

# Our Lady of The Assumption Catholic School

## Family Policy Guide

*Never become discouraged.*

*Be not afraid.*

*Pope Saint John Paul II*



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# School Mission

We, Our Lady of the Assumption Catholic School, take responsibility for learning and Christ-like behavior to continue the mission of the church.

# School Vision

We are welcoming, diverse, and engaged Catholics collaborating as partners so that students excel in living out their faith and their learning to become future global leaders and saints. We emphasize traditional curriculum that focuses not only on excellence in reading, writing and math but also forming the mind body and soul through the beauty of science, technology and the arts. As the OLA family, we have an environment that is safe, loving, supportive and respected.

## School-Wide Learning Expectations

### Active Catholic Christian

The Catholic faith is the center of learning and is the focus of the school community as a whole; it supports the Catholic Social Teaching of the call to family, community, and participation.

- Regular participation in the sacraments and attend Mass consistently
- Willing to follow Christ and serve the Church
- Have knowledge and understanding of Catholic faith

### Never Give Up

At OLA perseverance and responsibility are emphasized. This supports the Catholic Social Teachings of rights and responsibility for a healthy society and the dignity of work and the rights of workers.

- Learn from mistakes
- Persevere
- Take responsibility for learning

### Global Citizen

The Catholic Social Teachings of solidarity, life and dignity for the human person and care for God's creation are emphasized in this aspect of the acronym.

- Demonstrate tolerance and respect for all cultures
- Stewards of God's creation
- Act instead of reacting

### Effective Communicators

The concept of evangelization is encouraged with our students, teachers, and families. The entire school community strives to model Christ-Like behavior, supporting the Catholic Social Teaching of the life and dignity of the human person.

- Speak with wisdom, reverence, and patience
- Be a "voice" for Christ
- Listen and respond respectfully

### Life-Long Learners

Catholics have a responsibility to teach, learn and model the teachings of the Church. Faithful learners are expected to search for truth through Christ and realize that learning is a lifelong process.

- Seek the truth through Christ
- Reach for more than what is required and yearn for knowledge
- Listen to learn and learn to listen

### Service to Self and Others

This supports the Catholic Social Teachings of solidarity, the option for the poor and vulnerable, and the call to family community and participation.

- Be responsible for Christ-like behavior
- Care for the needs of others
- Implement Catholic social justice teachings

# **INTRODUCTION**

## **FAMILY POLICY GUIDE**

Our Lady of the Assumption Catholic School writes and provides a Family Policy Guide that states the mission, philosophy, regulations, and rules of the school. Any changes are updated each school year. This Family Policy Guide (handbook) has been published for students and parents under the authority of the Pastor at Our Lady of the Assumption Parish and the policies of the Archdiocese of Santa Fe Catholic Schools Office. It has been compiled to answer questions regarding the operation of Our Lady of the Assumption Catholic School (OLA). The school provides this handbook to parents via the school website and FACTS (SIS system). All parts of the Our Lady of the Assumption Catholic School Family Policy Guide are aligned with the regulations and policies of the Archdiocese of Santa Fe.

A signed Acknowledgment and Disclaimer form approved by the Catholic Schools office must be turned in to the school office by September 15<sup>th</sup>. Please refer to this guide as questions arise during the school year. If further information is needed, call the school at (505)256-3167. For any issues or difficulties found with policies, please refer to the section, *Appeal Process/Grievance Procedures*.

## **ACCREDITATION**

The Superintendent of the Archdiocese of Santa Fe determines the accrediting association for OLA School and all schools within the Archdiocese of Santa Fe. Currently, OLA is accredited by WCEA Western Catholic Education Association continuous school improvement. (Refer to Archdiocese of Santa Fe Catholic Schools Policy Manual, policy #1100.)

## **DISCLAIMER: CHANGES TO THE FAMILY POLICY GUIDE**

Not all circumstances can be addressed in a guide. Unusual/extraordinary situations that may happen during the school year will be dealt with by the administration and Pastor. Statements in this guide are subject to amendment with or without notice. The school principal will attempt to keep stakeholders informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances. The administration reserves the right to add or change policy as necessary.

## **HISTORY OF OUR LADY OF THE ASSUMPTION CATHOLIC SCHOOL**

OLA School was established in 1954, and as stated in the philosophy, is a ministry of the greater parish. The leadership composed of the Pastor, Principal and Superintendent of the Archdiocese of Santa Fe continues to ensure that the beliefs of the Catholic faith are taught and upheld.

## **PHILOSOPHY**

OLA School is first and foremost a Catholic school within the Archdiocese of Santa Fe. (See policy #1000 in the Archdiocese of Santa Fe Catholic Schools Manual.) Our school provides a Catholic/Christian environment. Instruction in religious truth and values is the most integral part of the school program. The school is a ministry of Our Lady of the Assumption Parish. The ongoing support of the parish is necessary for the continuation and life of the school.

## **SECTION I: ORGANIZATION AND ADMINISTRATION**

Our Lady of the Assumption Catholic School is a ministry of the Church and acts as part of the educational mission of Our Lady of the Assumption Parish. OLA School is governed by the *Archdiocese of Santa Fe Catholic School Policy Manual*.

### **THE ROLE OF THE PASTOR**

The Pastor is the Canonical leader of Our Lady of the Assumption Parish of which the school is a major ministry. In cooperation with the Superintendent, the Pastor is responsible for the spiritual as well as the administrative leadership of the school. The administrative supervision of the school is given to the Principal. (Refer to the Archdiocese of Santa Fe Catholic Schools Policy Manual, policy #1050.)

### **THE ROLE OF THE PRINCIPAL**

Under the guidance and supervision of the Pastor and the Superintendent, the Principal of OLA School oversees the general operation and administration of the school. He/she is the school's spiritual leader, primary administrator, and is responsible for the leadership in all areas of the school's educational programs. (Refer to the Archdiocese of Santa Fe Catholic Schools Policy Manual, policy #1060.)

### **THE ROLE OF THE TEACHER**

The teachers at OLA School, under the supervision of the principal, actively serve in the faith development and education of the students. It is expected that Catholic School teachers live by the teachings of the Catholic church and abide by her standards of faith and morals. (Refer to the Archdiocese of Santa Fe Catholic Schools Policy Manual, policy #1060.2)

### **THE ROLE OF THE SCHOOL CONSULTATIVE COUNCIL (SCC)**

The Our Lady of the Assumption School Consultative Council (SCC) reports to the Principal and Pastor. The SCC gives support to the Pastor and Principal in areas designated by the SCC's Constitutions and Bylaws and/or as needed by the Principal and Pastor. Matters for support and consultation by the SCC include the following: public relations, finances, planning, marketing, enrollment, and development. (Refer to the Archdiocese of Santa Fe Catholic Schools Policy Manual, policy #1090.)

### **THE ROLE OF THE HOME AND SCHOOL ASSOCIATION (HSA)**

The primary goal of The Our Lady of the Assumption Catholic School HSA is to assist the school in accomplishing its mission. The HSA, under the control and supervision of the Pastor and the Principal, is responsible for promoting cooperation and goodwill between parents and teachers, sponsoring fundraising and social activities and enhancing hospitality by encouraging all members to become involved in HSA activities.

## **SECTION II: GENERAL POLICIES**

### **ACADEMIC CALENDAR**

The OLA School calendar is based on the Archdiocese of Santa Fe academic calendar; as required by the state of New Mexico, the calendar includes 180 student contact days. The school calendar is on the OLA School website and on FACTS. The school administration follows this calendar; however, the calendar is subject to change. Such changes are made in advance as much as possible and communicated through email and the School Information System (FACTS)

### **APPEAL PROCESS**

Any appeal concerning any matter relating to a Parish Elementary School shall be processed in accordance with the regulations of the Archdiocese of Santa Fe Catholic Schools.

Appeals concerning matters relating to Our Lady of the Assumption must be processed in accordance with the following procedures:

#### **Resolution of Ordinary Differences with the School Community**

Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise which 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 will be followed:

- In any conflict, an effort will first be made to resolve the issue in a spirit of fairness and justice following the ordinary and regular communication channels between the people involved.
- 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.
- If the Principal is believed to be acting contrary to Archdiocesan or local school policy, or if there is a disagreement regarding the principal's decision affecting a student, then the student's parent or legal guardian or the employee may request that the Pastor of the Parish review the matter.
- If the conflict cannot be resolved following steps above, then the parent or employee may have recourse to the Superintendent.
- 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.

#### **Recognition of Local Authority**

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

### Process of Appeal

When a parent or an employee believes his/her rights have been violated and/or the Principal and/or Pastor is believed to be acting contrary to Archdiocesan or local policy, that person may submit an appeal in writing to the Superintendent with the following information provided the steps outlined above have been followed:

- The subject of the appeal.
- Any factual data, other than hearsay, the person considers appropriate.
- The efforts that have been made to resolve the issue.

The decision of the Principal or Pastor must be appealed within ten (10) working days of the communication of the decision by the aggrieved party.

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.

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 he/she deems appropriate.

The decision of the Superintendent is final and binding and concludes the appeal process. There shall be no further right of appeal.

The appeal process is designed to support the Catholic Church's belief in subsidiarity; therefore, at no time during the appeal process may the parent, employee, or student (18 years of age or older) be represented by an attorney.

### **COMMUNICABLE DISEASES**

OLA School requests that individuals who are ill with contagious viruses and/or diseases not come to school.

When required by law, the school will notify the New Mexico Department of Health and Human Services (505) 827-0006 regarding a communicable disease and follow their directives. The Principal and/or Pastor will immediately notify the Superintendent regarding any action taken by the Department of Health and Human Services. (Refer to the Archdiocese of Santa Fe Catholic Schools Manual, policy # 1510.)

### **EMERGENCY PLANS AND PROCEDURES – CRISIS PLANS**

OLA School provides a Crisis and Emergency Plan that entails specific procedures for emergency situations. The plan provides information regarding notification of police and other necessary authorities, evacuation of the facilities, a system to contact parents/guardians for release of students, first aid, faculty and staff assignments etc.

In the case of a natural disaster, OLA School will respond to instructions given by the Catholic Schools Office and/or the local governing authority. The Pastor and/or Principal will determine whether the building(s) should be evacuated. If the Principal is absent, the Principal's Assistant is



responsible for following emergency procedures. Any dangerous situation and/or lockdown will be reported to the Pastor and Superintendent as soon as possible. (Refer to the Archdiocese of Santa Fe Catholic Schools Policy Manual, policy #1520.)

### **EMERGENCY AND FIRE DRILLS**

OLA School follows the directives of the New Mexico State Department of Education and the Archdiocese of Santa Fe regarding emergency drills. This includes:

- Written standards of procedures for emergency drills (fire, tornado, etc.) shall be posted in each classroom, gymnasium, cafeteria, and all other occupied areas of the building. All occupants of the building shall be made aware of the emergency procedures as posted.
- According to New Mexico law, private schools must conduct an emergency drill at least once a week during the first four weeks of the school year and at least once a month thereafter. Two drills during the year must be shelter-in place (as opposed to evacuation) drills and one must be an evacuation drill, as directed by the State Department of Education. The remainder of the drills must be fire drills.
- Fire extinguishers shall be placed in appropriate locations, clearly identified, and checked annually or more frequently, if required by local fire regulations.
- The fire marshal must prescribe reasonable rules, regulations and programs for teaching proper methods of fire prevention and control to all children in the state, whether in public or private schools.

### **INSPECTION REPORTS**

OLA Catholic School and the Archdiocese of Santa Fe comply with the Asbestos Hazard Emergency Response Act (ACERA) by giving access for the review of the Management Plan at the school. This Plan is maintained in the Principal's office and is updated as situations occur, and inspections take place. Contact with the Principal for the review of these materials may be arranged. Any questions are to be directed to the Principal of the school or to the Executive Director of General Services at the Archdiocese of Santa Fe.

### **REPORTING CHILD ABUSE AND/OR NEGLECT**

All school employees are mandatory reporters and must follow state guidelines for reporting child abuse. 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. The New Mexico mandatory reporting law, Abuse and Neglect Act: §32A-4-3 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 or 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. That oral report shall be followed by a written report to be filed at the school within 72 hours. The Principal shall immediately notify the Pastor and the Superintendent of Schools of any oral or written report that is filed with CYFD or with local law enforcement.

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 will report the situation to CYFD or 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.

## **SCHOOL ARRIVAL AND DEPARTURE EXPECTATIONS:**

### **SCHOOL ARRIVAL**

For your child's safety, the following points are to be followed:

- No parking is permitted in drop off zones. If a parent wants to walk their child to the grass field, he/she needs to park in the parking lot.
- No student is to be on campus before 7:15 AM when supervision begins in the gym.
- If a student is late (after 8:15 AM) he/she must walk to the front office to be signed in and get a late pass for class. Excessive tardiness will be dealt with on an individual basis.

### **SCHOOL DEPARTURE**

Again, for the safety of your child, the following points are to be followed:

- School gets out at 3:15 PM.
- All students (grades 1-8) will be brought to the Great Lawn for pick-up. JK-and Kindergarten will be at their gate for drop off and pick up.
- Parents may pick up their child through the carline or may park their car and pick up their child in person on the Great Lawn.
- If parents have not arrived by 3:30 PM, the remaining students will be escorted to the After-Care Program.
- NO STUDENT MAY LEAVE CAMPUS WITHOUT ADULT SUPERVISION INCLUDING THOSE WAITING FOR PRACTICE OR GAMES.

Student Departure from Campus during School Day and Extra-Curricular Activities, including Sports Students in grades JK – 8 of the Archdiocesan School System are not allowed to leave the school grounds during the class day and during after school extra-curricular activities. Students may not walk off campus at any time without adult supervision. Students who walk home from school are required to make arrangements with the school office. Students are not allowed to be dismissed between 3:00 pm-3:15 pm.

### **SCHOOL CLOSURE**

OLA School will follow Albuquerque Public Schools (APS) severe weather procedures as announced over local radio and television stations. In the event of an announced two-hour delay, the following schedule will take effect at OLA:

9:45 a.m. – Faculty and staff report to school.

10:15 a.m. – Students report to their homerooms for attendance, announcements, and prayer. All classes officially begin at 10:15 a.m.

If the school closure exceeds the number of days, the Archdiocese of Santa Fe Schools Office may require that the missed time be made up, and days would be added to the school calendar to ensure the continuity of the educational process.

Usually, students are not released early; however, should emergency conditions of any kind occur, the Principal will notify and consult with the Pastor and Superintendent regarding a notification of an early dismissal. In such situations a text message through the School Information System (FACTS) will notify parents regarding the specifics.

### **SCHOOL HOURS**

Regular school hours are from 8:15 a.m. to 3:15 p.m. The school office is open from 7:30 a.m. to 4:00 p.m.

### **START OF SCHOOL DAY**

Instruction starts at 8:15. This is the start of the school day. Students will be expected to be in their seats ready to go. Families should plan on having their students at school no later than 8:05. We will have supervision available for families starting at 7:15 AM in the gymnasium.

- 7:15 Gymnasium will open with supervision available.
  - Students will be expected to read or can complete any homework
  - Parents can either park and bring their children to the gym or can drop their child off in the car line.
  
- 7:45 Students arriving at or after 7:45 AM will be dropped off at the car line.

Students in the gym will be brought out to the Great Lawn.

All students arriving between 7:45 and 8:10 will play on the field except JK and Kindergarten are at their area.

All drop offs for grades 1-8 will occur in one location at the car line in front of the gym. JK-K will be at their area, where their buildings are.
  
- 8:10 1<sup>st</sup> Bell Rings  
Teachers bring students into the classrooms and prepare for start of the school day.
  
- 8:15 2<sup>nd</sup> Bell Rings  
School day starts

Note: On bad weather days, the same process will be utilized, but students will stay in the gymnasium where they will be picked up by their teachers.

### **THIRD PARTY CONTACT WITH STUDENTS DURING SCHOOL HOURS**

OLA School follows Archdiocesan Policy # 2360 regarding requests for contact with students during school hours. (Refer to the Archdiocese of Santa Fe Catholic Schools Policy Manual, policy #2360)

As outlined in that policy the following procedures shall be utilized:

### 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 shall request that the police officer identify himself or herself, produce credentials, and state the purpose for the visit. The Principal 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.
- The Principal 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.
- Except in the case of an emergency or other circumstance justifying other action, the Principal 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 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.
- If the police officer seeks to interview a student about the suspected child abuse of that student, the Principal 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 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 shall immediately contact the Pastor and the Superintendent of Schools to advise them of the interview.
- If the police officer seeks to interview a student about some matter other than suspected child abuse, the Principal should immediately contact the student's custodial parents or legal guardians to advise them of the requested interview. The Principal shall not permit the police officer to interview the student until and unless the Principal 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 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 shall immediately contact the Pastor and the Superintendent of Schools to advise them of the requested interview.

- If the police officer seeks to arrest a student, and produces a warrant for such arrest, the Principal 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 and the Superintendent of Schools. The Principal 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:

- The Principal shall request that the CYFD representative produce identification, CYFD credentials, and state the purpose for the visit. The Principal 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.
- The Principal 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.
- Except in the case of an emergency or other exigent circumstance justifying other action, the Principal shall 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 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.
- If the CYFD representative seeks to interview a student, the Principal 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 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 shall not permit the CYFD representative to interview the student until and unless the Principal 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 (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 shall immediately contact the Pastor and the Superintendent of Schools to advise them of the requested interview.
- If the CYFD representative seeks to take custody of a student, the Principal 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 shall immediately contact the Pastor and the Superintendent of Schools. The Principal 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 shall:

- Request information from the CYFD representative regarding when the parents or legal guardians will be notified and by whom;
- 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);
- Request that a gender specific police officer accompany the CYFD representative and the student to wherever the student is being taken; and if permitted by CYFD, call the student's custodial parents or legal guardians to advise them of the situation.

### Contact by Others

The Principal 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.

Teachers shall not allow any student to leave a classroom to speak with non-school personnel without the explicit permission of the Principal (or designee).

The Principal 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.

The Principal 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.

OLA has established 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 shall call local law enforcement.

### **USE OF SCHOOL FACILITIES AND GROUNDS**

Use of school property by any group other than Our Lady of the Assumption Parish, Our Lady of the Assumption Catholic School and/or the Archdiocese of Santa Fe must have the approval of the Pastor with a completed and signed Facility Usage/Indemnity Agreement.

## **USE OF SCHOOL NAME**

Giving the OLA School name, logo, or other insignia to an event, publication, or activity indicates a close connection with the school such as endorsement or sponsorship. In order to utilize the school name, the event/activity is required to be one for which the school takes institutional responsibility.

No one can authorize the use of the school name, logo, or insignia – alone or in conjunction with the name of a specific activity or organization without the written approval of the Pastor and the Principal. In situations deemed appropriate by the Pastor and the Principal, permission for on-going activities, events, or publications, for using the school name etc., may be given.

Faculty, staff, students, parents and/or parish members may use or authorize the use of the school name, logo, or insignia in situations only with the written approval of the Pastor and Principal. In situations determined by the Principal and Pastor, permission for regular events, activities, publications etc., and requiring approval under this policy may be given.

## **VISITORS**

Anyone who comes into the school must check in first at the school office. Volunteers and visitors must sign in and wear a visitor's pass. Unauthorized persons on school grounds will be asked to leave by any school employee. If the person refuses to leave, the police will immediately be called.

## **SECTION III: STUDENT POLICIES**

### **ADMISSION/REGISTRATION**

#### **CURRENT STUDENTS**

Starting in January, returning students may register for the next school year. The school will provide a two week window to register.

#### **NEW STUDENTS**

Five days after registration is open to returning students, registration for new students begins and continues throughout the remainder of that school year. Interviews may be requested by the Principal for incoming students and their families. Student records, including report cards, standardized test results, awards etc., will be requested by the school.

Student admission preference is as follows:

1. Applicants with siblings at OLA
2. Children/grandchildren of Our Lady of the Assumption Parish.
3. Catholics
4. All other interested parties

#### **AGE REQUIREMENTS FOR ADMISSION**

1. Pre-K students will be 4 years of age and are to have been born prior to 12:01 AM on September 1<sup>st</sup> of the current school year.
2. Kindergarten students will be 5 years of age and are to have been born prior to 12:01 on September 1<sup>st</sup> of the current school year.
3. A student transferring from another state where the requirements differ may be exempted from the age requirement.

#### **ATTENDANCE**

If a student is to be successful in school, regular attendance is required. A student who is absent misses class instruction, discussion, and continuity of work. As such, OLA School discourages leaving school for trips or vacations during school time.

Parents are required to have their children in school on a regular basis. If a student has a medical appointment or is to be absent for any portion of the school day, the parent is required to contact the school by 8:30 AM. It is the school's right to ask that an absence be substantiated by an official notification i.e., a letter from a doctor. If a student is not in school, except for school related functions, the absence will be reported on the class attendance record, the student's progress report, permanent record and marked un-excused.

Based on New Mexico statute (22-12.1), no student may be absent from school in excess of 15 days per semester and no class may be missed more than 15 times per semester. Based on New Mexico statute NMSA 22-8-2B, a student who is absent for more than 10 consecutive days may be dis-enrolled.



To obtain student's missing schoolwork, the parents may call the school office to request. Students will have reasonable time to complete their missing schoolwork.

## **BULLYING AND HARASSMENT**

*DEFINITION OF BULLYING: Intentional and habitual use of demeaning behavior either physically or psychologically through words and/or actions repetitively.*

*DEFINITION OF HARASSMENT: Written, including cyber, physical, verbal and/or sexual conduct that shows hostility toward another person; behavior that is hostile and/or offensive and creates an intimidating learning environment.*

- Written/cyber harassment: Demeaning notes, texting, e-mailing, tweeting, or posting indecent, degrading writings, cartoons or pictures via social media.
- Verbal Harassment: threatening, belligerent words between persons, derogatory comments, jokes, slurs; negative, offensive comments regarding an individual's gender, race, creed, physical abilities and/or appearance.
- Physical Harassment: Deliberate unwanted pinching, touching, patting, bruising, deliberate attempts to block or impede one's movement i.e., assaults of any kind are regarded as harassment.
- Sexual Harassment: Unsolicited verbal or physical behavior of a sexual nature, sexually suggestive comments, jokes, gestures, pictures on paper or on-line.

As is indicated by the definitions of bullying and harassment, such behaviors are prohibited. If such conduct does occur, disciplinary action will take place.

All employees are required to report any alleged violations to the Principal. All teachers and staff are also required to intervene immediately when they see or become aware of a bullying or harassment incident. Parents, students, volunteers, and visitors are also requested to report conduct that may be in violation of this policy.

## **BULLYING AND HARASSMENT PREVENTION POLICY**

First infraction: Detention (Parent and Principal will be notified)

Second infraction: Out of School Suspension (Incident will be referred to the principal who will administer the suspension and notify the parent.)

Third infraction: Probation (Incident will be referred to the principal who will administer the probation and notify the parent.)

Continued infractions: Expulsion (Incident will be referred to the principal who will notify the parent.)

## **CLASSROOM CODE OF CONDUCT/CLASSROOM RULES**

Each teacher is responsible for maintaining order within his/her classroom. The enforcement of general school regulations as well as classroom rules is within the authority and responsibility of all

staff members. *Assigning detentions and/or other corrective measures for infractions of school or classroom rules is at the discretion of the teacher.*

Since we are blessed to live in a democratic society, students are given the chance to participate in a responsible manner in school life. If a student's behavior affects the rights of others in a negative way, the student's behavior must be addressed. In such cases, corrective measures are taken; such measures are intended to be positive rather than punitive acts. Recurring problems in the classroom are referred to the Principal.

The school handbook contains general rules for behavior but cannot cover every single situation that requires discipline. Situations that are not specifically detailed in this handbook will be handled individually according to the norms of acceptable behavior.

### **DENIAL OF ADMISSION**

The Pastor and/or Principal may refuse to accept a student for admission or re-admission based on what is in the best interest of the school or parish. The right to prevent admission or registration to any student is reserved by OLA School if past records indicate the following:

- The need for educational programs not available within the OLA School curriculum.
- Documented disciplinary referral forms, anecdotal records that show notable disruptive behavior etc.
- Other characteristics that in the discretion of the Pastor and/or Principal would interfere or jeopardize the Catholic and academic atmosphere of the school.

### **DETENTIONS**

There are two types of infractions that may result in a detention. The first one is for a behavior infraction involving inappropriate behaviors. Behavior infractions include but are not limited to the following:

- Disrespectful behavior in word or action toward individuals or groups.
- Defiance toward an adult in a supervisory role.
- Lying, cheating, stealing (may include an automatic out of school suspension).
- Physical or verbal aggression (may include an automatic out of school suspension).
- Inappropriate language, behavior, actions as determined by the staff and administration.
- Cell phone and electronic game use during school hours, before school care, after school care, lunch and recess.
- Dress code violations.
- Chewing gum on school grounds.
- Non-compliance with computer ACCEPTABLE-USE POLICY AGREEMENT.
- Bullying behavior: verbal, physical, gestures, written or cyber.

The second one is an infraction that involves academic behaviors including but not limited to the following:

- No homework
- Incomplete homework
- Coming to class without textbooks or supplies
- Tardiness to class

*If a student receives 3 detentions in one trimester they will receive In School Suspension. If a student receives 5 detentions in one trimester they will receive Out of School Suspension. If a student receives 7 or more detentions in one trimester student may be expelled.*

Daily detention is held Monday through Thursday from 3:20 p.m. – 4:00 p.m. No detentions are held on abbreviated school days; they will be served the following school day. Students who are assigned detention will serve the detention the following day that detention is offered. This way parents will be given at least 24 hours' notice of the detention. Students must serve the detention on the assigned date. If the student had a previously scheduled professional appointment, then the parent should contact the principal to request a change in the detentions. Students will NOT be excused from detention for athletic practice or games. An unexcused absence from detention results in the student serving two consecutive detentions. The Detention Slip must be signed by a parent and brought with the student when they serve the detention.

## **DRESS CODE, UNIFORMS, AND APPEARANCE**

The enforcement of appropriate attire requirements is established at home. If the dress code is enforced only at school, the learning environment of your child and other students is interrupted. With the cooperation of both home and school, a neat and clean appearance is maintained by the students, and the designated learning time is not interrupted.

### **SPECIFIC REQUIREMENTS – DRESS CODE**

- Belts: Black, navy blue, or dark brown belts must be worn with all pants/shorts each day by boys and girls (girls wearing pants/shorts).
- Shirts must be tucked in during school hours.
- Shoes: Color black, grey, navy blue, or white closed-toe shoes/athletic shoes are required. Shoelaces are to be short and tied. Shoelaces may only be solid black, grey, white, or blue. High heels, sandals, fluorescent colored shoes, flip-flops, slippers, shoes that light up, and wheelies are not allowed. Boots may only be worn when there is snow on the ground.
- Socks: Socks must be worn daily as outlined below. They may be black, grey, navy, or white.
  - Boys: Crew length, knee socks (No ankle or no-show socks)
  - Girls: Tights, crew length socks, or knee socks (No footless leggings, ankle or no-show socks)
- Jewelry: Necklaces with a single chain. One bracelet. Girls may wear simple stud/post earrings-only one earring per lobe may be worn. Boys are not allowed to wear earrings.
- Hairstyles: Conservative hairstyles are required. No artificial coloring or highlights, no hair covering the eyes, long hair for girls is approved if it is well-groomed; hair is not to extend below the collar or over the ears for boys.
- Make-up: Make-up of any kind is not allowed. If students arrive at school with make-up on, they will be required to remove it immediately. If this occurs on a repeated basis, disciplinary action will be taken.
- Nail polish: Only clear nail polish is allowed; colored nail polish and fake nails may not be worn.
- Skirt Length: Skirt hem will be no higher than the top of the knee cap.
- Facial Hair: Excessive facial hair by mid schoolboys is not permitted.
- Grade specific expectations are as follows:
  - Girls
    - Girls – JK-K  
Plaid jumpers (shorts underneath)
    - Girls – Grades 1-4  
Plaid jumpers (shorts underneath)
    - Girls – Grades 5-8  
Plaid skirts (shorts underneath)

- Girls – JK-8  
Short or long sleeve polo (white or gray only)
- Boys
  - Boys – JK-K  
Navy pull up shorts or pants
  - Boys – Grades 1-8  
Navy shorts or pants (must wear a belt)
  - Boys – JK-8  
Short or long sleeve polo (white or gray only)

### GENERAL DRESS CODE EXPECTATIONS

- All uniforms are purchased only at the OLA Uniform Store.
- Clean and pressed uniforms with all buttons attached, hem intact and no tears in clothing are worn by all students.
- The appropriate size uniform is required for each student; baggy and/or extremely tight uniforms are not acceptable
- Cardigan or V-neck sweaters (navy with OLA logo) may be worn in the classroom over uniform shirts
- All shirts are to be tucked in with two buttons buttoned at the neck.
- Only OLA sweatshirts or hoodies are allowed in the classroom.
- Non-OLA outerwear may not be worn in the school or the Church.
- Visible tattoos and body piercings, except for the earrings allowed for girls, are not permitted.
- Hats, sunglasses, scarves may be worn outside only.
- Long sleeve shirts may be worn under a polo if the shirt is a solid black, white, navy, or grey.
- IMMODEST CLOTHING IS NEVER ALLOWED.

### MASS DRESS

- Regular uniform pants, skirts and jumpers with gray polo shirts only. **No shorts on Mass days.**

### SPIRIT WEAR DAYS

- Solid blue or black jean(denim) pants (no stretch, skinny, cargo or leggings) may be worn by boys and girls.
- Official OLA spirit-wear t-shirts and other shirts that recognize OLA School or specific OLA activities are permitted.

### DRESS-UP DAYS

- Dress slacks/pants (no denim), buttoned dress shirts or blouses with sleeves, cardigan or pullover sweaters without logos or insignias are allowed.
- Heels no more than 2 inches high may be worn by middle school girls.
- Sleeveless, off the shoulder, halter tops, crop tops, spaghettis strap tops, low cut blouses or tops, skinny jeans, sweatpants, leggings, spandex or baggy clothing, low-cut (midriff or low scooped neck) may never be worn.

### PHYSICAL EDUCATION DRESS CODE

- Students in grades 5-8 are required to wear OLA physical education t-shirts, shorts, socks, and athletic shoes.

- Students in all grades are required to wear athletic shoes in order to be able to participate in PE.
- A doctor's note is required to excuse a student from PE participation (A copy of which should be provided to the office and the PE teacher.)

## **ILLNESSES**

It is advised that if a student is ill, he/she is not to attend school. This prevents other students from becoming ill and enables the student to recover more quickly. When a student is treated with antibiotics, he/she must be kept home for 24 hours after the first dosage to prevent the spread of infections. Students who have been vomiting should stay home for 24 hours after the last incident. The Health Department advises that students remain home until they are without a fever for at least 24 hours.

## **ILLNESSES OR ACCIDENTS AT SCHOOL**

If a student is involved in an accident or becomes ill, the Principal or designee will immediately contact the student's parent/guardian. In case of serious injury, the Principal will call the paramedics. If the Principal is unable to contact the student's parent/guardian, an effort will be made to contact another individual listed on the student's emergency contact sheet

Per the emergency contact sheet, the Principal will seek medical attention if no parent or emergency contact is available.

## **IMMUNIZATIONS**

OLA School follows the guidelines established by the Catholic Schools Office and the county health department, when necessary, regarding all student health concerns, including but not limited to immunizations, contagious diseases, and physical examinations. Immunization records are required at registration and updates are to be provided to the school as necessary.

## **LOCKERS**

Students in grades 5 – 8 are granted lockers; this is a privilege that may be taken away if any abuse occurs. Lockers are required to be kept neat and orderly and may be inspected by school administration and faculty at any time. The placing of a student's belongings within a locker makes an agreement to abide by the school regulations regarding lockers. Students are allowed locker privileges during passing periods and/or as directed by the teachers.

## **LOST AND FOUND**

Any items found in school or on the school grounds must be turned into the school office for the owner to claim. Eyeglasses and other valuable items are kept in the office; clothing, lunch boxes, school supplies etc., and are put in the Lost and Found Box located right outside the school office. In order to prevent the permanent loss of items, please label clothes and belongings with the student's name. Items not claimed after a reasonable amount of time will be donated to various charitable organizations. OLA School is not responsible for loss of personal or unclaimed items.

## **LUNCH PROGRAM**

For this school year OLA has opted in to the NM state Free lunch program. OLA will be offering free breakfast and lunch to all students. The Canteen Hot Lunch Program is hired by OLA School to provide breakfast and lunches. Lunches are prepared for all students, faculty, and staff, if so, ordered through FACTS. If a student chooses to get a **second** full lunch it will be \$3.50, and a **second** entrée

will be \$2.00. Monthly menu calendars are provided on the FACTS site and are displayed in their homeroom classrooms. Families need to order breakfast and/or lunch through FACTS. Milk is provided as the lunch tray drink unless the parent/guardian sends in a note stating student's allergy to dairy products. Sack lunches may be brought from home. Microwaves are available for students to heat up their lunches they brought from home.

## **LUNCHROOM RULES**

- Students must be orderly while waiting in line to be served their lunches.
- Students are seated at tables, not bleachers, while eating.
- Students are required to eat their food in the lunchroom(gym) or at the tables under the shade structure; no food is permitted outside to be eaten during lunch recess.
- Students must remain in the lunchroom for the mandatory mealtime to give enough time to eat; students are dismissed by the adult supervisor on duty at the designated times.
- Students must clean around their own eating area, including both the table and floor area.
- Students are not permitted to run in the cafeteria.
- Students are not allowed to throw food.
- Students are not permitted to play on the padding on the south end or the mats on the north wall.
- Students are not allowed on the stage.
- Students are not permitted to play with any playground equipment in the gym during lunch period.

*The adult supervisors on duty are the absolute authority.* Students must always be respectful to these adults. Students are forbidden from using abusive language toward a supervisor or any other adult or student. If students misbehave, disciplinary actions are taken by the adult supervisors.

## **MEDICATIONS AT SCHOOL**

Teachers and staff may not administer medications of any kind (Over the counter or prescribed) to any student without appropriate consent forms and delegation.

### **Medication**

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

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 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 EpiPen's in the classroom, as well as in the school office, if such inhalers or EpiPen's 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 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 (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 (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.

## **MOBILE DEVICES**

Electronic devices including smartwatches

**Policy: NOT OUT, NOT ON, NOT VISIBLE**

Personal electronic device use is never permitted on campus during school hours. Cell phones and other electronic devices may not be used on school grounds from arrival through departure. Cell phones may not be in use at any time while on campus (before school, during school, or after school). Due to privacy laws, no electronic device photographs or recordings will be allowed during the school day. Any violation of this policy will result in the phone or other electronic device being confiscated. **CELL PHONES ARE NOT ALLOWED DURING BEFORECARE OR AFTERCARE.**

In the event of a violation:

First violation- The electronic device will be confiscated and taken to the front office to where the parent will be notified and can pick up the device at the end of the school day.

Continued violations- In the event of a second or subsequent violation, the incident will be addressed by the school administration in consultation with the pastor. The electronic device may be kept in the Principal's office for a period up to the end of the school year.

Violation of this electronic device policy may result in suspension or expulsion, depending on the severity of the situation, and is at the discretion of the administration.

OLA is not responsible for any lost, damaged or stolen electronic devices including cell phones, smart watches, and any entertainment or computer device.

### **NON-DISCRIMINATION POLICY**

No student will be refused admission because of race, color, national origin, or gender.

### **PROBATION, OUT OF SCHOOL SUSPENSION, AND SCHOOL DISMISSAL POLICY**

Offenses that are considered a serious detriment to the learning atmosphere and undermine standards and/or morals at OLA School will be dealt with accordingly. The consequences include an Out of School Suspension and probation. Offenses that may lead to permanent dismissal include but are not limited to the following and are subject to the Administration's discretion:

- Cheating or lying
- Destruction of property
- Bullying behavior as defined above
- Harassment behavior as defined above
- Habitual disruptive behavior
- Defiance to any school personnel
- Leaving the grounds without permission during school hours and/or after school extra-curricular activities.
- Lewd conduct
- Truancy
- Smoking on school grounds
- Cell phone and electronic devices
- Use of illegal drugs or use of alcohol
- Inappropriate cell phone or cyber abuse occurring outside of school hours that has a direct impact on other OLA students (including bullying, harassment or lewd conduct etc.).
- *Excessive absences may also lead to dismissal since a student may not be able to keep up with academic requirements.*



## **SEARCH OF SCHOOL PROPERTY AND STUDENT PROPERTY**

Lockers and desks are school property. Authorized school personnel may make checks of lockers and desks and their contents at any time for any reason. The Principal, Pastor, and/or Superintendent may conduct a search of the school plant and every aperture thereof, including lockers and desks.

## **RELEASE OF STUDENTS**

Students are not allowed to be released from school during school hours without the written permission of their custodial parents or legal guardians. Students are not permitted to go off campus for field trips or school-sponsored events without the written permission of the custodial parents or legal guardians.

## **STUDENTS WITH FOOD ALLERGIES**

Our Lady of the Assumption does not have a legal obligation to accept a student with a food allergy. It is acceptable for a Parish school to deny enrollment to a student if the school cannot reasonably accommodate the student's food allergy. If a Parish 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.

## **STUDENTS WITH SPECIAL NEEDS**

Reasonable accommodations may be made for students with conditions that qualify as "life altering." Examples of life altering conditions include but are not limited to broken limb, ADHD, dyslexia, etc. Life altering conditions may be short-term and conditions that will be in place for a lifetime. If you believe your child may have a life altering condition that requires accommodations, please inform the Principal. Upon receipt of proper documentation, a written accommodation plan will be developed to guide classroom and school accommodations.

## **STUDENT WITHDRAWAL**

Sometimes families are required to move during the school year due to job transfers, changes etc. If this should occur, or if for any other reason a student must leave the school, please follow these steps:

- Inform the classroom teacher and administration as soon as possible.
- Schedule a visit to the bookkeeper.
- Check with the office for any necessary forms to be signed.
- Turn in schoolbooks to the office and/or classroom teacher(s).
- Make certain to leave a forwarding address and phone number.

## **TOBACCO, ALCOHOL, AND OTHER DRUGS**

OLA School promotes a smoke-free, drug-free, and alcohol-free campus. Students are not allowed to possess, distribute, or be under the influence of alcohol, tobacco, or other drugs while on or near school property or at school-sanctioned activities. Archdiocesan schools are drug free zones; therefore, involvement on or near school grounds with tobacco, alcohol, or drugs in any form is strictly prohibited. Any student who fails to comply with this policy will be subject to appropriate disciplinary action including suspension or expulsion.

The possession of alcohol, other illegal drugs or inhalants is defined as: on a student's person, in a student's body or blood stream, in an item belonging to a student, such as but not limited to, a backpack, locker, purse, or car, or being held by another person. *Under the influence of alcohol, other*

*illegal drugs or inhalants* is defined as having alcohol or drugs in the bloodstream or the body and/or unusual, suspicious behavior.

Alcohol, other drugs, inhalants, and drug paraphernalia may be described as:

- Alcohol is any liquor, wine, beer or other beverages containing alcohol.
- Drugs are illegal drugs including marijuana, inhalants, legal prescriptions and over the counter drugs or possessed or distributed for unauthorized purpose and look-a-like herbals.
- Drug paraphernalia is any equipment/apparatus designed for or used for the purpose of measuring, packaging, distributing, or facilitating the use of the drugs.

### **TARDY POLICY**

With the intent to protect the instructional time of our students, it is essential to begin each day promptly. If a student is late, after the 8:15 a.m. bell, he/she must walk to the front office to be signed in for the day and receive a tardy slip to be allowed into class. JK, Kindergarten, and 1<sup>st</sup> grade students will be escorted by staff to their classrooms once they have been signed in. Excessive tardies (more than six per trimester; 10 total per year) will be referred to the Principal for appropriate action.

### **TOYS AT SCHOOL**

The focus of school must be on learning. Students bringing their own toys to school tends to lead to distractions in the classroom and disciplinary issues. As such, the school does not permit students to bring toys of any kind to school (examples: Legos, cards, cars, stuffed animals, etc.). The school will ensure that there is an appropriate supply of playground balls available for students to utilize during recess. Students are asked to leave all toys at home. If students are seen with a toy during the school day, the toy will be confiscated and returned to the parent at an appropriate time as determined by the school staff. Toys may be brought to school on special occasions at the request of the teacher. This request will be made known to parents through a communication.

### **TRUANCY**

Truancy, being absent from school without permission, is a violation of the New Mexico Education Code. Truancy is not tolerated by the school. A truant student will not be readmitted until a conference with the parent/guardian and the principal has been held. Truancy may cause a student to be dis-enrolled.

### **USE OF OFFICE TELEPHONE**

Students are permitted to use the office phone when necessary and urgent. This is the only phone students should be using. Matters that can be handled after school should wait until after school.

## **SECTION IV: CURRICULUM, INSTRUCTION AND ASSESSMENT**

### **CURRICULUM – INSTRUCTIONAL PROGRAM**

Requirements regarding specific courses, time allotments and instructional materials mandated by The Catholic Schools Office, the State of New Mexico, and the current accrediting association are followed by OLA School. The Catholic Schools Office provides curriculum guides/courses of study for required use in all Parish/Regional preschools and elementary schools.

The Junior-kindergarten (JK) program at OLA School includes the following:

- Religion
- Literacy/Language Arts
- Mathematics
- Social Studies
- Science
- Spanish
- Art
- Library
- Music
- Social Skills
- Physical Education

The basic program for Kindergarten through 8<sup>th</sup> grade is as follows:

- Religion
- Language Arts
- Mathematics
- Social Studies
- Science
- Spanish
- Music
- Art
- Library
- Computer
- Physical Education

### **FIELD TRIPS**

Field trips are school sponsored educational activities planned and supervised by school personnel. The educational value of the field trip must support and reinforce Archdiocesan curriculum guidelines and justify the time, distance, and expense involved. The Principal is required to give approval for all field trips.

### **GRADING SCALE AND REPORTING PROCEDURES**

End of term (trimester) reports are distributed in November, February, and May, every 12 weeks. Progress reports are issued when all fees i.e., lunchroom, library etc., are current. Midterm interim progress reports are available on FACTS after the first 6 weeks of each trimester. The Grading scale is as follows:

A = 90-100	E = Excellent	P/F = Pass or Fail
B = 80 -89	G = Good	N/A = Not Applicable
C = 70-79	S = Satisfactory	I = Improvement Needed
D = 60-69	U = Unsatisfactory	
F = 59 and below		

### **HOMEWORK**

Homework is for the purpose of improving student learning. Homework must provide essential practice in needed skills while teaching the student good study habits. Assignments must meet the following criteria:

- Does the homework serve a valid purpose?
- Is it well within the capabilities of the students?
- Does homework encourage practice and not mastery of new concepts taught?

- Are the students clear about what they are to do?
- Is the time frame enough to finish the task?
- Are accommodations made for students with special learning needs?

Students are expected to have homework on a nightly basis. Minimum and maximum suggested time allotments for homework at OLA School are as follows:

- Grades J-K – Two 15 to 30 maximum minutes per day
- Grades Three – Five 30 to 60 maximum minutes per day
- Grades Six – Eight 60 to 90 maximum minutes per day

It should be remembered that there are other learning activities in the life of students besides homework. This is to be taken into consideration when assigning homework. There should be no short-term homework assignments on weekends. Weekend work should be limited to recreational reading and working on long-term assignments/projects.

### **PARENT TEACHER CONFERENCES**

It is required that teachers meet periodically with the parents of each student to discuss the student's academic progress and development. At the discretion of the teacher, the student can be present for all or part of the conferences.

Formal conferences take place at the end of the trimesters, and the times are listed on the school calendar.

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.

### **PROMOTION AND RETENTION**

**Promotion:** Promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses shall not be given solely based on class attendance.

**Retention:** Teachers have the initial responsibility to assess any student's inadequate mastery and progress with any and all skills at a given grade level. This is an ongoing assessment throughout the school year. Teachers will consult with and seek guidance from the Principal and other faculty members with this ongoing assessment. All decisions regarding retention will be considered in rare occasions and will be discussed together with parents, teacher(s) and the principal.

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:

- Consultation between teachers and principal,
- 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,
- Follow-up conferences with the parents are held to evaluate the progress of the student,
- Evaluations and reports to parents must indicate lack of student progress,

- Ordinarily, a decision will be made by the end of the second semester 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).

### **RELIGIOUS FORMATION**

OLA School follows the Archdiocese of Santa Fe Curriculum and presents the central doctrines and morals of the Catholic faith clearly and accurately. Formal instruction is then practiced and supported through liturgical experiences and community service.

“The Catholic School should strive to integrate the Catholic faith into every aspect of its life. It seeks to relate all human culture to the news of salvation, so the life of faith will illuminate the knowledge that the students gradually gain of the world, of life, and of humankind. In Catholic schools, children and young people can experience learning and living fully integrated in the light of faith. (National Directory for Catechesis)

### **SACRAMENTAL PREPARATION**

Sacramental preparation is arranged in conjunction with Archdiocesan and Parish guidelines.

### **CATHOLIC HUMAN DEVELOPMENT AND SEXUALITY**

Human Development/Theology of the Body is taught at appropriate grade levels as explained in the Archdiocesan Religion, Science and Health Curriculum. Communication with and involvement of parents and the Pastor is a necessary part of this instruction.

### **RELIGIOUS OBSERVANCES**

Daily prayer, regularly scheduled school liturgies, and other devotions are practiced by the students and faculty. Traditional devotions including, but not limited to, the Rosary, Stations of the Cross, Benediction, and May Crowning are incorporated into the school program. All students are required to participate in the religious observances that are part of the formation program at our school.

### **REPORTING OF STUDENT PROGRESS**

Progress reports, standardized test scores, and parent-teacher conferences enable parents to keep track of their child’s progress. The grades are based solely on academic achievement.

#### **Progress Reports**

Midway progress reports are posted on FACTS after the first six weeks of a trimester. These “half-way” grades report where the student is at that time and where improvement is needed. Final progress reports are issued at the end of the trimester (12 weeks) and posted on FACTS with hard copies also distributed.

If parents are concerned with a grade or subject area, that parent should make an appointment with the appropriate teacher.

### **TESTING PROGRAM**

OLA School uses the academic and religious achievement tests selected by the Archdiocese of Santa Fe. Test results are communicated to parents as well as utilized to plan and improve instruction.

In keeping with federal regulations and with parental requests, Albuquerque Public Schools (APS), our local public-school agency, is required to evaluate and screen students for special programs if necessary. Parents who would like to refer their child for evaluation must contact the Principal.

### **TEXTBOOKS, TECHNOLOGY, AND RESOURCES TO SUPPORT THE CURRICULUM**

Textbook selection at OLA Catholic School is made in conjunction with the Archdiocese of Santa Fe curriculum guidelines.

The Principal, with input from the teachers, selects the textbooks that are best suited for the primary, intermediate, and middle school levels.

State-funded books are utilized. Other textbooks are purchased by the school as part of the curriculum. Students are supposed to return all books in good condition. If a student loses or severely damages a book, he is responsible for paying the replacement cost of the book. Progress Reports and/or graduation participation is not allowed unless all costs and fees are paid.

Media and technology utilized in the classroom are required to have an educational purpose related to the program and must be approved by the Principal. Catholic spiritual and morals ethics are followed regarding the technology, resources, and materials used by OLA School.

### **USE OF THE INTERNET, E-MAIL, and SOCIAL MEDIA**

Use of the Internet in the classroom must be for educational purposes related to the curriculum of the Archdiocese of Santa Fe and approved by the Principal. Students are required to comply with the standards of electronic ethics and copyright law.

All electronic communications to or from OLA School are required to reflect the Catholic Vision and Mission Statement, educational goals, and Catholic identity.

The computers at OLA School are owned by the parish or the school. The school and/or the Catholic Schools Office reserve the right to view e-mails sent to or from the school and/or and Internet/social media sites accessed on school computers. At OLA School, students are instructed to use E-mail, Internet, and Social Media appropriately. All students and parents are required to sign an acceptable use policy.

## **SECTION V: EXTRA-CURRICULAR ACTIVITIES, CLUBS, AND ATHLETICS**

### **AFTER SCHOOL PROGRAMS**

An After-School Program is provided by Our Lady of the Assumption Catholic School. The safety of your children is the primary focus of the program; thus, it is imperative that we are kept up to date on who is using it. Each day, study time, recreational time, and snacks are provided by the supervising personnel.

The students' After Care Program fees (\$3.00 an hour per student). Fees are paid via FACTS. More information about our program is available by calling the school office at (505)256-3167.

The hours for the After-School Care Program are as follows:

3:15 – 6:00 PM on regular school days.

11:45 – 6:00 PM on early dismissal days. (A pizza lunch is provided on early release days.)

### **ALTAR SERVERS**

Boys and girls 9 years old and older in grades 4 – 8 who have received their First Communion are encouraged to become altar servers and assist in serving at school Masses and weekend masses (if the students are parishioners). Training classes are held periodically throughout the year; the classes are announced in the Church bulletin and in the age appropriate classrooms.

### **ALBUQUERQUE PAROCHIAL & INDEPENDENT SCHOOLS ATHLETIC LEAGUE (APIAL)**

OLA School is a member of the Albuquerque Parochial & Independent Schools Athletic League (APIAL). The League makes decisions at the beginning of each school year as to the competitive sports to be made available to all member schools.

In order to compete in the League, all students and students in grades 1 – 8 must sign waivers during registration on the APIAL website. Additionally, each parent must sign the OLA Athletic Code of Conduct and turn into the front office before the first practice.

### **ATTENDANCE REQUIREMENT**

Students must be in attendance for at least half the school day in order to participate in after-school activities, athletics, and clubs.

### **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES, INCLUDING ATHLETICS**

OLA School sponsored extra-curricular activities are correlated with the course of studies and directed by the same general objectives. These programs provide spiritual, intellectual, artistic, and physical enrichment for students and enhance the mission of the school.

In order to participate in school extra-curricular activities, scholastic levels must be maintained; therefore, all students are required to maintain a 'C' average at the end of each reporting cycle. Any student receiving two 'D's or one 'F' is placed on a two-week probation period in order to demonstrate improvement in academic progress. This probation period includes practice and games/meets.

This suspension of active participation involves all students involved in sports, student-government-council, and other activities that involve after school time and/or time that take away from studying. These students may not return to their designated activities until the end of the probation period at



which time the Principal in conjunction with the faculty will review the situation. The Principal has the final decision regarding a student's final eligibility. All students must realize that academic and religious training are primary goals at OLA School. It is the responsibility of the students with help from the parents/guardians to meet the requirements.

Coaches may request grade checks for students involved in sports every 2-3 weeks to ensure that the students are maintaining the required grades.

The students must display conduct that reflects the goals, objectives, and philosophy of the school.

The coach of the school team determines which students are assigned to the varsity and junior varsity squads. These decisions are based on the abilities of the students and the needs of the team. The student's parents/guardians must accept full responsibility for any injuries sustained during practice or the actual sports activities.

### **TEAM SPORTS GUIDELINES**

Conduct which reflects the philosophy, goals, and objectives of the school will be displayed by both students and parents.

Full responsibility for any injuries sustained during practice or games is accepted by the parents.

Parents are responsible for insurance.

Students may not participate in any games/meets if they are absent for more than half a day on the day of the event, this includes being absent on Friday with games/meets on Saturday.

## **SECTION VI: PARENT POLICIES**

### **AMENDED FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

As required by the Amended Family Education Rights and Privacy Act of 1974, public notice is given to parents/guardians of students under the age of 18. The following educational records directly related to the students are maintained by the Archdiocesan School System:

- Academic
- Disciplinary
- Personal Information
- Health/Immunization
- Attendance
- Assessment
- Standardized Testing

Educational records may be accessed by the following:

- Parents/guardians of students under 18
- Pastor, Principal, and teachers
- Superintendent of the Archdiocesan School System
- Recognized testing organizations
- New Mexico State and local officials to whom information is required to be reported
- Appropriate persons in connection with an emergency
- Accrediting organizations
- Subpoena or court order
- Persons with notarized written consent of the parent/guardian of students under age 18
- School or Schools in which a student seeks admission or intends to enroll.

### **ABUSE AWARENESS TRAINING**

Parent Volunteers are required to attend the [Virtus.org](http://Virtus.org) (formerly called Sexual Misconduct Prevention Workshop) sponsored by the Archdiocese of Santa Fe prior to working with students. NO EXCEPTIONS!

### **ACCESS TO STUDENT RECORDS**

Parents/legal guardians of OLA School students are entitled to review the official records of the child in the presence of a school official. All requests to review a student's official records must be put in writing and sent to the Principal.

Unless otherwise provided by a court order, both parents and legal guardians of a student are entitled to 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 have the right to equal access to school documents and other information concerning the student's education.

OLA School will not release any personal information concerning a student to anyone 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 ordered to do so by court order or by other operation of the law.

## **CHILD CUSTODY**

In order to ensure that child custody arrangements are followed, parents or legal guardians are required to provide the Principal with a copy of the most recent court orders. These documents must be resubmitted each time there is a change to custody arrangements. The school can only follow orders for which it is in possession.

## **COMMUNICATION**

Teachers are available to meet with parents by appointment. Teachers are not available to discuss concerns before school as this is necessary preparation time for the day. Teachers communicate with parents on a regular basis via phone and/or email.

The school secretary delivers telephones messages or puts notes in the mailboxes of teachers who are required to return the call within 48 hours. E-mails or phone calls are also to be returned within 48 hours.

Classes may not be interrupted/disturbed during class except for very serious situations i.e., family emergencies, fire drills, crisis drills etc. If a child forgets something for school and the parent brings it, the parent must leave the item with the school secretary who will deliver it.

School wide communication is accomplished through various means. It is recommended that e-mail checked daily. On an as needed basis, information is sent home with students in their folders and/or backpacks.

## **PARENT CONCERNS**

During the school year, parent concerns may occur. It is important that these issues be addressed. We believe in the Catholic concept of subsidiarity. This means that issues should be address as close to the source as possible. Therefore, classroom concerns should be addressed with the teacher prior to coming to the principal. Please refer to the Grievance/Appeal Process in this document.

## **PARENTAL EXPECTATIONS AND RESPONSIBILITIES**

OLA School is responsible to teach, to create community, and to serve. The school can only succeed by working in partnership with parents, the first teachers of their children; consequently, parents are asked to support the school and to be an active member of the school community. Working in conjunction with parents, OLA seeks to provide their children with an example of and faithfulness to our Catholic faith. OLA School also welcomes and respects children from families who are not Catholic. As stated previously, it is required that all OLA students, whether Catholic or not, take Religion classes and participate in school religious and liturgical activities.

OLA School respectfully requests the following from school families:

- Actively monitor student's learning and progress.
- Discuss the activities at school with your child(ren) on a regular (daily if possible) basis.
- Complete the registration/re-registration process in a timely manner.
- Meet all financial responsibilities (tuition and payments according to the agreed upon payment plan) and help support the school fundraisers.
- Ensure that students arrive promptly for school and that arrangements are made for school pick up at the end of the day, After Care, and/or other activities.
- Attend necessary school meetings and parent-teacher conferences.
- Volunteer to help at school and to enrich our spiritual and educational programs.

## **STUDENT WITHDRAWAL DUE TO PARENTAL BEHAVIOR**

Rarely, is a child deprived of a Catholic education or otherwise penalized for behaviors of parents; however, parents may interfere in the school's ability to serve its students effectively. In such cases, parents may be requested to take their child out of school for the following reasons:

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

In situations where parents are disrupting the school environment, documentation will take place.

Every effort will be made by the school administration to elicit the minimum requisite parental cooperation. If parental cooperation cannot be obtained, the Principal will tell the parents that such behavior is unacceptable. Upon verification that the parents were informed to terminate the said behavior, the Principal will contact the Catholic Schools Office and enforcement of the Archdiocese of Santa Fe School Policy #2470 will commence. If such efforts do not correct the situation, after consultation with the Pastor and the Superintendent, the Principal may require that the parents withdraw their child from school.

## **TUITION**

Tuition at OLA School for the 2024-2025 school year is as follows:

\$6,100 for the first child

\$5,490 for the second child

\$5,185 for the third child \*\*

\$4,880 for the fourth child \*\*

\*\* Tuition for the third and fourth child is fully discounted for the 2024-2025 school year.

The Parish Finance Committee annually reviews and approves changes to Tuition and Fees. Tuition for each school year will be announced before registration.

## **MULTIPLE CHILD DISCOUNTS**

The Parish Finance Committee may discount the third and fourth child tuition. This decision is reviewed and approved annually and announced before registration.

## **PAYMENT IN FULL DISCOUNT**

Families who pay-in-full by May 20th, of each year, will receive a discount of \$100 per child. *A family who is entitled to both discounts qualifies for only one; either the \$100 per student or the third / fourth child discount.*

## **TUITION MANAGEMENT**

OLA requires the use of the Facts Tuition Management Program for payment of tuition and other fees. Upon enrollment to this program, tuition and fees are automatically withdrawn from checking, savings or credit card accounts. A service fee of 2.85% is passed on to the family, by Facts, for those who pay with a credit card. Tuition can be paid with either a one-time payment-in-full withdrawal or a pro-rated monthly withdrawal from July through April. If tuition is paid in full, there is no cost to the family for the use of Facts. If tuition is paid monthly, Facts will automatically withdraw \$55 within two weeks of the date the plan is finalized.

## **PARISH SCHOOL SUBSIDY**

Our Lady of the Assumption Catholic School receives a \$500 subsidy fee per student from each family's parish of registration. The family is responsible for submitting the necessary documentation to their pastor for the parish school subsidy approval. If the fee is not approved to be paid by the family

home parish, the family must pay this fee before the first day of school. The criteria for a church to pay the subsidy on behalf of a child enrolled in a Catholic school is as follows:  
The family must be registered in the parish for at least one year before they can request payment of a parish school subsidy.

#### REGISTRATION FEE

A registration fee of \$300 per student is required; this fee is non-refundable. Registration occurs in January for the following school year.

#### SUPPLY FEE

For school year 2024-2025 we charged \$60 for school supplies. This fee is non-refundable.

## **Appendix A: General Behavior Norms and Playground Expectations**

We demonstrate Christ-like behavior by respecting our school, respecting each other, respecting oneself.

### **Transitioning:**

- We listen and follow directions given to us by any staff member.
- We walk on hard surfaces (inside and outside). We walk or run only on grass and gravel.
- We use an inside voice when inside and when transitioning.
- We use our lockers before school, after school and between classes.
- We keep all areas neat and organized.
- We leave the building by 3:20 PM.
- Students walk on the right-hand side of the sidewalks when transitioning.
- Elementary students walk in a single file line with hands to themselves and with minimal gaps between students.
- Elementary teachers lead their classes from either the front or the back of the line.
- We exit and enter through our assigned doors (4<sup>th</sup> and 5<sup>th</sup> to the west, M.S. to the east)

### **Cafeteria:**

- We enter the building walking in a calm manner using inside voices.
- We sit at the tables.
- We ask permission before getting up.
- We eat only our own food.
- We clean up after ourselves.
- We follow direction when leaving using inside voice and walking.
- Food remains in the cafeteria.

### **Lining Up:**

- We stop all play when there is a whistle blown.
- We line up in a single file line facing the front.
- We are quiet in line with our hands at our sides.
- When outside, we immediately line up at our cones when there is a whistle blown (remembering to walk when on hard surfaces).

## **PLAYGROUND EXPECTATIONS**

### **Do:**

- Respect staff and pupils
- Be kind and friendly
- Use equipment properly
- Follow the rules of the game
- Line up quickly, quietly, and safely

### **Don't:**

- Use unkind words
- Use bad language
- Push or hurt others

**General Expectations:**

- Students are to stay within the fenced areas only
- 4<sup>th</sup> through 8<sup>th</sup> grade students should stay on the Great Lawn or the basketball court
- Fighting, tackling, rough play, and verbal misconduct are not permitted
- Students are to stay out of the flower beds and away from windows
- Food is not permitted on the playground equipment
- Students must stay out of puddles and off any ice

**Slide:**

- Up the steps, down the slide
- Feet first sitting on bottom
- One student at a time
- Stay on the slide all the way to the bottom

**Swings:**

- Only use one swing at a time, one student at a time
- Swing forward and back facing forward
- Sit on your bottom on the swing
- Stop swinging before you get off
- Keep the chains straight
- Stand away from swingers while you wait your turn

**Climbing Equipment**

- Tag can only be played on the ground
- Hang only from your hands
- Go only one way
- Keep your hands to yourself
- When hanging, keep two hands on the equipment
- Stay off the top of the bars and tunnels

**Field:**

- Touch football
- Shoes must stay on
- No pushing or pulling on clothing
- Stay off the fence
- Rocks and snow must stay on the ground

**Consequences:**

- 1<sup>st</sup> Offense – 5-minute time out
- 2<sup>nd</sup> Offense – Loss of rest of recess and recess tomorrow
- Swearing, spitting, arguing, or disrespectful behavior will result in an immediate detention.
- Fighting (physical contact) will result in the students being sent immediately to the office.

**Appendix B: Faculty and Staff Roster**  
**2024-2025**

Office

Cynthia	Larranaga	Administrative Assistant	clarranaga@olacs.org
Anissa	Chavez	Principal	achavez@olacs.org

Faculty

Krista	Benavidez	JK-Junior Kindergarten	kbenavidez@olacs.org
Becky	Vigil	Kindergarten	bvigil@olacs.org
Anita	Sanchez	1 <sup>st</sup> Grade	asanchez@olacs.org
Lisa	Belmares	2 <sup>nd</sup> Grade	lbelmares@olacs.org
Laura	Goodyear	3 <sup>rd</sup> Grade	lgoodyear@olacs.org
Tessa	Castillo	4 <sup>th</sup> Grade	tcastillo@olacs.org
Kyle	Paul	5 <sup>th</sup> Grade	kpaul@olacs.org
Paola	Ramirez	MS/English, Science	pramirez@olacs.org
Joseph	Garcia	MS/Social Studies	jgarcia@olacs.org
Viola	Garcia	MS/Religion	vgarcia@olacs.org
Robin	Kurth	MS/Math	rkurth@olacs.org

Elective Faculty

Christa	Mares-Zaccagnino	Art	czaccagnino@olacs.org
Sharon	Brito	Librarian	sbrito@olacs.org
Armour	Ratcliffe	Music	aratcliffe@olacs.org
Rose	Quezada	PE and Health	rquezada@olacs.org
Ana	Villicana	Spanish	avillicana@olacs.org
Bernadette	Martinez	Technology	bmartinez@olacs.org

Staff

Michelle	Everett	After-Care	maeverette@olacs.org
Robin	Kurth	Athletic Director	rkurth@olacs.org
Benny	James	Building Custodian	bjames@olacs.org
Debbie	Marino	Educational Assistant	dmarino@olacs.org
Ramona (Mona)	Montoya	Lunch Program	N/A
Julie	Will	Lunch Program	N//A



Acknowledgement of Receipt  
of the  
Our Lady of the Assumption  
Family Policy Guide

My signature below acknowledges that I have received, understand, and agree to comply with the policies contained in the OLA Family Policy Guide.

I understand that policies may be revised at any time by the Archdiocese of Santa Fe Catholic Schools Office and /or OLA Catholic School administration, and that I will receive notification of changes.

Parent's Signature: \_\_\_\_\_

Parent's Printed Name: \_\_\_\_\_

Student's Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Our Lady of the Assumption Athletics Code of Conduct

School Year 2024-2025

We hold our students, student-athletes, coaches, and parents to high standards of ethics and sportsmanship and we promote the development of good character, important life skills and demonstrating Christ-like behavior. Integrity, fairness and respect are lifetime values taught through extracurricular activities including sports. They are also the principals of good sportsmanship.

OLA school sponsored extra-curricular activities-sports are correlated with the course of studies and directed by the same general objectives.

## Student-athlete:

- Student comes before Athlete in the expression “Student-Athlete.”
- Practice and playing time can and will be limited if a student-athlete is performing poorly in any school subject.
- Failing ANY subject is not acceptable. If a student-athlete has a Failing Grade (F) or 2 D’s on their report card for any class, they will not be permitted to continue to play until they are passing the class.
- Student-athletes are representing OLA, their families and themselves. While competing, each student-athlete shall carry him/herself with a positive attitude.
- A student-athlete shall only speak to a referee if asked to do so by the official or coach.
- At no time should a student-athlete use profanity or taunt members of the other team.
- If a student-athlete receives a technical foul for poor sportsmanship, he/she will be subject to discipline from the coach at the following practice, up to and including removal from the team.

## Coaches:

- Coaches will model good sportsmanship and respect for officials, other teams and coaches.

## Parents:

- Parents attend athletic events to support their child and the team. Parents are expected to represent OLA in a positive manner. They are to demonstrate respect and sportsmanship towards all players, coaches and officials. Parents are required to volunteer a minimum of 2 hours per sport that your child is enrolled in.
- Parents are not to coach their kids from the sidelines during practice or games. It is very distracting to the athletes and coaches when spectators are trying to coach as well (even though we know it is well intended).
- Parents are not allowed to approach a referee or coach before or during games. Parents can respectfully talk to coaches after the games and practices.
- If parents have a complaint about a referee or a coach, please contact your coach. The coach will then contact the AD.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_