediately report the claim to CYFD and local law enforcement.

Contact with Students During School Hours (ASF Policy No. 2360)

Contact by Police

The following procedures must be followed when a police officer seeks to interview or take custody of a student during school hours: The Principal/Preschool Director shall request that the police officer identify himself or herself, produce credentials, and state the purpose for the visit. The Principal/Preschool Director shall make a written notation of the police officer's name and badge number, and the date, time and summary of the conversation, and shall retain the notation in the school file.

- A. The Principal/Preschool Director shall inquire whether it is necessary to handle the law enforcement business on school premises during school hours. Final responsibility shall rest with the officer to determine whether the law enforcement business should take place on school premises during school hours.
- B. Except in the case of an emergency or other circumstances justifying other action, the Principal/Preschool Director should summon the student to the school administration office in a routine manner, so that the law enforcement contact or arrest does not occur in the presence of other students. The Principal/Preschool Director should make every effort to handle the matter in a manner that is calculated to minimize embarrassment to the student and to ensure confidentiality for the student.
- C. If the police officer seeks to interview a student about the suspected child abuse of

that student, the Principal/Preschool Director shall permit the police officer to interview the student without first contacting the student's custodial parents or legal guardians to advise them of the requested interview. It shall be the responsibility of the police officer to meet any legal requirements relating to advising a student of his or her constitutional or statutory rights. If appropriate, the Principal/Preschool Director may remain in the room with the police officer and the student to witness the interview. It shall be the responsibility of the police officer to contact the student's parents or legal guardians following the interview to advise them of the fact that the interview has taken place. In all such situations, the Principal/Preschool Director shall immediately contact the Pastor/Rector (Parish/Regional School) and the Superintendent of Schools to advise them of the interview.

- D. If the police officer seeks to interview a student about some matter other than suspected child abuse, the Principal/Preschool Director should immediately contact the student's custodial parents or legal guardians to advise them of the requested interview. The Principal/Preschool Director shall not permit the police officer to interview the student until and unless the Principal/Preschool Director receives verbal authorization from the student's custodial parents or legal guardians to allow such interview to proceed without them being present, or until and unless the custodial parents or legal guardians are present. It shall be the responsibility of the police officer to meet any legal requirements relating to advising a student of his or her constitutional or statutory rights. If it is found to be appropriate to question a student without the custodial parent/guardian being present, the investigating officer shall inform the student that if requested, the Principal/Preschool Director may remain in the room with the police officer and the student to witness the interview. If the custodial parent/guardian is present and requests to witness the interview, it shall be up to the police officer to decide whether and how to proceed. In all such situations, the Principal/Preschool Director shall immediately contact the Pastor/Rector (Parish/Regional School) and the Superintendent of Schools to advise them of the requested interview.
- E. If the police officer seeks to arrest a student, and produces a warrant for such arrest, the Principal/Preschool Director shall inspect the warrant, contact the student's custodial parents or legal guardians to advise them of the warrant and the requested arrest, and then contact the Pastor/Rector (Parish/Regional School) and the Superintendent of Schools. The Principal/Preschool Director should request that the police officer speak with the student's custodial parents or legal guardians before removing the student from the premises.

Contact by Children, Youth and Families Department (CYFD)

The following procedures must be followed when a CYFD representative seeks to interview or take custody of a student during school hours:

- A. The Principal/Preschool Director shall request that the CYFD representative produce identification, CYFD credentials, and state the purpose for the visit. The Principal/Preschool Director shall make a written notation of the CYFD representative's name and credentials, and the date, time and summary of the conversation, and shall retain the notation in the school file.
- B. The Principal/Preschool Director shall inquire whether it is necessary to handle the

CYFD business on school premises during school hours. Final responsibility shall rest with the CYFD representative to determine whether such business should take place on school premises during school hours.

- C. Except in the case of an emergency or other exigent circumstances justifying other action, the Principal/Preschool Director should summon the student to the school administration office in a routine manner, so that the CYFD contact does not occur in the presence of other students. The Principal/Preschool Director should make every effort to handle the matter in a manner that is calculated to minimize embarrassment to the student and to ensure confidentiality for the student.
- D. If the CYFD representative seeks to interview a student, the Principal/Preschool Director shall not allow such interview unless the CYFD representative produces a warrant or court order, or unless emergency circumstances exist, or unless the student's custodial parent or legal guardian consents to such interview. In the case of a warrant or court order or emergency circumstances, the Principal/Preschool Director shall permit the CYFD representative to interview the student without first contacting the student's custodial parents or legal guardians. In the absence of a warrant, court order, or emergency circumstances, the Principal/Preschool Director shall not permit the CYFD representative to interview the student until and unless the Principal/Preschool Director receives verbal authorization from the student's custodial parents or legal guardians to allow such interview to proceed without them being present, or until and unless the custodial parents or legal guardians are present. It shall be the responsibility of the CYFD representative to meet any legal requirements relating to advising a student of his or her constitutional or statutory rights. If it is found to be appropriate to question a student without the custodial parent/guardian being present, the Principal/Preschool Director (or the student's teacher, if appropriate) shall remain in the room with the CYFD representative and the student to witness the interview. If the custodial parent/guardian is present and requests to witness the interview, it shall be up to the CYFD representative to decide whether and how to proceed. In all such situations, the Principal/Preschool Director shall immediately contact the Pastor/Rector (Parish/Regional School) and the Superintendent of Schools to advise them of the requested interview.
- E. If the CYFD representative seeks to take custody of a student, the Principal/Preschool Director shall not allow that to occur unless the CYFD representative produces a warrant or court order permitting such custody, or unless emergency circumstances exist, or unless the student's custodial parent or legal guardian consents to such custody. In all such cases, the Principal/Preschool Director shall immediately contact the Pastor/Rector (Parish/Regional School) and the Superintendent of Schools. The Principal/Preschool Director shall request that the CYFD representative speak with the student's custodial parents or legal guardians before removing the student from the premises. If the CYFD representative decides to take custody of the student without first notifying the parent/guardian, the Principal/Preschool Director shall:
 - 1. Request information from the CYFD representative regarding when the parents or legal guardians will be notified and by whom;

2. Obtain all pertinent information from CYFD regarding where the child will be taken and how the parents or legal guardians can reach the caseworker(s);
3. Request that a gender specific police officer accompany the CYFD representative and the student to wherever the student is being taken;and
4. If permitted by CYFD, call the student's custodial parents or legal guardians to advise them of the situation.

Contact by Others

- A. The Principal/Preschool Director and the student's teachers shall not allow any student to be alone on the school campus with anyone who is not a teacher, school employee, school counselor, tutor, fellow student or custodial parent or legal guardian of the student, even if that person is a doctor, nurse, psychologist or counselor, unless the student's custodial parent or legal guardian gives consent.
- B. Teachers shall not allow any student to leave a classroom to speak with non-school personnel without the explicit permission of the Principal/Preschool Director.
- C. The Principal/Preschool Director and the student's teachers shall not allow any student to leave a classroom to speak with a non-custodial parent unless the student's custodial parents or legal guardians give consent or such contact is permitted by court order.
- D. The Principal/Preschool Director shall not allow any organization, agency, or person (excluding police officers and CYFD personnel) to take custody of any student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by the student's parent or legal guardian.
- E. All schools shall establish procedures to register visitors on campus. If a person has no legitimate reason or written authorization to be on school grounds, school personnel shall ask such person to leave the school campus. If the person does not leave, school personnel and/or the Principal/Preschool Director shall call local law enforcement.

Right to Amend

St. Therese Catholic School reserves the right to amend this handbook. Notice of amendments will be sent to parents and a notification will be given via FACTS SIS.

Appendix A

St. Therese Catholic School: Emergency Action Plan

Basic Information:

Facility Name:	St. Therese Catholic School
Facility Address:	311 Shropshire Place NW Albuquerque, New Mexico 87107
Facility Phone:	Voice 505-344-4479 Fax 505-345-6210
Facility main Contact:	Mary Giglio, Principal
Emergency Kits Locations:	Elementary Building: Front Office Middle School building: Janitor Closet Parish Hall: PE Teacher Office and Kitchen AED- located in Parish Hall

Emergency Contacts:

Contact:	Contact Name:	Phone:
Fire/Rescue (911)		Non-emergency (505)243-6601
Police (911)	APD	Non-emergency: (505) 242-2677
North Valley Sub Station	APD	(505) 761-8861 (505) 761-8829
Lawrence Security	Mitch or Kris Lawrence	(505) 203-1278 or 315-4722
Hospital UNMH		(505) 272-2411
Poison Control	Poison Center	1(800) 222-1222 www.poison.org
Electric PNM		(888) 342-5766 Power Failure (505) 246-5890
Gas	New Mexico Gas Company	(888) 664-2726 (505) 697-3335
Water Authority		(505) 842-9287 or (505) 857-8250
Insurance Provider	Catholic Mutual	(505) 831-8100
Student Insurance	Markel Insurance-Vernon Iwancin	(804) 527-2700 (800)
Crime Stoppers	local	(505) 843-7867
Animal Control		(505) 873-6706
Crises Center		(505) 831-7002
Social Services		(505) 841-9500

St. Therese Catholic School Emergency Action Plan

Evacuation: In case of the need to evacuate the school, the following procedures will be followed:

Evacuation Routes/Exits	<ul style="list-style-type: none"> Students and staff will practice evacuations annually and as needed Exits (windows and doors are checked regularly to ensure easy opening) Each classroom in Elementary building has windows that open. Each classroom in Middle School has both an interior door and exterior door for emergencies. Cafeteria has exterior doors for emergencies
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Evacuation:	<ul style="list-style-type: none"> Students will exit buildings according to evacuation route posted in each class The school will practice emergency evacuations
Notification:	<p>Once students are evacuated:</p> <ul style="list-style-type: none"> 911 will be called. All students accounted for Parents will be notified
Emergency kits/Information:	<ul style="list-style-type: none"> Emergency kits will be taken when possible. Student list with emergency contacts/care will be taken with the Fire Drill/Emergency Plan folder located in each classroom
Evacuation Sites:	<p>On Campus Sites:</p> <ul style="list-style-type: none"> Students will evacuate to fence line and wait for directions. Students will be moved to alternative building on site (ie. Middle School or Elementary) depending on the situation. <p>Off Campus Sites:</p> <ul style="list-style-type: none"> Parish Hall-212 Mildred NW, Alb. Students will walk with teachers to the Parish Hall and wait for directions. St. Therese Church- 300 Mildred NW, Alb. Students will walk to the church with teachers and wait for directions. (505) 344-8050. Parents will be notified of evacuation and pick-up instructions if deemed necessary. <p>Evacuation of Parish Hall:</p> <ul style="list-style-type: none"> Students will be moved to either the Church or the Main campus, depending on situation.
Evacuation of Children with Chronic Medical Conditions	Children with chronic medical conditions will be safely evacuated with the other students. Any medications will be transported with the teacher or designated staff member. Students that may need help with transportation will be provided transportation/assistance as needed.
Continuity of Operations	Once school has been evacuated, the continuity of operations will be addressed. Parents will be notified of any alternative arrangements that will need to be made to meet the needs of the students. If the school is
	damaged, the program will continue in the Middle School, Parish Hall or in the Church-whichever is deemed necessary.

Shelter in Place: In case of the need to stay inside, due to any notification of dangerous situation outside, the following procedures will be followed:

“Shelter in Place” will be announced over the Public Address System, or vocally if necessary

Location:	<ul style="list-style-type: none"> Students will stay inside their building; no one will be allowed to leave the current building that they are in All students will be accounted for Students may use restrooms if necessary. Instruction will continue if possible
Emergency Supplies:	<p>First aid is located:</p> <ul style="list-style-type: none"> Elementary School-Main Office and Teachers' Lounge Middle School-Janitor Closet Parish Hall- PE Teacher's Office and Kitchen
Notification:	Parents will be notified using FACTS SIS.

Lock Down: In case there is a threat of intruder or danger on campus, the following procedures will be followed:

“Lock Down” will be announced over the Public Address System, or vocally if necessary. 911 will

be called as needed.

Location:	<ul style="list-style-type: none"> Teachers will bring their students, and any students in vicinity, into their classroom. Classroom doors will be locked using deadbolts. Lunch or PE will lock in the gym or in the cafeteria
Emergency Supplies:	<p>First Aid Kits are located in all facilities:</p> <ul style="list-style-type: none"> Elementary Building-Teacher's Lounge Elementary Building-Front Office Middle School- Janitor's Closet Parish Hall/Gym-PE Office Parish Hall/Gym-Kitchen Emergency kit with water and non-perishable food items will be kept in each classroom and in the PE Office at the parish Hall/Gym. <p>Emergency Contact and Medical information is kept with Fire Drill/Evacuation Folder with each teacher.</p>
Communication:	<ul style="list-style-type: none"> The PA System, if available, will be used to address school. Cell phones will be used by teachers in an emergency, as necessary.
Notification:	Parents will be notified once the immediate threat has cleared.

Parent Reunification: In case of the need to evacuate or when parents/guardians are unable to get their children, the following procedures will be followed once it is safe for students to be reunited with their family:

Notification:	<p>Parents will be provided:</p> <ul style="list-style-type: none"> Information of evacuation Location of site for pick up Times to pick up and proper procedures
Release:	Students will only be released to contacts listed on the child's form with proper identification.

USDA Civil Rights Assurance

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.