

## **Diocese of Gallup Educational Office Mission Statement**

The mission of Catholic schools in the Diocese of Gallup is to proclaim the person and message of Jesus Christ and His Church through worship, evangelization, education, and service. Catholic schools nurture the spiritual, emotional, intellectual, cultural, and physical development of students; while forming them as members of a community dedicated to service of God through care for others. Catholic education fosters habits of lifelong faith formation and learning. This is achieved by infusing academic and co-curricular instruction with Gospel values, developing in students the ability and desire to make present the Kingdom of God.

The Office of Catholic Schools exists to assist administrators, teachers, staff, advisory board members, and parish communities of our Catholic schools in providing the best Catholic education available to the children of the Diocese of Gallup.

## **Mission Statement of St. Teresa of Avila School**

Guided by our patron, St. Teresa of Avila, our school believes that Christ has no body now but ours, no hands, no feet on Earth but ours. Our mission is to be the hands, the feet, and the body of Christ, emphasizing Catholic morality, as we strive to reach the highest standards of academic excellence and community service, to prepare our students for a productive and meaningful Christ-centered life.

## **Accreditation**

St. Teresa of Avila School is accredited through the North Central Association and the State of New Mexico. The Catholic Schools Office of the Diocese of Gallup makes an annual visit to confirm that the school is performing according to Diocese of Gallup policies. The Daycare, 3-year-old, Pre-Kinder and Extended Care are also licensed through the New Mexico Child, Youth and Families Department (CYFD).

## **Admission Information**

Children entering the 3-year-old program at St. Teresa must be (3) by September 1, 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. Exceptions to the age and readiness requirements may be made by the Superintendent of Schools upon receipt of a petition from a principal. This petition shall contain the readiness of the child as demonstrated by the diocesan approved test and any other factors that may affect the admission of the child.

## **School-wide Student Learning Expectations**

Students in a Catholic school of the Diocese of Gallup are developing into faithful Catholics who can joyfully...

### **Worship God**

- ✠ Recognize and give thanks for God's presence in their lives and in the world
- ✠ Participate in liturgical and sacramental expressions of faith
- ✠ Demonstrate various types of prayer used in their personal relationship with God
- ✠ Express personal acknowledgement of God's plan for them in choosing their vocations

### **Serve Others**

- ✠ Show respect for the similarities and differences in others' cultures, ideas, and opinions
- ✠ Work collaboratively with others
- ✠ Resolve conflict in a fair manner
- ✠ Share their God-given talents for the good of others
- ✠ Respond willingly to the needs of others

## Evangelize Their Neighbors

- ✠ Live, work, and speak as a disciple of Jesus Christ
- ✠ Act with integrity, humility, and self-discipline
- ✠ Make positive comments about others
- ✠ Consider Catholic moral and social teaching when making decisions
- ✠ Share the message of the Gospel and Catholic Teaching

## Develop the Skills and Habits Necessary to Contribute to the Good of the Community

- ✠ Persevere in their academic studies and extracurricular activities
- ✠ Be present in class and participate in discussion
- ✠ Create quality work that is on-time
- ✠ Use critical thinking, listening, and problem-solving skills
- ✠ Express thoughts clearly in written and oral form

## Role of the Pastor

Father Alberto Avella is the spiritual, as well as administrative, leader of the parish and is responsible for its total mission. As the bishop delegates the responsibility of schools to the superintendent, so the pastor delegates the administration of the parish school to the principal. While the ordinary administration and supervision of the education program has been delegated to the principal by the pastor, the pastor is the ex-officio chief administrative officer of the parish school and is delegated by the bishop to:

- ✠ Establish and maintain a Christian atmosphere in the school always making certain that the students are receiving religious instruction according to the diocesan guidelines;
- ✠ Provide worship opportunities to the school community;
- ✠ Appoint a principal in accordance with diocesan guidelines;
- ✠ Evaluate the performance of the principal in cooperation with the superintendent;
- ✠ Notify the superintendent regarding continued employment of principal and award principal's contract;
- ✠ Approve hired staff of the school and sign teacher contracts;
- ✠ Collaborate with the principal and local advisory school board in formulating its constitution and bylaws to conform to the diocesan guidelines;
- ✠ Approve a school budget through consultation with the principal and the advisory school board in accordance with the financial policies and procedures established by the diocese;
- ✠ Provide for the adequate maintenance and repair of the school and convent where applicable;

The rights of the pastor include the right:

- ✠ To be apprised of and approve any liturgical or para-liturgical or popular devotional practices at the school to assure that they are in accord with the Catholic faith, practice, and tradition.
- ✠ To be consulted prior to the exclusion from graduation or the expulsion of any student;
- ✠ To approve or disapprove the employment, non-renewal, or termination of all school employees;
- ✠ To be consulted before the school undertakes any activity which may involve publicity or fund raising; and
- ✠ To be an ex-officio member of the school's advisory board and its finance committee, parent-teacher organization, and any groups organized for the support of the school.

## Principal

The principal has immediate responsibility for implementing the philosophy of the school in its regular operation. The principal is the head of the faculty and staff and is responsible immediately to the Superintendent of Catholic Schools in all educational matters. In all other school matters, the principal is responsible to the corporate board of trustees. The three primary leadership functions of the principal are:

- ✠ Spiritual Leader
- ✠ Instructional Leader
- ✠ Managerial Leader

These functions shall be articulated in a detailed job description provided to the corporate board, school chaplain, and principal by the Office of Catholic Schools (see Appendix A.1).

The Professional Accountability Instrument developed by the Office of Catholic Schools provides the principal with a tool for self-growth as well as an opportunity to gain information from others about his/her effectiveness as a Catholic educational leader. Professional growth must continue to occur throughout the careers of all administrators.

### **School Board (7222 in the Diocese of Gallup Catholic Schools Policy and Procedures Manual)**

The local school board brings together the educational and administrative talents of the principal, the spiritual leadership of the pastor and the experience, knowledge and insights of the laity in a collegial effort to create for the children of the parish a Catholic educational community. To be an effective board, the members need to understand their role and how it relates to the operation of the school. The proper activity of the parochial school boards and diocesan school boards is school development, recruitment, public relations, budgetary review and accountability, plant management. It is not the role of the school board to involve itself in administration, i.e. hiring, terminating, supervision or evaluation. The local parish school board shares with the pastors and principals a responsibility for providing quality education. It is important the boards understand their role and function as an advisory body to the pastor and principal.

### **Teachers (3260 in the Diocese of Gallup Catholic Schools Policy and Procedures Manual)**

All teachers receive their assignments from the principal. Their primary responsibility is the Christian formation and academic education of students. Fulfillment of this duty includes:

- ✦ Knowing, teaching, and acting consistently in accordance with the mission, philosophy, objectives, and policies of the school and diocese.
- ✦ Supporting the administration, faculty, staff, and students by mutual respect, cooperation, and good example.
- ✦ Performing teaching duties in a competent, professional, and Christian manner.
- ✦ Developing a sound instructional program to ensure for students an environment conducive to academic, social, moral, and religious growth.
- ✦ Striving to create a Catholic culture and atmosphere which permeates school facilities and programs.

Since the most critical factor in providing a quality Catholic education is a competent teacher fully cognizant of his/her responsibility, clarity is essential. Therefore, the teacher shall:

- ✦ Maintain a controlled classroom environment appropriate for maximum student learning;
- ✦ Act responsibly with respect to children's rights;
- ✦ Confer with the principal on all serious disciplinary problems;
- ✦ Confer with parents when necessary and/or appropriate;
- ✦ Communicate regularly with the principal and staff in the spirit of building faith community;
- ✦ Be regularly available before and after school;
- ✦ Treat parents and students with respect and dignity;
- ✦ Maintain accurate records and reports;
- ✦ Strive to promote an awareness and appreciation of varied ethnic backgrounds;
- ✦ Secure the principal's approval for all communications and/or correspondence sent from the school;
- ✦ Perform such other duties consistent with the work of a teacher as the principal may from time to time designate.

### **Parent's Role in Education**

**We at St. Teresa 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. Choosing St. Teresa School involves a commitment and once you have chosen to enter into a partnership with us we trust you will be loyal to this commitment as will all members of our school staff. Good examples from parents, teachers, pastors, and administrators is the strongest teacher. Our personal relationship with God, with each other, and with the Church community will affect the way our children relate to God and others. Ideals taught in school will not take root if they are not nourished at home. Ideals taught at home will have little meaning if they are contradicted at school. 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.

Ways parents and guardians can effectively share the responsibility of educating your child:

- ✦ Get your children to school on time daily. Punctuality and good attendance are a must.
- ✦ Provide a suitable time and place for your child to study at home.
- ✦ Make learning a priority.
- ✦ Maintain regular communication with teachers, aides and the school administrators.
- ✦ Stay informed of your child's academic progress.
- ✦ Treat teachers, administration, and staff with respect and dignity.
- ✦ Support the school administrator in enforcing rules.
- ✦ Support the school's religious and educational philosophy and mission.

### Student's Rights and Responsibilities

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. At St. Teresa School, students have the right and responsibility to:

- ✦ Talk at appropriate times.
  - Use appropriate language and voice to express themselves.
- ✦ Have an appropriate work space.
  - Treat property with respect.
- ✦ Have a comfortable, safe environment.
  - Use school property appropriately.
- ✦ Make mistakes while learning.
  - Ask for help when needed.
- ✦ Be regarded as a worthwhile listener.
  - Treat classmates with respect in actions and words.
- ✦ Use the restroom when necessary.
  - Make valuable use of class time.
- ✦ Learn to his/her potential.
  - Have homework completed on time.
- ✦ Disagree with others in an appropriate manner.
  - Respect the parish priests, deacons, school administrator, staff and visitors to the school.
- ✦ Have a good teacher who will teach the student what he or she needs to know.
  - Have materials and equipment needed to learn.

### Daily Schedule

- 7:30am – Morning Drop off/ Breakfast Begins
- 7:45am – Morning Prayer Begins/ Begin heading to church on mass days
- 8:00am – School Begins / Mass Begins
- 8:45am – Breakfast on Mass Days
- 11:00am – 12:00pm – Lunch/Recess for Pre-school through 3<sup>rd</sup> grade
- 11:30am - 12:30pm – Lunch/Recess for 4<sup>th</sup> through 8<sup>th</sup> grade
- 12:30pm – 2:00pm – Nap time for Pre-school and Pre-kindergarten
- 2:45 – School released for Pre-school and Pre-kindergarten
- 3:00pm – School released for Kindergarten through 8<sup>th</sup> grade
- 3:00pm – 5:30pm – Extended Care Open
- 3:30pm – School office closed

## **Morning Drop-off**

Regular School Day – Students can be dropped off at the school cafeteria as early as 7:30am. Students participating in the Pre-School and Pre-Kindergarten programs need to be signed by a parent or other authorized adult. Morning prayer will begin at 7:45am. Students who arrive after 8:00am will be marked as tardy.

Mass Day – Students can be dropped off at the school cafeteria as early as 7:30am. Students will begin walking to the church no later than 7:50am. If you bring your child to school later than 7:50am they should be dropped off at the church and sit in the designated area for their class. Students who arrive after 8:00am will be marked as tardy.

Snow Delay – On days where there is a snow delay, school will begin at 10:00am. Students will not go to the cafeteria on these days, but will instead go straight to their homeroom.

Early Check-out/Release

## **Student Check-out**

On the occasion where a student will be checked out of school, whether they will be returning or not, they will need to be signed out at the front office. Only adults on record with the office can check out students. If a parent or guardian wants to add an adult to the list, they need to inform the office in writing or in person. Persons who are not known on sight by office personnel will be required to show identification before they are able to check out a student. Anytime it is suspected that a student was removed from campus without being signed out, or by an unauthorized individual, law enforcement will be notified. Student will be marked as absent for the portion of the day they miss, apart from lunch if the student returns before afternoon classes begin.

## **Early Release**

School may be released early due to weather, or in cases where the safety or welfare of the students might be threatened, such as gas leaks, no access to clean water, the failure of the heating or cooling system, and other such occasions. On these occasions arrangements will need to be made for an authorized adult to pick the student(s) up at the time of release.

## **Closed Campus**

St. Teresa School is a closed and private campus. All visitors need to check in at the school office. The school reserves the right to restrict access to their campus, staff, and students to any unauthorized individual for any reason. As stated in section 4720 of the Diocese of Gallup Catholic Schools Policy and Procedure Manuals, St. Teresa School cannot deny access to a legal parent or guardian without legal documentation stating that they are no longer an authorized individual. In cases where this maybe unclear, the decision will always default to the safety of the child and the school will acquire the assistance of law enforcement if necessary.

## **Hot Breakfast/Lunch**

Parents, guardians, and authorized friends and relatives are always welcome to have breakfast or lunch at the school with their students.

If an adult will be getting a lunch tray from the cafeteria, please make sure you notify the school in advance so that you can be added to the lunch count. An adult tray from the cafeteria costs \$2, which will be added to your monthly bill.

Cash is not taken in the cafeteria.

If lunch is brought from home or a restaurant, it needs to be in a lunchbox/bag or plain containers or wrapping. Food brought into the cafeteria in wrappers from other establishments can result in our school losing their food program funding.

Charges for meals:

- |              |                          |        |
|--------------|--------------------------|--------|
| ➤ Breakfast: | 3 Year Olds to 8th Grade | \$1.00 |
| ➤ Lunches:   | 3 Year Olds to 3rd Grade | \$1.45 |
| ➤ Lunches    | 4th Grade to 8th Grade   | \$1.55 |

Some students may qualify for free or reduced lunch under the federal guidelines, however it is school policy (and in accordance with Catholic beliefs) that a student at our school will never be denied a meal because of lack of payment.

### **After School Pick-up**

Pre-school/Pre-Kindergarten- Students participating in the Pre-school and Pre-kindergarten program will be released at 2:45pm. A parent, guardian, or authorized adult needs to come into the classroom to sign the student out.

Kindergarten – Eighth Grade- Students in these grades will need to be picked up on the east side of the school, the side nearest to the church. The teacher will need to identify that the person picking up the student is an authorized adult before the student can go to the vehicle.

Walkers/Carrot Express- If a parent wishes for their child to walk home or if they have made arrangements with the Carrot Express, they will need to notify the school in writing. If the student will be walking, the parent will need to include instructions for what they would like done in the cases of the school closing early and when there is inclement weather.

### **Extended Care**

St. Teresa School offers extended care for those families who need after school child care. Extended care begins at 2:45pm for Pre-school and Pre-kindergarten students and at 3:00pm for all others. Extended care is licensed through New Mexico Children, Youth, and Families Department. Extended care cost is \$3 per hour and parents are billed monthly. Financial assistance for extended care is available through the state of New Mexico. Applications for assistance need to be obtained from and turned into the CYFD office.

### **FACTs**

All families will need to create a payment plan account through FACTs Tuition Management by going to [factsmgt.com](http://factsmgt.com). Beginning September 1, 2017, all charges will be done through the FACTs system including for meals, daycare, CYFD co-pays, registration fees, tuition, and other incidental charges. Families will still have the ability to make payments at the school, but additional fees may apply. Any family who needs assistance with this can come to the school during office hours to receive assistance or they can call the FACTs helpline which is available 24/7 at 1-866-412-4637.

### **Scholarships and Grants**

The school will make every effort to make information available about any scholarships or financial assistance opportunities. Any scholarships offered by the school will be given through the FACTs Grant and Aid system. Applications need to be filled out at [factsmgt.com](http://factsmgt.com). Scholarships and Aid given by outside sources have their own schedules, deadlines, and criteria to meet. The school cannot determine what funds students will or will not receive from outside sources, but we'll try our best to help in the application process.

### Scholarship/Tuition Assistance Contract

Any family who is issued a scholarship or tuition assistance can only do so by signing the Scholarship Contract. The contract states that to keep the scholarship the student and/or their family must do the following:

- Maintain a GPA of 2.5 or above and an attendance record of less than 10 unexcused absences in the 2017-2018 school year.
- Follow all rules and guidelines laid out in the Student/Parent and Behavior Handbooks.
- Complete the 2017-2018 school year at St. Teresa School.
- Keep up with the monthly tuition payment or copayment agreements.
- Complete a total of 40 volunteer hours for the 2017-2018 school year.
- The total amount of any scholarship will be deducted from the yearly tuition rate, and the remaining amount will be paid in full, through 10 monthly payments or through 12 monthly payments. If at any time the student or family is not following the regulations in the contract, the money will be rescinded and the family will be billed in the amount of the scholarship or tuition assistance.

## Financial Obligations

### Tuition

	1 student	2 students	3 or more students
Annual Tuition Rate	\$2,550.00	\$4,590.00	\$6,500.00
<b>Payment Options</b>			
Lump Sum Payment (10% discount) Due on August 1, 2017.	\$2,295.00	\$4,131.00	\$5,850.00
10 Month Plan (Per Month August 2017- May 2018)	\$255.00	\$459.00	\$650.00
12 Month Plan (Per Month August 2017 - July 2018)	\$212.50	\$382.50	\$541.67
If students receive a scholarship, the scholarship amount will come off of the annual tuition rate and the remaining amount will be divided into 10 or 12 monthly payments. For example:			
One student Scholarship Amount	Remaining Tuition Amount	10 Monthly payments	12 Monthly Payments
\$500.00	\$2,050.00	\$205.00	\$170.83

### Registration Fees

Registration fees are waived if you pay the first month of tuition (for August 2017) before May 26, 2017.

\$100 per student/ or \$165 per family: If paid before August 1, 2017.

\$150 per student/ or \$200 per family: If paid after August 2, 2017 or applied to monthly payments.

### Family Service Hours and Fundraising

The tuition and registration fees do not meet all costs of education therefore families are required to meet the following fundraising and volunteer obligations, or be billed the amount. Unmet volunteer hours are billed at \$10 per hour. All unmet obligations will be billed on April 1, 2018.

- 20 Service Hours for families who are not on scholarship.
- 40 Service Hours for families receiving a scholarship from the school.
- A Total of \$220 in Fundraising (\$40 in Quarter 1, \$40 in Quarter 2, \$40 in Quarter 3, and \$100 in tickets for the Lottery Event)

### Documentation Responsibilities

#### Admission

St. Teresa of Avila 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 of the school. Non-Catholic students whose parents accept the philosophy of St. Teresa School will be accepted with the expectation that all students will participate in all religious classes and activities provided by the school. It does not discriminate based on race, color, religion, or national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Children entering the 3-year-old program at St. Teresa must be (3) by September 1, 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. Exceptions to the age and readiness requirements may be made by the Superintendent of Schools upon receipt of a petition from a principal. This petition shall contain the readiness of the child as demonstrated by the diocesan approved test and any other factors that may affect the admission of the child.

All students seeking admission to St. Teresa School are required to provide documentation of the following:

- Immunization Records
- Birth Certificate (original)
- A signed release to obtain records from the previous school.

## Attendance

St. Teresa School will adhere to the truancy laws for the state of New Mexico. Absence from school interferes with a student's academic progress. The student can make up the work but they will never get that interactive learning time with their peers and teachers back. The calendar provides for extended weekends and days off during the week throughout the school year. Parents are encouraged to schedule trips, family outings, and appointments during these times unless absolutely necessary.

Missed Assignments - 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.

Project Deadlines - Teachers are not required to extend deadlines for large projects due to absences.

Missed Tests - Arrangements for tests missed because of an absence due to illness are to be made with the teacher of the subject. The teacher may give the student an alternate version of the test to maintain the academic integrity of the test that was previously administered. If a student does not make arrangements to take the missed test or fails to show up at the determined time and place, the student will receive a score of zero on the test.

Extended Absences - Any absence longer than 3 days is considered an extended absence. It is not the policy of St. Teresa School to give a student work for an extended absence in advance of that absence. Lesson plans change depending on the students understanding of the content therefore teachers cannot always guarantee what they will be teaching on a certain day in the future. In cases of an extended absence for medical reasons the teacher will acquire reliable contact information to update families on school assignments. In cases of extended absences for anything other than medical reasons, the teacher will fulfill the request to the best of their ability beforehand, but in many cases the students will have missed assignments and/or tests to make-up work when they return.

Tardys - Three tardys are considered a one-day absence. Three early pick-ups are also considered a one-day absence.

Unexcused Absences - Five (5) unexcused absences in a 9-week period or a period of any 4 consecutive weeks will result in a conference between the pastor, principal, parents, and students. Ten unexcused absences in a semester or a period of any 9 consecutive weeks will be reported to the Children Youth and Families Department.

Excused Absences - Absences in the cases of illness are excused absences when accompanied with a Dr.'s note. Please keep children home when they are sick to restrict spread of viruses and disease.

## Grading, Testing, and Reporting

St. Teresa School follows the grading system approved by the Diocese of Gallup Office of Catholic Schools. Preschool and Pre-K programs shall report student progress on a developmentally appropriate scale of skills mastered.

### Grades K-2:

- E - Exceeds Expectations
- M - Meets Expectations
- I - Needs Improvement
- P - Progressing
- N - Not assessable at this time

### Grades 3-5:

Schools using standards-based report cards may continue to use the K-2 scale. Schools using subject based report cards should use the Grade 6-8 Scale.

### Grades 6-8:

- A 93-100%
- B 81-92%
- C 80-70%
- D 60-69%
- F 59% or below

## Homework

Teachers should assign homework for purposes of reinforcing learning that has taken place at school and of fostering habits of independent study. Assignments should be given with consideration for students' varying ability levels. Parents shall be informed concerning the school's homework policy. The teacher should be sensitive to the home environment in which the student must do required assignments. Teachers in departmentalized situations should coordinate assignments. While students' ability and concentration will vary, general suggested time allotments for homework in schools are as follows:

- Preschool and Pre-K: no homework, encourage parents to read with their child
- Grades K-2: 15 to 30 minutes per day
- Grades 3-5: 30 to 60 minutes per day
- Grades 6-8: 60 to 90 minutes per day

## Promotion Policy and Retention Policy

Advancement to the next grade at St. Teresa School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully at their current grade 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.

## Withdrawal Policy

Families must notify the school in writing if a student is withdrawn from the school. Registered students who withdraw after October 1 are responsible for 1/3 of the full tuition amount. Registered students who withdraw after December 1 are responsible for ½ of the full tuition amount. **The school will not forward records for students who withdraw with an outstanding balance for tuition, fees, books, extended care, etc.** No refunds will be issued for students who are expelled or withdrawn for disciplinary reasons.

## Expulsion or Suspension

St. Teresa School classes maintain an atmosphere that is conducive to learning for all students. Students may be denied re-registration or be suspended or expelled from St. Teresa School when behavior warrants the action according to the Action/Consequence Rubric in the Behavior Handbook.

## Release of Student Records

St. Teresa Schools adhere to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Parents requesting records/transcripts/recommendations must make a written request to the School Office. Please allow the office up to five business days to fulfill the request. All forms should be submitted to the St. Teresa School Office for distribution. Completed forms will be sent via the U.S. Mail and 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 or without the written release by a parent/guardian.

## Missing Child

The teacher will contact the principal immediately if a child is missing. An all call will be made and a search of the school will take place. If the student isn't located, lock down procedures will be followed. The parent/guardian of the student will be notified as well as the Grants Police Department or New Mexico State Police Department.

## 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, and in silence;
4. Stand in a column, facing away from the building. Return to the building when signal is given.

## **Medication**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Secretary in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Secretary with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

A "Physician Order and Medication Authorization Form" is available in the School Office. All required information must be provided on this form before the school will administer medication for a student. The parent must provide written directions and permission to the school for administering medications to their children.

## **Sunscreen/Bug spray**

During the seasons when these things are relevant these items may be applied to your child unless otherwise specified in writing.

## **Food Allergy Policy**

St. Teresa School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Teresa Schools require parents/guardians to report students with allergies to the office and to provide specific directions for preventing allergic reactions. This information will be shared with all staff members and other students/parents as deemed necessary by the principal.

## **Child Abuse Laws**

St. Teresa 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.

## **Virtus**

Virtus training must be completed with a certified diocesan Virtus facilitator. All employees and volunteers (including board members, bus drivers, and parent group members) are responsible for signing in on the attendance sheets at the training, and signing up for follow-up bulletins via the Virtus website. Training must be renewed every year, before the beginning of the school year for any volunteer or employee who did not complete monthly bulletins. If the parents are not acting as volunteers in any capacity, the training is not mandatory. This training is offered to provide parent education in the recognition and prevention of child abuse. It also provides parents with information about reporting and investigating procedures within our diocese.

## **Right to Search**

The school principal/administrator or their designee has the right to conduct a search of anything on the school grounds, including student desks, student backpacks, and other items brought to school by students. Searches of a student's person or personal items will not take place until a parent has been notified. Personal belongings may be searched without parental consent only in instances when, in the judgment of the school administrator, the health, safety or general welfare of the student or school requires such action. Otherwise the parent/legal guardian and, if necessary, law enforcement will be

notified before a student's person or belongings are searched. Searches will take place when a student is under suspicion for the possession of stolen property, controlled substances, paraphernalia, obscene materials, or weapons of any kind. Under the school's Acceptable Use of Technology Policy, school computers, laptops, or tablets and their content are no longer considered private once brought onto school property and St. Teresa School reserves the right to search the contents of, audit, or monitor any use of computer or network equipment to ensure compliance with the policy and any local, state or federal laws.

### **Destruction of 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 dollar amount of repairs and labor or replacement. Textbooks must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement fee for damaged or lost texts.

### **Dress Code**

A neat and clean appearance is to be maintained by ALL students. Clothing is to be clean and in good repair. The school has adopted the following dress code. Please be advised that ONLY the following items will be allowed as proper for the school.

#### **BOYS UNIFORM:**

- Slacks, Corduroys or Walking Shorts that fit properly (no sagging) – Navy Blue or Khaki.
- Polo-style, Button down or Turtle Neck Shirts – White, Navy, or Light Blue.
- Navy Blue Cardigans or Vest.
- Socks must be black, white or navy blue if they are showing.
- No earrings.
- Hair no longer than collar length.
- Shirt must be TUCKED in at all times.

#### **GIRLS UNIFORM:**

- Slacks, Corduroy Pants, Jumpers, Skirts, Skorts, Walking Shorts – Navy blue, Navy Plaid, or Khaki.
- Polo-style, Button down or Turtle Neck Shirts – White, Navy, or Light Blue.
- Navy Blue Cardigan or Vest.
- Skirt, Jumper, Skort or Walking Shorts MUST be no shorter than the length of the fingertips of the child when she holds her arms flat by her sides.
- Socks or tights must be black, white or navy blue if they are showing.
- Blouses with a finished hemline can be untucked. All polos or turtlenecks need to be tucked.

#### **SCHEDULED MASS DAY UNIFORM:**

Green Polo shirt and Khaki bottoms for all students.

#### **SPIRIT DAY:**

Purchased Warrior Apparel or Team Warrior Shooting Shirts. Students may wear jeans on these days if they pay \$1 to the chosen charity for the week. St. Teresa School hoodies can be worn any day, but must be removed for mass. If the student is suspected of using the hoodie to hide inappropriate items, cheat on work, or avoid participation, the student will no longer be able to wear the hoodie until they earn the right to wear it back from the teacher or principal.

#### **DRESS UP DAY:**

DRESS YOUR BEST!! Clothing you would wear for pictures or a special event. NO jean material, exercise clothes (joggers, yoga pants, basketball shorts), pajama like pants, see-through material, sweats, ripped or baggy clothes. If girls wear leggings they need to wear a tunic or blouse that goes down to their fingertips. \*Girls may wear strappy sandal dress shoes

and shoes with a heel to church if they wear socks. If they plan to participate in recess or PE, they need to bring a pair of shoes appropriate for those activities otherwise they will be asked to sit out.

### ITEMS THAT ARE NEVER APPROPRIATE

- Sandals without socks, flip flops (aka thongs), or shoes with a heel that is higher than 1". This is for safety reasons.
- Tank tops, sleeveless tops, or spaghetti strap tops.
- T-shirts with inappropriate writing, pictures, or symbols
- Tennis shoes that convert to roller skates
- Bike shorts (spandex)
- Make-up – all types with the exception of clear or neutral colored lip balm.
- Hats/caps (unless required for sunny day outdoor activities)
- Pants tucked into neon, sparkly, or bright colored tennis shoes, boots or socks.
- Unnatural hair colors. Hair may be highlighted or colored if it looks like it is a color that would occur naturally.
- Jewelry that is distracting or could be potentially hazardous.
- Piercings other than the ears.
- Excessive cologne, perfume, hairspray, or scented lotion or hand sanitizer.

Consequences for dress code violations will follow the guidelines of the Action/Consequences Rubric found in the Student Behavior Handbook. All uniform regulations and guidelines are subject to the discretion of the principal.

### **Electronic Devices**

Students will be provided with the devices they need to successfully complete assignments or communicate with parents. All students must sign and adhere to the Acceptable Use of Technology Policy Agreement. If students decide to bring electronic devices (cell phones, music devices, gaming devices, tablets, laptops, cameras, etc.) or accessories from home, they will NOT be allowed to use them between 7:45am and 3:00pm, unless otherwise granted permission by the student's current teacher. Any device used without authorization will be confiscated until the parent is able to come and pick it up. Students are not allowed to photograph or film any person at any time on school property with their personal device. St. Teresa School is not responsible for any lost, damaged or stolen electronic device.

### **Sports/Athletics**

St. Teresa School may have teams in local sports programs such as basketball and soccer. Fees to participate will vary depending on the sport. All middle school participants must have a sports physical on file.

Conduct during practices and games must always be in line with the high standards set forth by St. Teresa Schools. Any St. Teresa 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, the principal will be consulted to determine a student's eligibility for participation.

The schools, when possible, will provide transportation by school bus for all athletic students. 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 St. Teresa School facilities, the athletes must wait at the school/extended care program until a coach can accompany them to the gymnasium/field.

### **Field Trips**

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To ensure the desired outcomes of such trips, teachers will prepare the students for the place that is to be visited and the things that are to be seen. A discussion will be held regarding the purpose(s) and goal(s) of the trip. The following will apply to each and every grade.

- Prior to making any arrangements for a field trip, it must first be approved by the administration.
- The written consent of parents must be obtained for every student participating in a field trip. A permission slip will be sent home with the student prior to a scheduled trip. Parents should sign the slip and send it back with their child as soon as possible.
- No student may participate, unless a signed permission slip for the specific event is on file with the Principal.
- All chaperones must have a background check on record with the diocese and VIRTUS training.
- Students can be denied participation in field trips if they fail to meet academic and/or behavioral requirements.
- Students not attending the activity will attend another class for the day.
- Smoking is not allowed near the students at any time for any reason.
- No students other than those in the specific class(es) may attend the field trip. If a parent wants to bring a non-school age child, they cannot act as chaperone of a group but may escort or transport their own children for the duration of the field trip.

### **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Teresa 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.

### **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 in the lost and found bin next to the school office

### **Parties**

Students are permitted class parties during the year at the discretion of the teacher and with permission from the principal. Parents may assist the classroom teacher with these parties. Birthday treats may be brought to school for students only if they are provided for all students in the classroom and with advanced approval from the teacher.

### **2500 PARENT AND STUDENT DISPUTE RESOLUTION PROCESS**

This policy and process does NOT apply to:

Disputes between a school employee and employer (see policy 3297); and

Dispute involving illegal harassment (including sexual harassment), safe environment, retaliation, reporting suspected child abuse, or hostile work place (see policies 3710, 3711, 3261, 3254).

Disputes often arise in schools due to misunderstandings, differences in judgment, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

#### **TO RESOLVE DISPUTES:**

**STEP ONE:** Disputes shall be presented within ten (10) school days of the incident that caused the dispute to the person most directly responsible for the matter involved in the dispute. The disputing party must declare that he/she is presenting a dispute according to policy 2400. For example, a parent complaint regarding a teacher's homework policies should be taken directly by the parent to the teacher for resolution.

**STEP TWO:** If the dispute cannot be resolved at Step One to the satisfaction of the disputing party, the complaining party within ten (10) school days of the response given at Step One may present his/her dispute to the principal for review and decision according to policy 2400. If the dispute is concerning an employee, the principal shall advise the employee of the nature of the complaint. The employee shall be given ample opportunity for explanation, comment, and presentation of

facts as he/she sees them. The principal shall conclude his/her review of the dispute and render his/her decision within ten (10) school days of the referral described in this step.

**STEP THREE:** If the dispute cannot be resolved at Step Two, the complaining party within ten (10) school days of the principal's decision in Step Two may present the dispute to the school's pastor (rector for diocesan schools) for his review and decision. The pastor/rector shall conclude his review of the dispute and render his decision within ten (10) school days of the referral to him described in this step.

**STEP FOUR: DIOCESAN REVIEW:** If the dispute cannot be resolved at Step Three, the disputing party, within ten (10) school days of the pastor's/rector's decision at Step Three, may petition the Superintendent of Catholic Schools in writing for his/her review of the dispute. The superintendent, at his/her sole discretion, may decide to review or not review the dispute in question. If the superintendent chooses to review the dispute, he/she shall render an advisory recommendation to the pastor/rector in writing within ten (10) school days of receiving the written petition unless the superintendent determines that additional time is required to adequately investigate and resolve the dispute. Normally, the school pastor's/rector's decision is the final ruling on a dispute.

**LENGTHEN DEADLINES:** Any request to lengthen the time deadlines set by this policy must be submitted in writing to the superintendent for approval.

### **Discipline Policy**

Students' actions and attitudes should reflect a Christian ethic and be in accord with the moral and religious expectations contained in the philosophy and goals of each school.

Discipline in the Catholic school is an essential aspect of Christian development. Its purpose is to educate students to an appreciation of the importance of developing responsibility and self-control, to build a sense of Christian community, and to provide an environment for learning; therefore, it is to be considered as an expression of moral guidance and not a form of punishment. It is in this spirit that corporal punishment; language which will bring ridicule on the student or parents; disciplinary actions whose intent is to affect a student's academic performance; and withholding or altering rightfully earned academic marks are unacceptable. Following in this spirit, St. Teresa School does not have a "three-strike policy" or "one and done" response to inappropriate behavior. A student may be expelled for continuing misconduct (after having been placed on probation and/or suspension) or for a serious misconduct. The school will follow the guidelines of the discipline rubric of this handbook unless the offense is not outlined in the rubric or the offense causes such extreme harm to a person or property that the consequences in the rubric are not adequate. Such cases will default to the discretion of the principal, pastor, and diocese when necessary. The school shall judge the need to expel a student on a case-by-case basis taking into consideration the student's prior disciplinary record, the circumstances involved in the disciplinary offense, the gravity of the offense, and the safety of the student and others.

All our school disciplinary policies and procedures follow diocesan policies and procedures which can be found in their entirety in sections 4700, 4800, and 4900 of the diocesan handbook. These policies and procedures are also consistent with the overall philosophy and goals of the school and stem from a loving, accepting attitude toward the student as a person of dignity.

**Right to Amend:** St. Teresa School reserves the right to amend this handbook. Notice of amendments will be sent to parents via a school memorandum.

Revised for the 2017-2018 school year. Takes effect 9/13/2017.