

**HOLY CHILD CATHOLIC SCHOOL**

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## **MISSION STATEMENT**

*The mission of Holy Child Catholic School is to advance the development of the soul, mind and body through implementation of a rigorous classical curriculum; to foster spiritual and intellectual growth; to develop stewardship of God's gifts and inspire a love for the Eucharist and evangelization.*

## **SCHOOL MOTTO**

**Ad Majorem Dei Gloriam**

## **VISION STATEMENT**

*To create a Christ-centered learning environment forming the whole person where students, staff and parents are inspired to embrace truth, beauty and goodness for the greater glory of God.*

## **PHILOSOPHY - Curriculum Guide**

Holy Child Catholic School is a Christ-centered school where the daily life of the teachers and students revolves around and is permeated by the teachings of Jesus Christ. We are guided and inspired by the example of our Blessed Mother. Our principal goal is the development of the whole child in accordance with the mission of the Church: the salvation of souls.

The philosophy of the school in general, and the religious education program in particular, is that the school be a continuation of each family's role in "passing on the faith" to its children. The school views the parents as primary in the teaching of values and spirituality, and provides ample opportunities for the parents to be involved in the educational process.

## **GOALS & OBJECTIVES**

Holy Child Catholic School is dedicated to the formation and education of its students in a Catholic school based upon the principles of Catholic doctrine. In order to deepen and strengthen each student's commitment to Catholicism and to encourage the student to accomplish great deeds himself, Holy Child Catholic School pledges to:

- Lead the students to the knowledge and love of God, utilizing the seven gifts of the Holy Spirit.
- Form the students into adults capable of being leaders and effective agents for Christ in the world.

- Fashion in the students an intelligent obedience to all duly constituted authority.
- Promote a reverence for the home and the sacredness of the family.
- Foster a genuine love, respect, and understanding of life in all aspects, from conception to natural death.
- Form in the students the habit of independent study and interest in scholarly pursuits.
- Develop the memory through repetition and memorization to build confidence and motivation.
- Instill in the students the habit of orderly thinking, trained by a thorough grounding in the basics and expanded in a literature-based curriculum.
- Create competency in the students in the arts of expression.
- Introduce a classical curriculum, which focuses on the highest spiritual, literary and artistic achievements of Western civilization.
- Provide opportunities for the students to actively participate in prayer and liturgical celebrations.
- Do all things *Ad Majorem Dei Gloriam*, for the greater glory of God!

### **Admission Policy**

See Appendix B

### **Access to Student Records**

See Appendix C

### **Student Programs (acceptance for enrollment in specific programs only)**

See Appendix D

## **IGNATIAN-STYLED PHILOSOPHY CLASSROOMS: WHAT DO THEY LOOK LIKE?**

As the advocates of the Ignatian classical philosophy of education, there are certain classroom characteristics we can aspire to and hold ourselves accountable toward attaining:

1. Religion is the supreme integrating principle – our character is formed as Christians if we approach all learning in accordance with right reason illumined by the supernatural lights of the example and teachings of Christ.
2. Students are inspired by the teacher to be pro-active in their learning. They are guided by the teacher in the method of study, and they are prepared to give public proof of mastery in the recitation that follows.
3. In the method of study/plan of attack, the student will be introduced to the various traditional methods of inquiry, and they will acquire study habits that will be a lifetime asset. Clearly defining goals and processes are a key part of this stage of learning.
4. Imitation, repetition, memorization and emulation are the key learning methods that will lead to the student being able to express their thoughts both orally and in writing.

## **DAILY SCHEDULE**

7:45-7:55 a.m.	Students arrive for Mass or class
7:55 a.m.	Monday-Thursday Mass, Friday Rosary (K-2 students go to Mass on Mondays and Thursdays with the option of Mass or study hall on remaining days.)
8:40 a.m.	School begins with an assembly
8:45 a.m.	Classes Begin
12:00 p.m.	Lunch
3:30 p.m.	Dismissal
3:35-5:30	Aftercare with a homework hour first (tutoring separate sign-up)

## **ATTENDANCE**

Holy Child Catholic School believes that regular attendance is crucial to ongoing academic progress. By attending regularly, the children also learn to respect the guidelines that make a school (work place) function productively and cohesively. The school relies on its parents to help keep absences to a minimum and avoid requests for special excuses.

## **ABSENCES**

Holy Child Catholic School recognizes absences for the following reasons:

- Personal illness
- Death in the family
- All other absences will be considered Unexcused unless otherwise excused by the Principal.

### **Out-of-town Trips or Other Family Obligations**

In almost all instances, attendance at school is integral to learning what is being taught. Holy Child parents owe it to themselves and one another to punctually and loyally make all efforts to have their children attend school. Taking children out of school for non-essential reasons is a decision that impacts the ability of the teacher to move all students forward.

Parents must notify the Principal one week in advance of an absence related to out-of-town trips or other family obligations. The principal will excuse those trips up to a point, depending upon their nature, on the number of past out-of-town's already taken and on the student's ability to learn the material and keep up with the class. Teachers may provide work in advance but many times are not able to because the lessons have not been taught and they cannot anticipate the work that will be assigned at the exact times. The student and his/her family are responsible for learning the material missed while out of town. Should out-of-town or other personal absences start to be considered, "unexcused", the student may be subject to mandatory after-school tutoring or summer school in order to maintain their status as a Holy Child student. Please see

number of absences below which puts the students on the pace to be in violation of New Mexico school attendance requirements.

### **Health/Sicknesses**

Holy Child Catholic School makes special efforts to help students establish and maintain good health habits and stay healthy. The success of our effort depends on parental follow-through at home. Students should NOT come to school when they are ill or when they have an elevated temperature or a suspected contagious condition. This is for their protection as well as for others in the classroom.

Students will be sent home if they:

- have elevated temperatures
- are vomiting
- have diarrhea
- have an undiagnosed or contagious skin rash
- have red or inflamed eyes

When a student is unable to attend school, a parent/guardian must call the school attendance line before 8:00 am at 281-3077. Please leave the following information:

- the name of the person calling and a phone number
- student's name and grade
- teacher's name
- reason for absence
- expected duration of absence
- request for missed assignments (and if the assignments are to be sent home with another student – specify name and grade of that student)

If excessive absences – ten per semester are noted, students are placed on a probationary status and a conference will be scheduled with the parents/guardians and the principal to identify and resolve the problem. Note: There is no guarantee that credit for the class can be earned.

### **TARDIES**

TRAINING IN PUNCTUALITY IS IMPORTANT. Students should arrive between 7:45-7:55 a.m. and report directly to their classroom in order to unpack and assemble for Mass or class. **Students not at school by 7:55 will be marked tardy.** Families who regularly arrive at the last minute will have to conference with the principal to discuss the academic impact of not being organized and ready for the day. **If students are late, a parent must walk the student into the church or classroom and check them in with their teacher.** A student coming late to class disrupts the learning of all students in the class and deprives them of valuable instruction time. All tardies will be recorded on the student's permanent attendance record. After 5 tardies, for whatever

reason, in a given semester (except for those incurred during treacherous weather conditions), all tardies thereafter will be considered Unexcused. Students in the 4<sup>th</sup> grade and above will serve tardy detentions on the 4th tardy and every 5 tardies per semester thereafter. Tardy detentions are before school at 7:30 a.m.

### **APPOINTMENTS DURING SCHOOL**

Student appointments for the doctor or dentist should be after school hours. Students who must leave early are to bring a note from a parent/guardian to the office with the reason for the early dismissal clearly stated. Students will NOT be dismissed from their classroom until after the parent/guardian arrives. If the student returns to school before the end of the day, he/she must check in at the office and bring a **timed and dated slip from the appointment**. If the student does not return the same day, he/she must bring the appointment slip to the office on the morning of the following school day. **NOTE:** Early dismissal is always discouraged.

### **TRUANCY**

Truancy is when a student is absent from school without a valid/verifiable excuse more than three (3) days in one school year or is tardy in excess of three (3) minutes on each of four (4) days in one school year. Truancy is a violation of the New Mexico Education Code. Truancy is not tolerated. No truant student will be readmitted until a conference with parent(s)/guardian(s) and the principal has taken place. Generally, if a student is absent more than 20 days per year, they may not be promoted to the next grade.

### **CANCELLATION OF SCHOOL**

Cancellation of school will take place in extreme weather, equipment failure or public crisis. The school administration is aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant risk has been created by unusual circumstances. The school will broadcast cancellations via the media. A good indication of when Holy Child will cancel school is the status of Albuquerque East Mountain Schools. **However, there will be times when APS East Mountain will cancel and Holy Child will not** (especially the day after a storm when APS is still sensitive to busing routes that have not yet been cleared).

In the event of a two (2) hour delay due to inclement weather, our school day will begin at 10:00 a.m.

In the unusual circumstance where school must be canceled during the day, the administration will determine that all students have satisfactory transportation and supervision at their home before releasing them from school. Parents must provide additional phone numbers of responsible adults on the emergency form in the event that parents cannot be reached.

## **RELIGIOUS OBSERVANCES**

### **School Mass**

Students and parents are privileged to be able to attend daily Mass Monday thru Friday at 8:00 a.m. (see Daily Schedule for exceptions for K-2 students and others on a case-by-case basis.) Students must also attend 8:00 a.m. Mass on Holy Days of Obligation when school is in session.

As always, we are to be mindful of expected reverence in Church and adherence to the following guidelines:

- Enter church in a quiet and prayerful manner
- Genuflect upon entering and leaving church
- Talking/whispering is NOT allowed
- Participation is always encouraged

### **Sacraments**

Students will receive daily instruction in the Catholic Faith/Teaching/Doctrine. Additionally, in the appropriate grade levels, the students receive preparation and instruction for the sacraments of Penance and First Communion. Parents are required to attend sacramental preparation classes at the parish prior to student reception of sacraments. Students will need to demonstrate mastery of a required Catechism prior to reception of sacraments.

Students who have not been baptized or older students in need of First Penance or First Communion should contact the office for specific directives and preparation guidelines.

### **Religious Activities**

All students are to participate respectfully in all religious activities and devotions provided by the school. These include, but are not limited to, daily prayers and observances, instruction, religious feast day activities, and holiday practices.

## **PARENTS**

### **Picking Up Children From School**

Parents should come for their children promptly when they are released from school. Please remember our faculty will supervise children on the school grounds only until 3:35 p.m. If parents or guardians are going to be late in coming for their student, they should call the office to

alert the school of this delay. Students that have not been picked up by 3:35 p.m. will automatically be placed in aftercare and will be billed according to the aftercare policy.

### **Aftercare Policy**

At 3:35 students will be automatically signed into the aftercare program. Parents must come into the building to sign their students out. Aftercare will be billed at a rate of \$5.00 per hour per student. Families are billed for an hour regardless of what portion of the hour is used.

Aftercare ends at 5:30 p.m. It is important that parents are no later than 5:30 when picking up students. Students picked up after 5:30 p.m. will be assessed late fees in accordance with the following fee schedule:

1-5 minutes \$5.00 (per student)

6-10 minutes \$10.00 (per student)

11-15 minutes \$15.00 (per student)

Late pick-up beyond 15 minutes: Additional fees of \$5.00/student will be incurred for every additional five minute block of time.

### **Early Release**

Parents who need to pick up their children prior to the regular dismissal time must first check in at the office. The office will send for the children and the parent must sign the early release log. Parents are asked to please phone the office before arriving for their children.

### **Field Trips**

Most classes go on one or two field trips each year to complement the academic program. These trips must have an educational purpose. A permission form for each field trip is sent home by the teacher to be signed and returned to school. Teachers keep these on file in the classroom for the duration of the activity. A phone call cannot replace a permission form.

### **Telephone Calls to the School**

Telephone calls should be infrequent. Parents are asked not to phone during school hours unless it is an emergency. **Students are allowed to use the school phone only for an emergency.**

### **Non-Scheduled Meeting with Staff**

Staff is always accessible to any parent who desires to speak with teachers or administrator; however, an appointment should be made if the parent expects the meeting to be more than a brief discussion. Teachers are available after school to make future appointments with parents.

### **Parental Assistance at School**

Parents are required to volunteer 20 hours at the school during the course of the school year or pay \$200.00. The office can provide parents with a list outlining possible volunteer opportunities. A Service Hours Log will be kept indicating the number of hours a parent has volunteered at the school during the current school year.

Parents are asked to dress appropriately if helping at school in any function. Parents who assist in the classroom or with yard-duty will be provided with directions and guidelines.

### **Parent/Teacher Conferences**

Parents are given the opportunity to meet with the teachers and confer regarding their children's progress during the school year. It is mandatory to attend these conferences. Conferences, along with the quarterly report card, constitute the ordinary periodic reporting of student progress, achievement and conduct.

### **Special Programs at Holy Child Catholic School**

Families are reminded that the programs involving the children of Holy Child Catholic School require the parents to be present. Children have often practiced for weeks in order to provide an interesting and entertaining program.

The school year will include two (2) Family Nights. Parent participation will be required. Student attendance is mandatory and is counted as a half day of school.

### **Classroom Parties**

Each class may have 3 seasonal parties a year celebrating religious or secular holidays (i.e. Thanksgiving (on the day school lets out), Christmas, or St. Valentine's Day. The overall school may supersede scheduling with an all-school party at various times of the year.

## **HEALTH POLICIES**

### **Immunizations and Health Records**

New Mexico State Law mandates that every student has a completed and signed current immunization record on file in the school.

### **Illness**

- If a student becomes ill where he or she cannot continue, the student should report to the teacher for release to the administrator's office.

- If a student has a communicable illness (cold, flu, measles, chicken pox, etc.) that student should remain home until the period of contagion is passed. Students must be fever-free for 24 hours before returning to school.

## Medications

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 the 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 prescribing doctor.
3. Principals/Preschool Directors **may not** accept general, on-demand or standing orders for students to take over the counter (OTC) medications for non-specific conditions.
4. All medications must be kept in a secure place to which students do not have access. (Exception: School personnel may keep backups of inhalers or Epi-pens in the classroom, as well as in the school office, if such inhalers or Epi-pens are properly secured.) Because of the risk of students sharing medication, no student may carry his or her own medications on school campus or at any school-related event. If a student would be seriously at risk if they were not able to personally carry and Epi-pen or inhaler, and the student's parent or legal guardian requests that the student be permitted to do so, the school may grant an exception to this policy if the student's parent or legal guardian, and the student's doctor document the following:
  - a. That there would be a risk to the student if the student were not able to personally carry the medication; and
  - b. That the student has been instructed on the indications for use of the medication, on the administration of the medication, on the possible side effects, on the student's responsibility not to share the medication with anyone, and the student's responsibility to notify the teacher of the use immediately after such use.
5. The person designated by the Principal/Preschool Director to administer medication to students shall keep a log of all medicine administered. Where reasonable and feasible, a student's medication is to be self-administered in the presence of the Principal/Preschool Director (or designee.)
6. Glucose testing and insulin administration is to be coordinated by the student's parent or legal guardian, in collaboration with the school's Principal/Preschool Director (or designee).

7. At the end of each school year, all medications shall be returned to the students' parents or legal guardians, or disposed of in an appropriate manner.
8. These requirements apply to over the counter drugs as well as to prescription drugs. Other than as specifically permitted above, school personnel **shall not** furnish any medication, including acetaminophen, cough drops, medicated lip balm, etc. to any student, at any time, for any reason.

### **Students With Food Allergies**

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

1. Family's Responsibility
  - a. Notify the school of the child's allergies.
  - b. Work with the school to develop a plan to accommodate the child's needs.
  - c. Provide written medical documentation, instructions and medications as directed by the child's physician.
  - d. Provide properly labeled medications and replace medications after use or when expired.
  - e. Provide the school, at the minimum, with at least two (2) Epi-pens for school or student use.
  - f. Educate the child in the self-management of the food allergy. This would include strategies for avoiding exposure; safe and unsafe foods; symptoms of allergic reactions; how to tell an adult when having allergy symptoms; and how to read food labels (age appropriate).
  - g. Review procedures with the school, the child's physician, and the child after a reaction has occurred.
  - h. Provide up-to-date emergency contact information.
2. School's Responsibility
  - a. Notify parents and the student that the school cannot guarantee an allergy-free environment.
  - b. Ensure that all staff understand food allergies; can recognize symptoms; know what to do in case of an emergency; and work with other school staff to eliminate the use of allergens in the student's meals, educational tools, arts and crafts projects, etc.
  - c. Create and review the Food Allergy Action Plan before an allergic reaction occurs to ensure the plan is efficient.
  - d. Ensure that medications are appropriately stored, and be sure that an emergency kit is available containing the physician's standing order for

epinephrine. If student is seven (7) years old, or older, the student may carry an Epi-pen on his/her person if properly trained.

- e. Designate and properly train school personnel to administer medications.
- f. If a student needs or has self-injected with an Epi-pen, call 911, the parents and the student's doctor in that order.
- g. Ensure that a trained staff member is available during school operations.
- h. Discuss field trips and other special activities with the family of the child to decide appropriate strategies for managing the food allergy.
- i. Discourage children from "trading" food.
- j. Ensure all surfaces such as tables and toys are washed clean of contaminating foods.
- k. If needed, designate a specific table in the cafeteria for children with food allergies.
- l. Encourage all students to wash hands after handling food.

### 3. Student's Responsibility

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

## **Injuries or Illness during the School Day**

Any student who becomes ill during the day should report to the office after advising a teacher or playground duty personnel. If the student needs to go home, the parents will be notified to pick up the student.

All school injuries are to be reported to the appropriate teacher/staff member as soon as they occur – whether the student considers the injury to be serious or not.

## **Emergency Information**

**EACH STUDENT MUST HAVE CURRENT EMERGENCY CONTACT INFORMATION ON FILE IN THE OFFICE AT ALL TIMES.**

In case of emergency, each student is required to have on file the following information at the school office:

- Parent or guardian's name
- Up-to-date address
- Home phone number/s
- Cell phone number/s

- Work phone number/s
- Physician's name and phone number
- Medical alert information
- Information for other emergency contacts

In case of illness or injury, students will be cared for by the school staff. However, members of the staff will only render first aid. If emergency medical treatment is required, the parents/guardians will be contacted. If parents/guardians are not available, the student will be transported to the nearest available hospital emergency room.

## **CARE AND HANDLING OF TEXTBOOKS, PERSONAL EFFECTS AND SCHOOL EQUIPMENT**

### 1. Textbooks

- Textbooks are loaned to students for use during the school year
- Books may not be left unattended; they must be kept in the student's desk or on the person.
- Nothing but appropriate bookmarks may be placed in books.
- The student will be charged for lost or damaged books.
- Final exams will not be given until lost or damaged books are paid for, and the student will receive an incomplete grade until the situation is rectified.

### 2. Personal Effects

All personal effects (sweaters, lunch boxes, backpacks, etc.) shall be labeled with student's name at the beginning of the school year within the first week of school.

## **COMMUNICATION**

Communication between the school and parents is essential. Holy Child Catholic School believes that timely information delivered to parents provides them with the ability to monitor their child's religious and academic progress most effectively.

The first line of communication is directly with the teacher. Writing little notes back and forth to each other in the student's agenda is the easiest way to do this. **(E-mail is used by some teachers and is being encouraged as an efficient communication system that we're trying to promote--except for instances when there is conflict or disagreement. In these cases we're going to insist that communication takes place face to face or by phone).** On grave matters, requesting personal conference with the teacher is definitely preferable.

The second line of communication is your children themselves: homework assignments, weekly goals, and long-term special assignments will be recorded in your child's Agenda Assignment Pad. With the help of their teachers, students should be able to increasingly explain their

assignments and communicate their grades as they get older. All teachers, either through newsletter or to the students, will provide weekly updates on concepts and assignments to be covered (1<sup>st</sup> through 5<sup>th</sup> grade will get a Friday folder of papers graded for the week). Middle School students will have tests signed when they get them back and Agenda pads signed weekly.

The third line of communication is the Sycamore Education on-line gradebook and communication system. For grades 3-8, weekly updates will be made reporting student assignments, grades, and grade averages. As we move forward with this program, there will be many opportunities to expand our use of this program, for grade reporting purposes, for assignments, and for overall school communication issues.

Finally, classroom procedure and policy statements detailing expectations and reporting practices of a particular classroom will further explain how student progress can be monitored. Weekly progress reports and other stopgap measures to aid students experiencing serious difficulty or irresponsibility can be arranged with your child's teacher(s).

### **Parent-Teacher**

Parent-Teacher Conferences will be held at the end of October and at the beginning of February. If you would like to meet with the teacher at another time, please send a note to the teacher or leave a phone message with the school secretary.

### **Parent-School**

Students will be held accountable to deliver school communications to and from home. The youngest children will receive school-wide communications. Parents should set up a system (pouch) in their children's backpack to serve as reliable communication port. Please explain to your children the responsibility they must assume in this area. Parents can gradually let their children own more and more of this responsibility. However, some children need systems/routines (i.e. backpack with everything in it is always in same place, ready to go before going to bed) in order to succeed in this area.

## **HOMEWORK**

HOMEWORK IS IMPORTANT. It is given on a regular basis throughout the week. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforce classroom learning and can provide opportunities for independent study, research and creative thinking. Homework may include reading, reviewing, memorizing, studying, or writing. Homework is considered in the evaluation process and is used in determining a student's report card grade. Failure to complete homework will result in a consequence.

Parents can assist their children with homework in several ways:

- It's the parents' responsibility to see that extracurricular activities such as sports, dancing, etc. do not interfere with their children's academic progress.
- Provide a study area for your child that is free of distractions.
- Set aside a specific time during which homework is to be done, preferably the same time each day.

- DO NOT extend the set homework time if your child has wasted time and for that reason has been unable to complete all of the work. Let your child face the consequences for his/her choices.
- Insist that book bags be packed and ready for school the night before.
- Allow your child the opportunity to do his/her own homework. Remember that homework is the responsibility of your child. It is not your responsibility; however, do communicate with your child regarding daily assignments, long-range assignments, and various other projects that may be required of them.
- Remember, learning is a four step process. It takes seeing, hearing, saying and writing or manipulating the task in order for the imprinting to take place. If you write out your child's study guide, for example, you have removed a crucial piece of the learning process, hindering the assimilation of information.

Homework assignments should generally fit the following time frames:

Grades 1 and 2<sup>nd</sup> 25 - 35 minutes

Grades 3 and 4<sup>th</sup> 35 - 50 minutes

Grades 5 and 6<sup>th</sup> approx, 60 minutes depending on the day and the testing cycle

Grades 7 and 8<sup>th</sup> 90 - 120 minutes (reading included—could be pre-read on the weekends)

Beyond assigned homework, 1<sup>st</sup>-5<sup>th</sup> students are required to read nightly and drill at grade appropriate levels in math and other related skills.

## **LATE WORK: ABSENCES AND MISSING ASSIGNMENTS**

### **Middle School:**

If your middle school child misses school, his/her assignments will be filed in the box, unless otherwise instructed by the teacher. The student generally has three days to complete the assignment. The teacher may ask for completed assignments before the three-day period if it is necessary in order for the student to catch up with the class on the concept being studied. The teacher should be in close contact with the parent concerning the feasibility of this considering the recovery status and workload of the student.

Late work will either not be graded or assessed a penalty, depending on the assignment, the number of assignments the student is regularly missing, and whether or not the assignment is made up on a timely-basis. All assignments will be made up eventually, unless otherwise waived by the teacher.

### **Primary and Intermediate:**

K-4 student make-up work is sent home via a specified student in the school (e.g. a sibling) or is sent to the office.

Students **progress** to essentially the same policy as in middle school for late work and missing assignments. Teachers will work with students to build responsibility in doing work

independently, using recess, grade penalties and communication with parents to ensure that progress is being made.

### **All School Policy:**

Missing assignments due to the student's negligence may have to be completed during the student's recess. If a student has excessive missing or late assignments, the student and their parent(s) or guardian(s) will be informed that the student could be called to a mandatory study hall after school. Students who do not turn in work may earn a zero on the assignment. It is very difficult to make up this score simply by scoring high enough on other assignments.

## **GRADE REPORT/SCALE**

Holy Child resists the national tendency to inflate grades, yet recognizes the uniqueness of the contribution of each student through various and sundry non-graded avenues. A motivated student trying his/her best should receive award enough in knowing that they have pleased God, regardless of their final grade.

- A 93 – 100 Outstanding Achievement
- B 85 – 92 Above Average Achievement
- C 77 – 84 Average Achievement
- D 70 – 76 Below Average Achievement
- F below 70 Failing
- + or - Indicates degree of letter given

## **DRESS CODE REGULATIONS**

1. **UNIFORMS WILL NOW BE PURCHASED AT DENNIS UNIFORMS.** Uniforms **must** be the appropriate size (not oversized or too tight), clean, neat, in good repair.
2. No **'SAGGING'** – all trousers/skirts must fit and be worn at the waist.
3. Boys are to wear navy blue pants with the Dennis Uniform tag.
4. Girls in grades Pre-K thru 5th are to wear the approved blue plaid jumpers (must be long enough to touch the ground when student is kneeling.)
5. Girls in grades 6-8 are to wear the approved blue plaid skirts (must be long enough to touch the ground when student is kneeling.)
6. Girls may wear full length navy or black leggings on cold days when the temperature is below freezing.
7. Shirts will be light blue, collared, oxford (button) or polo style with embroidered school name – approved styles from Dennis Uniforms.
8. Boys must have shirts tucked in with the belt clearly visible.
9. Belts must be solid black.

10. WHITE T-shirts or tank tops with 2 finger width straps may be worn under blouses and shirts. Sleeves cannot be longer than the sleeves of the uniform shirt.
11. All buttons on shirts/blouses must be buttoned except top button may be left unbuttoned.
12. Navy blue cardigan sweater or sweater vest may be worn over shirts in the classrooms. Sweaters are to be purchased from Dennis Uniforms. **Outer street jackets may not be worn in the buildings.**
13. Cardigan sweater or sweater vest is to be worn on all Mass Days.
14. **Hoodies or sweatshirts (including embroidered “Holy Child Catholic School” hoodies), may not be worn in buildings.**
15. Black leather or faux leather dress shoes – buckles, slip-on (loafer style) or laced (laced in traditional way). No open toes or heels.
16. **Black athletic shoes may be worn but must be solid black with no colored stripes or markings. NO WHITE OR COLORED SOLES. NO “TOE” SHOES.**
17. Snow boots may be worn in inclement weather but must be removed in classroom. Students should bring uniform shoes for the classroom. Girls wearing boots must wear full length leggings or tights.
18. Shoes or boots may not have more than a 1” sole or heel.
19. Socks must be solid black or navy – cuffed style, crew length or knee socks only. **NO ANKLE SOCKS.**
20. Girls may wear plain tights with skirts (black or navy, solid, and no patterns).
21. Girls wearing socks instead of tights should have biker shorts (kick pants) underneath skirts.
22. Hair – must be clean, combed, natural in color and appearance, out of eyes, **NO** excess gel – **NO** spiked hair or hair that requires excess gel or spray to maintain height of hair – Boys must have a traditional haircut and be off the collar and above the ears.
23. No facial hair; sideburns no more than ½” in length.
24. Jewelry: a watch, a single religious medal on a small gold/silver chain; girls may wear **ONE** small stud earring in each ear lobe. (**NO** multiple earrings) – no dangling or hoop earrings. Boys are **NOT** allowed to wear earrings. **NO wristbands, bracelets, or rings.**
25. Tattoos are prohibited.
26. **NO** makeup. Nails must be natural, **clear** polish only, no fake nails.
27. Hats or head coverings may **NOT** be worn in the buildings. Girls may wear small, tasteful bows or barrettes, thin headbands (no words or logos, no distracting ornamentation). No headscarves.
28. No perfume or cologne for any students.
29. **P.E. (new policy):** Students must wear athletic shoes for P.E. Students have the option to change into approved Dennis Uniform P.E. pieces. (See Dennis for a complete list of approved P.E. items.)

Please note: The Dress Code Policy will be strictly enforced. **Some violations may require parent to bring the appropriate correction to the school before student is allowed back to class.** It cannot be presumed that this dress code will list every situation regarding uniform. It outlines what **is** required, but may not outline **all** things prohibited. Faculty members and staff will issue “Uniform Code Violations” to those students in violation of the Dress Code Policy.

**DENNIS UNIFORMS HAS THE COMPLETE LIST OF APPROVED UNIFORM OPTIONS FOR HOLY CHILD CATHOLIC SCHOOL.**

## BEHAVIOR POLICIES

### Philosophy

Ultimate salvation is to be the motivating and constraining religious principle that underlies all Holy Child Catholic School instruction and discipline. Catholic School discipline is considered as an aspect of moral guidance and not a form of punishment. The loving, healing and redeeming power of Jesus must always predominate in our discipline decisions. Yet, consequences must also be laid out and adhered to so that clear expectations and choices will be made available to our students.

### Behavior/Consequences

Students enrolled at Holy Child Catholic School assume personal responsibility for their conduct. They will not harass or engage in un-Christian treatment toward another student or toward an adult.

Students are advised that their willful and persistent violations at any level of the Code of Conduct will be considered incorrigible and may result in a recommendation for dismissal from the school. The examples provided in this code of conduct are not to be construed as limiting the behaviors that may require disciplinary action by school personnel.

### Student Responsibilities and Expectations

- Reverence and respect in the presence of our Lord are integral to the spiritual growth of the student
- Students are expected to be respectful and obedient and to exhibit a positive attitude towards themselves, others and their environment
- Respect and obey all faculty, staff and support personnel
- Follow directions promptly the first time they are given
- **Students may never leave the classroom without the expressed permission of the teacher**
- Keep hands, feet and objects to oneself
- Use appropriate Christian language at all times
- Respect one another – DO NOT FIGHT – physically or verbally
- Wear proper uniform correctly at all times
- Keep school property, inside and out, free of litter
- Know that defacing school property is prohibited
- Chewing gum is NEVER allowed on campus
- Keeping food in desks or eating during class time is not permitted
- Running is never allowed in buildings
- Rough-housing, pranks, antics, unnecessary noise within the buildings are all prohibited activities

- When using the stairway, students shall keep to the right and shall never run, push or shove while using the stairs

### **Mid-School Discipline: General Policies (in addition to the Handbook overall school Discipline Policies)**

- Assignments are always due on the following day unless told otherwise.
- Pink slips indicate an incomplete assignment. Slip must be signed by a parent and returned with the completed assignment the next day for partial credit. If not completed by the second day, the student will complete the assignment in an after school detention.
- A student will be excused for an incomplete assignment if the parent writes a note with a valid excuse as to why the work could not be completed. An extra day will be given to complete it.
- Blue slips will be given for common behavioral referrals. If a student receives three referrals for behavioral or academic in one nine-week period, an extended detention will be given to the student at a time assigned by the principal.
- Completed homework folders with papers from most subjects will come home each Friday. Parents must sign that they have reviewed the homework selection and keep the papers.
- No gum, food, or drinks during class, except for capped water bottles.
- Student planners must be filled out daily. Assignments are posted in the classroom.
- Assignments for students who have been absent may be picked up at the end of the day. An assignment slip will be filled out and placed with his/her books on top of the desk. A parent may pick them up earlier if you call ahead.
- the Holy Child Catholic School Uniform policy will be enforced at all times
- Students are to remain in their seats and participate in the class in a orderly and respectful manner (any other behavior is subject to a Behavioral Referral (see Student Responsibilities and Expectations and Courtesy and Respect (in the Student Handbook)).

### **Courtesy and Respect**

- No name calling or bullying
- Greet persons with respect
- Greet visitors in hallways
- Speak to one another with dignity
- NO gossiping – don't talk about someone behind his/her back, talk to the person face-to-face
- Hold doors for adults and other students
- Respect all property – yours and other students, school and teachers
- No hitting or pushing
- Step back and offer adults opportunity to pass through the doorway first
- Offer to carry things for teachers and for one another

- Play at all times must include everyone – be fair
- Keep campus clean by throwing trash away

### **Prohibited Materials/Search and Seizure Policy**

The following items are prohibited at school. Items will be confiscated from the student and disciplinary consequences may follow.

The school reserves the right to inspect or search anything a student brings onto Holy Child property. (Amended October 2016)

- Toys
- Cell phones (occasionally, teachers will give permission to students to use I –Phones for the purposes of transmitting files or ascertaining google drive files or internet sites)
- Pagers
- Radios, CD and DVD players
- Ipods or MP3 players
- Gameboys or other portable electronic games
- Drugs/Alcohol/Tobacco
- Weapons

### **Hallway Behavior Expectations**

- Walk in a single file line
- Walk silently and directly to destination
- Stay to the right of hallway at all times

### **Lunchroom Behavior Expectations**

- Follow directions of the lunchroom staff
- Speak in soft voices – DO NOT yell
- No candy or soda in lunches
- Throwing food is unacceptable
- Walk at all times
- Clean up the table and the floor space after eating
- Raise hand for assistance
- All food is to be eaten while sitting at the table
- Remain seated until dismissed
- When dismissed, take trash to designated area, and then the WALK outside

### **Restroom Behavior Expectations**

- DO NOT deface the restroom walls, doors, floors, etc.

- Respect the privacy of all students
- Maintain quiet in the restrooms – no yelling
- Remember rules of hygiene
- Put paper where it belongs
- Leave the restroom promptly after use

### **Serious Misconduct, Suspensions and Expulsions**

- Fighting, Physical and Verbal Abuse – Any student who attacks another student/s will be automatically suspended pending investigation of the circumstances. Upon investigation, student may be placed on restriction, detention, further suspension or expulsion.
- Possession or Use of Drugs or Alcohol – Possession or use of drugs will be grounds for automatic expulsion. See Appendix E
- Pornography – Any student who possesses or brings onto campus any material of a sexually immoral nature will be automatically suspended pending investigation of the circumstances and possible expulsion.
- Immodest, Impure, Immoral Conduct – Any student who engages in any conduct which is grossly immodest or immoral will be suspended pending evaluation of the circumstances. Upon investigation, student may be placed on restriction, detention, further suspension, or expulsion.

#### **Other Reasons for, but not limited to, suspension or expulsion:**

- Damage or destruction of property
- Bullying/harassment
- Throwing of objects
- Disrespectful behavior towards staff or peers
- Threats of violence
- Theft
- Cheating
- Forgery
- Fighting/battery
- Setting off a false fire alarm
- Possession of weapons
- Scandalous or infamous behavior
- Parental harassment of clergy, staff, volunteers or continued non-cooperation with stated rules

## **PROBATION**

Probation refers to the careful supervision and evaluation of the student's conduct or academic progress for a specified period, at the end of which a determination is made concerning whether the student has corrected the misconduct or made appropriate academic progress.

A student may be placed on probation by the Principal/Preschool Director.

- A. Probation may be imposed in accordance with rules established by the school. Probation shall include an agreement in writing between or among the student, parents or legal guardians and the school administrator addressing the student's misconduct or academic deficiencies, duration of probation, corrective measures to ensure compliance with applicable rules or requirements and the consequences of any violation of the terms of the probation. Parents must be notified in writing when the probation is terminated or if it is to be extended.

Subject to compliance with the terms of the probation agreement, a probationary period shall not exceed two semesters.

## **SUSPENSION**

Suspension refers to the isolation of a student from some or all classes and/or school activities. Suspension is defined as a temporary dismissal of a student from the school. Suspension is a serious consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success.

A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct after having been placed on probation.

- A. Suspension may be imposed in accordance with rules established by the school. The student may be required to attend school, but be separated from classes (in-school suspension) or remain at home (out-of-school suspension). The suspended student will be expected to continue schoolwork on an independent basis either at school or at home. Whether a student is in or out of school, suspension may not exceed three days, except in extraordinary circumstances or to allow time to complete and investigation or inquiry pending expulsion.
- B. Suspension may encompass extracurricular activities subject to the school's handbook. School officials shall make reasonable efforts to notify the student's parents or legal guardians prior to imposing any suspension upon a student. In situations where immediate suspension is warranted, school officials shall notify a student's parents or legal guardians about the suspension as soon as is practicable under the circumstances.
- C. The school shall keep a written record including date of the suspension, reasons, notes relating to the conference with the parents and terms and conditions of the suspension that shall be signed by the parent and Principal/Preschool Director. A copy of the record must be kept in a file separate and apart from the student's Permanent Record.

The Principal/Preschool Director must approve any suspension of a student.

## EXPULSION

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort: a) after all other efforts of motivation and counseling have failed or b) where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons or c) as set forth in Policy 2470 regarding student withdrawal on grounds of parental behavior. Local schools should publish in the parent/student handbook a non-exclusive list of those actions that may constitute expulsion.

### PROCEDURES FOR EXPULSION

- A. A record shall be kept of previous measures of remediation, counseling, probation, conferences and/or suspensions. This documentation should include written communication between the school and the family.

**In the case of serious circumstances as described in "b" above, the student shall be immediately suspended until the process described in numbers B-H can be completed.**

- B. Parents **MUST** be informed by **WRITTEN** notice that expulsion is contemplated.
- C. A conference shall be held with parents, student, Principal/Preschool Director, Pastor/Rector, and, if appropriate, teachers at which time the grounds for dismissal will be presented and discussed.
- D. Expulsion should be determined only after consultation with the Superintendent (and the Pastor/Rector in Parish/Regional schools and preschools). The final decision to expel a student rests with the Principal/Preschool Director and Pastor/Rector with the knowledge and consent of the Superintendent.
- E. Once the decision has been made to expel a student, **WRITTEN** notification of the decision must be sent to the parents and a copy forwarded to the Superintendent.
- F. The Principal/Preschool Director shall notify the parents in writing of the appeal process. (See Policy 1310)
- G. The Principal/Preschool Director shall properly document all expulsion cases including grounds, evidence, record of conferences and final notice. Such documentation shall be maintained in a file separate and apart from the Student Permanent Record.

## STUDENT WITHDRAWAL DUE TO PARENTAL BEHAVIOR

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

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

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

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

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

## **HARASSMENT POLICY**

### **STUDENT HARASSMENT AND BULLYING**

#### **HARASSMENT**

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

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

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

#### **Policy Enforcement**

Any student or employee who is found to have engaged in harassment in violation of this policy will be subject to appropriate termination. In the case of a parent/guardian, the archdiocese makes every attempt not to deprive a child of a Catholic education because of the attitude of a parent/guardian; nevertheless, if his or her uncooperative or disruptive attitude so diminishes the

effectiveness of the school that allowing the student to remain enrolled is impossible, the student may be expelled. Anyone found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including expulsion and termination.

**Teacher level: Violation of School or Class Rules:**

Consequences will be given in consideration of the seriousness of and the number of violations.

- Verbal Warning
- Call Parents
- Written Warning
- Removal from Class (automatically progresses to Principal level violation)
- Contract
- Detention
- Designated Assignments
- Written apologies/restitution

**PRINCIPAL LEVEL VIOLATIONS**

Since there are times when an individual student finds it difficult to take personal responsibility for good conduct, it becomes necessary for the school to indicate specific acts for which discipline will be administered. The following items are considered inappropriate behavior for a student at Holy Child Catholic School and are grounds for expulsion:

If a student habitually breaks rules or regulations (progresses through the teacher level disciplinary consequences or Middle School card system), or if the offense is serious enough, a Principal's referral will be given. This may result in a Principal's Detention, an In- or Out-of-School Suspension, a disciplinary probation or an Expulsion (see **In-School Suspension, Out-of-School Suspension, Probation, and Expulsion.**)

**Other examples of Level II Disciplinary Options are as follows:**

- Detentions
- Removal from class
- Designated assignments
- Mediation
- Restitution of Property
- Denial of Privileges
- Social probation (exclusion from co-curricular activities and programs such as after school clubs or class activities)
- Probation
- Temporary Suspension
- Dismissal

**Summary of Diocesan Policy on in-School suspension, out-of-school suspension, and Expulsion.**

- Students may be in-school or out of school suspended, but the suspension should not exceed 3 days for an elementary student and 5 days for a Middle School student.
- Suspension is serious, and as with all disciplinary measures, should be processed judiciously. A parent conference with the principal and the student's teacher should be held as soon as possible. All evidence should be carefully examined.
- Required withdrawal is the removal of a student from a school because of serious threats to oneself or others. Expulsion will be handled by the principal in coordination with the pastor. It should be invoked only as a last resort.

**CONFIDENTIALITY AND PROPER CHANNELS**

Holy Child Catholic School is a small school that enjoys a cordial family atmosphere. This situation, along with the norms of professionalism, requires strict observance of confidentiality in and out of the school. As the staff is required and committed to honoring the confidentiality of all matters and information they are privy to, so too must the families of Holy Child Catholic School

respect the welfare of others and the school as a whole and likewise maintain confidentiality at all times.

It should be noted that all staff of Holy Child Catholic School are agents of the school. As such, all personnel are required to bring to the administrator any information they possess regarding enrolled students in so far as that information concerns the welfare of the student, other students or of the school as a whole.

Occasionally, volunteers may have access to sensitive information regarding students' grades, discipline concerns, etc. This information is **confidential** and must be treated accordingly. Any volunteer sharing this information will have volunteering privileges revoked and may face further serious consequences.

Gossip and murmuring destroys small schools. All personnel, students and families are requested to follow the proper channels when raising questions and airing concerns. When issue originates from the classroom, please consult the teacher first. When issue originates from school policy, or administrative action, consult the administrator first. If situation is not resolved to one's satisfaction, please follow the chain of command: teacher, administrator, School Advisory Board.

## **Appeal Process**

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

### A. Resolution of Ordinary Differences within the School Community

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

- 1) In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.
- 2) If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the school principal/director. The specific provisions for a fair process are to be contained in the local school handbooks.
- 3) If the Principal/Preschool Director is believed to be acting contrary to Archdiocesan or local school policy, or if there is a disagreement regarding the principal's or preschool director's decision affecting a student, then the student (18 years or older), the student's parent or legal guardian may request that the Pastor/Rector in the case of a Parish/Regional school or the Superintendent in the case of the Archdiocesan high school review the matter or the decision.

- 4) If the conflict cannot be resolved in an elementary school or preschool following steps one through three above, then a parent, student (18 years or older) or employee may have recourse to the Superintendent.
- 5) If an aggrieved party requests that the Superintendent review a matter or a decision arising out of a local school, the Superintendent may (at his or her sole option) assign a hearing officer to review the matter and take testimony if necessary. The Superintendent may consider evidence obtained by the hearing officer in reviewing the matter and in making his/her final decision.

B. Recognition of Local Authority

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

C. Appeal of Required Withdrawal of a Student

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

D. Appeal of Other Serious Decisions

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

E. Process of Appeal

1. When a parent, an employee or a student (18 years or older) believes his/her rights have been violated and/or the Principal/Director and/or Pastor/Rector is believed to be acting contrary to Archdiocesan or local policy, the person may submit an appeal in writing to the Superintendent with the following information, provided steps one through three above have been followed:
2. The subject of the appeal.
3. Any factual data, other than hearsay, the person considers appropriate.
4. The efforts that have been made to resolve the issue
5. The decision of the Principal, Preschool Director and/or Pastor/Rector must be appealed within ten (10) working days of the communication of that decision by the aggrieved party.

6. The Superintendent may, in his or her sole discretion, designate another person to hear the appeal and to render a decision on the Superintendent's behalf.
7. If the Superintendent accepts the appeal, the Superintendent (or his or her designee) shall have the discretion to review documents and take testimony (if necessary) from any witness who may have knowledge or information regarding the subject of the appeal. Should a hearing be necessary, the Superintendent may hear the appeal alone or form a hearing committee, if s/he deems appropriate.
8. The decision of the Superintendent is final and binding and concludes the appeal process. There shall be no further right of appeal.
9. The appeal process is designed to support the Catholic Church's belief in subsidiarity and, therefore, at no time during the appeal process may the parent, employee or student (18 years of age) be represented by an attorney.

## **VISITORS/GUESTS/VOLUNTEERS**

All persons other than students and employees are considered visitors. ALL visitors/guests are to report to the office and sign in on our visitor's log. The office will issue a badge at that time that must be worn (visibly) at all times during the visit. At the conclusion of the visit, the badge must be returned to the office, and the visitor must sign out.

Be advised that there is NO smoking, drinking or drug use on campus by anyone.

## **DISCLAIMER**

It cannot be presumed that this handbook will cover every single situation that happens in the school. Situations not specifically detailed in this handbook will be addressed on a case-by-case basis. Policies may be changed/added/deleted as necessary.

## APPENDIX A

### *The Vision of Parent Leaders by James B. Stenson*

Any time people engage in an important, responsible undertaking for others' welfare--whether a business, a job, government affairs, or a family--there's a need for clear, competent leadership. The more serious the challenge, the greater the need for someone to direct everyone's efforts in an inspiring, encouraging way toward the ultimate goal.

The real mission for parents is to raise their children toward responsible adulthood. All the dynamics of family life lead to this: what kind of men and women the children will grow to be. No challenge is more important than this, and so great parents emerge in family life as real leaders.

How do they do this? How do fathers and mothers lead their children effectively? To form a picture of parental leadership, let's look at the characteristics of leaders and see how parents fit the profile of leadership in family life.

Leaders are moved by a distant vision, and they thus win people's respect.

Here's a broad statement that you'll probably agree with: In business and professional life and in affairs of state, our most respected leaders are those who look farthest toward the future and foresee oncoming perils and opportunities. Respected leadership and strategic foresight go hand in hand. The farther and clearer the vision, the greater the respect.

It seems that this dynamic works in successful families, too. Parents--all kinds of men and women with different temperaments--succeed in family life through their confident leadership. Successful parents base their confidence in knowing they have this sacred mission to carry out with their children. They see themselves raising adults, not children. They have been called by God to carry out a job, and that holy task is this: to lead their children--with daily sacrificial effort--to grow into confident, responsible, considerate, generous men and women who are committed to live by Christian principles all their lives, no matter what the cost. Being conscious of this mysterious and sacred mission, holding it always before their eyes, is what turns these parents into great men and women themselves, real heroes to their children, and makes their family life together a great, rollicking, beautiful adventure.

Effective parent leaders look at their children and picture them 20 years from now, as grown men and women with job and family responsibilities of their own. They seem to understand a truth of life: Children will tend to grow up to our expectations or down to them. So, these parent leaders set high ideals for their children's later lives. They think of their children's future along these lines—

- They will never live as quitters, slackers, whiners, or cowards--nor will they let their own children live this way.
- They will be nobody's fool or pushover. They will not be swayed by charlatans. They will know malarkey when they see it.
- When they've done wrong, they'll face the truth and apologize. They will not let their pride stand in the way of truth and justice, especially in family life.
- They will be esteemed by all who know them for their honesty, integrity, hard work, generosity, religious commitment, and good humor.
- They will remain close to their brothers and sisters for life, giving and receiving encouragement and support.
- They will live by their parents' principles. They'll have a conscience for life--the voice of their parents' lessons of right and wrong--and they'll pass these lessons on to their own children.
- Their whole lives will be moved by love--the willingness to endure and overcome anything for the welfare and happiness of others, starting with their family.

All leaders understand, and shun, the lamentable consequences of neglect.

Consider this: Public monuments are never set up to honor someone who intended to do something.

Leaders act. Though they spend time in study and planning, they mostly act. For leaders, study and planning are a ramp-up for action, not a substitute for it.

Moreover, real leaders never let indecision lead to inaction. When confronted with several tough choices of action, they do not shrink back. They brace themselves, choose what they judge as the best way forward, and then set to work as best they can.

Sometimes great leadership means just this: doing the best you can with what you have. If you're climbing a mountain, you sometimes have to backtrack or surmount obstacles or thrash your way through tangled shortcuts--but as long as you keep moving upward, you'll reach the summit. The one thing you don't do is quit. Neglect--to do nothing--is the worst mistake of all.

Parent leaders, too, understand the consequences of neglect. They know they have a job to do--a change to effect--in the minds and hearts of their growing children. And they draw courage to act from foreseeing what awful things could happen to their kids if that job remains undone, if their children retain the flaws and selfishness of childhood into adult life. For instance:

- If our children remain self-centered--"Me first!"--they will neglect or mistreat others, and their marriages and careers will fly apart. If their marriages break up, we would lose our grandchildren, or our grandchildren would grow up in a fatherless home.
- If they have no conscience, they will have no inner force to resist temptation. They could cave in to peer-pressures and meet with disasters: drugs, alcohol abuse, recreational sex, trouble with the law.
- If they never learn to say "please" and "thank you" on their own, without prompting, they will remain as self-centered ingrates. They will neglect or mistreat their spouses and think the world owes them a living.
- If they do not respect their parents' authority, they will have trouble with all other rightful authority: teachers, employers, the law, God Himself.
- If they receive no life-directing guidance from their parents in childhood, they may desperately need guidance later from parent-substitutes: marriage counselors, physicians, mental-health professionals, even cult gurus.
- If they see life as mostly play, they will treat the automobile as a toy. If they cannot control their tempers, they will fly headlong into "road rage" and treat the car as a weapon. Either way, they could kill or cripple themselves and others.
- If they form no principled framework for assessing people's character, they may marry jerks.
- If they cannot manage their own affairs, they cannot take care of others.
- If they do not keep their promises, they cannot keep commitments--not to spouse, nor children, nor employers.
- If they never learn to set and meet goals, they cannot set and meet ideals.
- If they form a habit of lying, they will someday get fired.
- If they never learn to balance healthy work and play, their lives could shuttle between drudgery and debauchery. If they never learn to be confident producers, they will live as lifelong adolescent consumers.
- If they remain lazy and sloppy in work, they'll get shoved aside by their competition.
- If they see work as "hassle" to be shunned, they will have wobbly, precarious careers--or will see work as adolescents see it: just a source of "spending money."

- If they always expect to have their way, their adult lives will be ravaged by rage and frustration--and their marriages will implode.
- If they sulk and bear grudges, they will muddle through life as smoldering, self-pitying "victims"--and never amount to anything.
- If they remain as egocentric children, they may shun having children of their own.
- If they do not stand for something, they will fall for anything.

*Permission is hereby granted to reproduce this material for private use. It is taken from the Website of James B. Stenson, educational consultant: ParentLeadership.com.*

## **Admission Policy**

- A. All students must be in compliance with the minimum age requirements of the State of State of New Mexico in order to enroll; students entering Kindergarten must be 5 by September 1<sup>st</sup>.
- B. Locally set admission priorities and/or preferences including:
  1. Dates for application, registration, testing, admission acceptance and parent/student commitment procedures and deadlines;
  2. An interview with the parent or legal guardian and student, when possible; and
  3. A statement regarding application, tuition and other fees.
  4. Preference for admissions are given in the following order: siblings of existing students, active Holy Child parishioners, students from other parishioners.
  5. New students are admitted on a three month probationary basis.
- C. If a student applies to transfer from one Parish/Regional school to another (except in the case of a student who is entering high school), the Principal/Preschool Director of the school to which the student wishes to transfer may request that the parents or legal guardians of the student provide a reason for the requested transfer.
- D. If a student applies to transfer from one Parish/Regional school to another (except in the case of a student who is entering high school), the Principal/Director of the school to which the student wishes to transfer should confer with the Principal/Preschool Director of the school from which the student wishes to transfer.

### Home-Schooled Students

- A. Parents or legal guardians who seek admission to a Parish/Regional school, or the Archdiocesan high school for children who have been home-schooled shall provide proper documentation to the school that will allow the school to properly evaluate and place the student. Such documentation shall include, but not be limited to: immunization records, samples of student work, report cards (if applicable), recommendation from the leadership of the home school, copy of curriculum used by the home school with the student, and grade level/subject testing. At the school's discretion, the student may be required to undergo standardized testing or admission testing prior to admission. In the event of such testing, and if it is administered by a third party or agency, the parents or legal guardians of the student may be asked to pay for the testing. The school reserves the right to place the student in the grade or course that the school deems appropriate.

## **APPENDIX B: Admittance of Non-Catholic Students**

- A. Parish/Regional schools and the Archdiocesan high school may admit a student who is not Catholic, provided that this student will not displace a Catholic student, and provided that the student and his/her parents/legal guardians clearly understand that the student will be required to participate in Catholic religious instruction and school activities related to the Catholic identity of the school. Parents/legal guardians of non-Catholic students acknowledge and agree that students will participate in religious instruction and formation in the Catholic faith. By applying for admission to a Parish/Regional school or the Archdiocesan high school, parents/legal guardians acknowledge and agree that they will support the philosophy and mission of the Catholic school and all Catholic teachings.

## **APPENDIX C: Access to Student Records**

1. Parents/legal guardians of Parish/Regional schools and the Archdiocesan high school students, as the primary educators of those students, shall have the right to inspect and review the official records of their child in the presence of a school official. Parents/legal guardians of students who are enrolled in the high school and who are listed as a dependent on the parents'/legal guardians' most recent Federal Income Tax form(s), shall have the right to inspect and review the official records of their child in the presence of a school official. Once a student attains the age of majority and is no longer a legal dependent of his or her parents/legal guardians, the student shall have the sole right to inspect and review his or her official records in the presence of a school official. All requests to review a student's official records shall be made in writing, and shall be directed to the Principal or Preschool Director.
2. Unless otherwise provided by a court order, both parents and legal guardians of a student are entitled to inspect and review the student's official records in the presence of a school official, regardless of who has legal custody of the student. Unless otherwise provided by court order or by law, both parents and legal guardians of a student shall have equal access to school documents and other information concerning the student's education.
3. Parish/Regional schools and the Archdiocesan high school shall not release any personal information concerning a student to any person who is not the student's parent or legal guardian, unless the school is authorized to do so by the student's parent or legal guardian, or unless the school is compelled to do so by court order or by other operation of law.

## **APPENDIX D: Student Programs**

Parents who wish to enroll their children in special programs outside the school, academic or otherwise, during the school day, may do so only with the written consent of the Principal and Pastor/Rector; and the approval of the Superintendent. Such requests shall be judged on a case-by-case basis and if granted, shall be for a period of no more than one academic year.

Granting this type of enrollment is solely at the discretion of the Principal and Pastor/Rector and is subject to the approval of the Superintendent.

## **APPENDIX E: Tobacco, Alcohol and Other Drugs**

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

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

## **APPENDIX F: Student Harassment and Bullying**

### HARASSMENT

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

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

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

**STATEMENT OF ACCEPTANCE**

This is to verify that we have read, understand and agree to comply with the policies set forth in this Handbook.

PARENTS:

Parent/Legal Guardian Signature	Date
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Parent/Legal Guardian Signature	Date
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CHILDREN:

Signature: \_\_\_\_\_

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This page **must** be returned to the school office no later than August 21<sup>st</sup> of the current academic year.