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SAN FELIPE de NERI PARISH SCHOOL

Mission Statement

The mission of San Felipe de Neri Parish School is to provide a quality Catholic Education in an environment fostered by the values of the Gospel and teachings of the Roman Catholic Church.

**Most Important Teacher: Jesus
Most Important Classroom: Church
Most Important Day of the Week: Sunday**

STUDENT PLEDGE

- 1. I will strive to grow closer to God through daily prayer, by practice of the Catholic Faith and serving others.**
- 2. I will respect my fellow students, teachers, Principal and school support staff.**
- 3. I will follow the school rules and regulations.**
- 4. I will communicate and cooperate with others to unite my educational community.**
- 5. I will work to eliminate violence as an answer to problems and become a good citizen and member of my educational community.**
- 6. I will demonstrate respect for the property used in my educational program.**
- 7. I will support the activities and organizations connected with my educational program.**
- 8. I will display good sportsmanship and community spirit at all times.**
- 9. I will not complain about the problems in my educational program but instead work to improve that program.**

ADMISSIONS:

ABSENCES/EXCUSES

1. When a student is absent, the parent/guardian must contact the school office at 242-2411 no later than 9:00 a.m. San Felipe de Neri School will follow and adhere to the New Mexico and the Archdiocesan School Attendance Responsibility Statutes. Parents who do not call in a sick child by 9:00am will receive a phone call from the office. The Principal will handle prolonged or repeated absences or will refer families to the New Mexico Truant Officers.
2. Students and parents/legal guardians are responsible for arranging make-up work. If your child/ren are absent and call the school office to request homework, **the homework can be picked up 24 hours after the call is made.** A worksheet will be filled out by the teacher upon request and must be signed by the parent/guardian.
3. Tests are to be made up after school. Make-up work must be completed within 2-3 days, depending on the amount of work and time absent. If the work is not turned in by a specified date, the child will receive a grade of zero for the work or an "I" for incomplete work after a prolonged emergency.
4. Children who are not able to participate in P.E. must have a written note from a parent, guardian or doctor.

TARDIES

1. Students not seated for Morning Prayer at 8:00 am will be considered tardy and will have to sign in at the office and receive a tardy slip.
2. Parents must sign students in the office and receive a tardy slip to be given to the student's teacher. Teachers will not allow students into the classroom without a tardy slip.
3. After 8 unexcused tardies, the family will be notified by mail of the importance of timeliness to our system.

ADMISSION'S POLICY

CATHOLIC SCHOOL ENROLLMENT POLICY

Enrollment in a Catholic school in the Archdiocese of Santa Fe (elementary and secondary) is an annual process and is open to students who sincerely seek a Catholic, Christian-oriented education. Admissions preference is given to practicing Catholics. Students will not be refused admission to Catholic schools because of race, color, gender, or national origin.

1. Archdiocesan Enrollment Policy

The archdiocesan Catholic schools maintain a policy of open admission according to the general statement above. To avoid allowing Catholic schools to become havens for those desiring to escape negative behaviors and/or social dysfunction, the school principal is to exercise vigilance in ascertaining the motives and previous behavior records of new and transfer students. A school may decline to accept a student for admission or re-enrollment based on the best interests of the school and its students. A student may also be denied admission if he/she has special needs which the school cannot meet.

2. Enrollment Preference

The Catholic schools are religiously oriented for and operate under the auspices of the Archdiocese of Santa Fe; therefore, admissions preference is given to practicing members of Catholic parish communities; students from the general community are welcome after the needs of the parishes are met. Basically, the admissions preference is as follows:

- Continuing student (already enrolled)
- Practicing, registered parishioner of the home parish
- Sibling of an enrolled student
- Practicing Catholic from another parish
- Non-Catholic

If placement tests are used, these will also be a factor in the admissions process. Once classes or grades are filled, schools are to offer the option of a waiting list and advise the family about other Catholic schools in the area. **New students are not accepted after the ninth week of the school year without advance approval from the superintendent, unless the student is relocating from another city/state (see #4 below). A student expelled by any other school -- Catholic, private, or public -- is generally disqualified from being accepted into our school system.**

ENROLLMENT POLICY...continued

3. San Felipe de Neri Parish School maintains a policy of open admission. San Felipe de Neri Parish School does not discriminate on the basis of race, color, ethnic origin, or sex in its educational policies.
4. According to New Mexico Law #22-8-2M, a child must be 4 years of age on or before September 1 of that year to enter **Pre-Kindergarten**. A child must be 5 years of age on or before September 1 of that year to enter **Kindergarten**.
5. Registration for the following school year will take place during the latter part of January or early February of the current school year.
6. Readmission of a student who voluntarily withdraws from San Felipe de Neri Parish School is at the discretion of the Principal.
7. Transfer students will be accepted to San Felipe de Neri Parish School on a trial basis. **The last report card of the child will be required before admission. The principal will interview parents and screen new students.**

ARRIVAL AND DISMISSAL

1. Morning Prayer begins at 8:00 a.m. All students are dismissed at **3:10** p.m. On the **FIRST FRIDAY** of **every month**, the students are dismissed at **12:55** p.m. to provide teacher planning and meeting time. Parents must supervise their child/ren prior to **7:45am** or place them in extended care.
2. Students who are late for school must report to the office with a written excuse from their parents or legal guardian.
3. In case of illness or injury, the school will contact the home by phone to have the parent/legal guardian pick the child up at the school office.
4. Students are not permitted to leave the school grounds during the school day or before parental pick-up. If your child is to be excused from school during school hours, a written request signed by the parent or legal guardian should be presented to the teacher with the permission of the Principal. The parent/legal guardian or designated person will take a permission slip, signed by office personnel, to the child's teacher.
5. Before Morning Prayer, the gym doors will be opened at 7:00 a.m. for Extended Care. All students will meet in the gym. No students or parents will be allowed in the classrooms until after Morning Prayer is held. Please respect the teacher preparation time before Morning Prayer.
6. At dismissal we respectfully ask all parents to remain outside both buildings to pick up their child/ren.

STUDENTS ARE EXPECTED TO BE IN THE GYM BY 7:55 A.M. FOR OUR MORNING PRAYERS. Unexcused tardiness disrupts classes. Those who are continually tardy will be referred to the Principal.

Parents may not park or drop off students, behind the gym in the morning. San Felipe Street public parking across from our walk in gate is free until 9:00 am every morning. Use the walk in gate to get to the gym. **No one may park behind the gym for field trips. Parking behind the gym is ONLY for FACULTY, STAFF and COACHES.** Parents **MUST PARK** during student drops off and pick up. Detentions will be issued for non-compliance of pick up & drop off procedures.

**SAN FELIPE DE NERI PARISH SCHOOL
EXTENDED CARE PROGRAM
POLICIES AND REGULATIONS**

Supervised childcare is available for students who must arrive early or remain at school beyond the fifteen-(15) minutes after the school pickup period. Fees and time periods are as follows:

Morning Care

Monday through Friday 7:00 a.m. - 8:00 a.m.

After School

Monday through Friday 3:10 p.m. - 5:30 p.m.
First FRIDAY of the month. 12:55 p.m. - 5:30 p.m.

The charge is as follows:

7:00 a.m. to 8:00 a.m.	\$4.00
3:10 p.m. to 3:30 p.m.	\$2.00
3:10 p.m. to 4:00 p.m.	\$4.00
3:10 p.m. to 4:30 p.m.	\$6.00
3:10 p.m. to 5:00 p.m.	\$8.00
3:10 p.m. to 5:30 p.m.	\$10.00

LATE CHARGE:

There will be a charge of \$5.00 per fifteen minute period after 5:30 p.m. and \$1.00 per minute from 6:00 p.m. on. After two violations of this rule the student will be permanently dismissed from the program.

PAYMENT:

Billing will be mailed the 1st week of each month. **Payment will be due on the 25th of each month. If not paid by the 30th, a \$10.00 late fee will be charged. No further Extended Care services will be available to families who are more than 1 month late in paying their bill.**

ATTENDANCE:

The Extended Care Program Contract must be completed and signed before the student will be allowed in the program.

Students not picked up by 3:20 p.m. will be placed in Extended Care and families will be charged for services rendered.

Sign In/Out Procedures:

For Extended Care parent/legal guardian must come inside to pick up the students and sign-out, noting the date and time. Students will be released only to the parent/legal guardian unless the parent/legal guardian notifies the office that other arrangements have been made.

Uniforms are to be worn in the Extended Care Program. Students may not change into street clothes or PE uniforms.

LIABILITY:

The Extended Care Program of San Felipe de Neri Parish School is not liable for accidents or illnesses occurring to the student while he/she is in its care unless the accident or illness is the direct result of the Supervisor's negligence.

DISCIPLINE PROBLEMS:

The supervisor will notify the parent/legal guardian and then the Principal of problems. If problems persist both parent/legal guardian and Principal will be notified. The Principal will handle all dismissal situations.

For additional information, please call the school office. The telephone number is **242-2411**.

HEALTH PROGRAM

1. A child will not be admitted as a student without proper immunization for DTP/DTaP, Td, Polio, Measles, Chickenpox (varicella) and Hepatitis B. These immunizations may be obtained free of charge at the Bernalillo County Health Department. Entering Kindergarteners must have had the second Varicella booster shot. Tdap Tetanus shot is required for 7th & 8th grade entry if at least five years since last tetanus-containing vaccine.
2. All entering students must have their 3 series of the Hepatitis B shots.
3. If your child has a specific physical problem, such as hearing, sight, allergy, etc., please notify the office in writing at the beginning of the school year or when the problem is discovered.
4. If your child is required to take a particular medication during school hours, parents/legal guardians please notify the office staff in writing concerning the situation, the dosage and frequency, and the office staff will administer medication only with written permission from the parent/legal guardian.
5. Parents will advise us and provide their child with sunscreen lotion.

REGISTRATION

1. A non-refundable registration fee, in the amount of \$200.00 per student, is due at the time of enrollment. This fee covers clerical expenses as well as religion books not furnished by the State.
2. Before any child may be registered for the 2010-2011 school year, all fees (Tuition, subsidy, extended care, book fees, athletic, including \$20.00 restocking fee for lost library books etc.) must be paid up-to-date at the time of registration.
3. Registration for the school year 2011-2012 will be tentatively held in January 2011. (Families will be notified later on in the fall).

SUPPLIES

1. Approximately three weeks before school starts, a list of needed school supplies is sent to each home.
2. The parent/legal guardian needs to check the student's supplies periodically and replenish them as needed during the year.

TUITION AND FEES

1. 2010-2011 tuition will be collected by Fast Automatic Cash Transfer System (F.A.C.T.S.) Enrollment Fee or upfront tuition. **There will be no exceptions to this policy**

TUITION AND FEES...continued

2. TUITION will be paid on the fifth or twentieth day of each month by electronic debit transaction through F.A.C.T.S. (Each year there will be a \$38.00 non-refundable F.A.C.T.S. Enrollment Fee automatically deducted from your bank account.) F.A.C.T.S. changed more than twice will be assessed a \$25.00 new set up fee.
3. Parents may choose to pay the FULL TUITION by June 2011.

Family Tuition rates at **SAN FELIPE de NERI PARISH SCHOOL** for the 2010-2011 school year are as follows:

1 child	\$ 3,875.00
2 children	\$ 7,750.00
3 children	\$ 11,625.00
4 children	\$ 15,500.00

(NOTE: UPON VERIFICATION FROM PARISHES, IF THE PARENT (S) OR LEGAL GUARDIAN (S) ARE NOT IN COMPLIANCE WITH THE ARCHDIOCESE'S GUIDELINES FOR THE "OPERATIONAL SUBSIDY", AN ADDITIONAL \$300.00 PER CHILD WILL BE ASSESSED TO THE PARENT (S) OR LEGAL GUARDIAN (S) AND BE DUE 30 DAYS AFTER NOTIFICATION OF DENIAL LETTER.

REFER TO THE HANDBOOK OF POLICIES AND REGULATIONS FOR THE ARCHDIOCESAN SCHOOL SYSTEM - ARCHDIOCESE OF SANTA FE: FIN-309 AND FIN-309.1)

LATE PAYMENT: TUITION AND SUBSIDY--- San Felipe de Neri Parish School depends on TUITION AND SUBSIDY being paid on time. Any payments received ten (10) calendar days late will be assessed a \$25.00 late charge.

Any account thirty (30)-calendar days late will result in your child/ren being withheld from class until arrangements have been made with the Principal. As per your San Felipe School contract, payment is due in full at the end of the school year. If a family withdraws prior to the end of the first semester \$1,000.00 withdrawal fee will be charged per child, if a family withdraws after the first semester a \$500.00 withdrawal fee will be charged.

PENALTY: A fee of \$25.00 will be charged to your account for any insufficient funds.

8th GRADE STUDENTS: Any fees (tuition, subsidy, extended care, book fees, library fines, athletic, etc.) must be paid before the graduation date, or the child will not be able to participate in any of the graduation activities.

8th grade students will be expected to pay for their graduation cap and gown.

UNIFORMS

The new school policy is applicable for all students from Pre-Kindergarten to the Eighth Grade. Due to the 2010-2011 school year becoming a transitional uniform year the following are allowed! Dennis or Roadrunner uniforms for all non-mass celebration days and **ONLY** Roadrunner apparel for Mass Days.

See uniform description in the attachment section.

1. For girls:

a. Grades PK - 4th

Navy walking shorts, or skooters knee length (may only be worn during the months of August, September, April, and May);

Navy jumpers; Required for Mass or

Navy straight leg, slacks; regular waist as required for Mass

Plain white knit polo shirts Dennis or Roadrunner Apparel with emblem

Plain white ankle length socks;

Navy blue gym shorts (for gym class only);

Short Sleeve white cotton gym shirt, with San Felipe emblem or plain (for gym class only)

Navy or white sweaters with San Felipe emblem or plain

Black or navy or brown solid leather belt

b. Grades 5th - 8th

Navy walking shorts, (may only be worn during the months of August, September, April, and May)

Navy pleated skirts or skooters, knee length (the hem of the skirt must touch the floor when kneeling)

Navy straight leg, slacks; regular waist-Required for Mass or Navy Jumper.

Plain white knit polo shirts Dennis or Roadrunner Apparel with emblem

Plain white ankle length socks

Navy blue gym shorts (for gym class only)

Short Sleeve white cotton gym shirt, with San Felipe emblem or plain (for gym class only)

Navy sweatshirts/pants with San Felipe emblem or plain (for gym class only)

White or navy sweaters with San Felipe emblem or plain.

Black or navy or brown solid leather belt

2. For boys:

a. PK - 8th

Navy walking shorts, knee length (may only be worn during the months of August, September, April, and May)

Navy straight leg dress slacks Required for Mass

Blue knit polo shirts, Dennis or Roadrunner Apparel with emblem

White crew length socks

Navy blue gym short (for gym class only)

ALL STUDENTS MUST WEAR A WHITE OXFORD SHIRT WITH EMBLEM FOR MASS DAYS A TIE MUST BE WORN FOR BOTH BOYS AND GIRLS. NO EXCEPTIONS!

UNIFORMS...continued

White cotton gym shirt, with San Felipe emblem or plain (for gym class only);
Navy sweatshirts/pants with San Felipe emblem or plain (for gym class only);
White or navy sweaters with San Felipe emblem or plain.
Black or navy or brown solid leather belt.

3. The following are allowed:
 - a. wristwatches
 - b. religious necklaces worn under the shirt or blouse
 - c. only one earring per ear may be worn
 - d. only natural color nail polish;

4. The following are **NOT ALLOWED**:
 - a. facial make-up, no perfume
 - b. extreme hair styles, including dyed , streaked (high lighted) hair
 - c. **NO SCULPTURED NAILS ALLOWED**
 - d. hoops or dangling earrings
 - e. shoes with laces not properly tied, high-heeled boots or shoes
 - f. **NO HOODIES OF ANY KIND WILL BE ALLOWED**

5. **School uniforms will be worn beginning with the first day of school until and including the last day of school.**

6. If a child is out of uniform, a detention will be given for each offense.
Shirts and blouses should be **tucked in** at all times. Belts should clearly be seen.

For the cooler weather in the Fall, Winter or Spring, all students should wear either San Felipe emblem jackets or plain jackets. Absolutely no team or sport jackets will be permitted on the school premises.

Uniforms are available from Roadrunner Custom Apparel 6611 Lomas Blvd. NE 266-7623 or from Dennis Uniforms 5600 C. San Francisco NE 897-7727.

ACADEMICS:

AWARDS

1. Students with high marks in scholastic achievement, conduct, and effort will be recognized at report card time by qualifying for the Honor Roll. Awards are recognized as soon as possible after a grading period.
 - a. Highest Honors are achieved by earning all “A’s” in the academic subjects, “B’s” in other subjects, P or S or above in effort and conduct , P or S in all special classes.
 - b. Honors recognition is achieved by earning a combination of “A’s” and “B’s” in academic subjects plus a “P or S” in conduct and effort, P or S in all special classes.
2. Awards given at the end of the school year are:
 - Classroom Awards
 - Scholastic Awards
 - Athletic Awards

Failing 8th graders will not be permitted in promotional ceremonies or activities.

MID-TERM REPORTS

1. Midway through each quarter mid-term reports are mailed home to parents/legal guardians. Student progress reports will also be sent at other times as needed.

RECORDS

1. Rights of Parents and Eligible Students

An educational agency or institution shall give full rights under FERPA to either parent, unless evidence is produced that there is a court order, state statute, or other legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights (39CFR 99.4). When a student becomes an eligible student, as defined above, the rights accorded to and consent required of the parents under FERPA transfers from the parents to the student (39CFR 99.5).

The school is to give annual notification of these rights to parents of currently enrolled students, included here in #2; this may be done through the school's student/parent handbook.

2. Notice To Parents and Students

As required by the following notice is to be included in the school's student/parent handbook: The archdiocesan Catholic schools keep the following student educational records: academic, personal data, disciplinary actions, attendance, student health records, grades, and standardized test scores. These records are retained based on the information in FAM-503 and the schedule in Appendix b, Records Retention.

Access to student education records is limited to the parent/legal guardian of any student under the age of 18; the parent/legal guardian of any student over the age of 18 if the student is a dependent as defined by the Internal Revenue Service Code; any student over the age of 18; the principal, school pastor, and superintendent of Catholic schools; New Mexico state and local officials to whom information is required to be reported; legitimate testing and accrediting organizations; appropriate individuals in connection with an emergency; records under subpoena or court order; any person who has a consent form signed by the parent/legal guardian of a student under the age of 18 or by the student over the age of 18; or a school which submits a written transcript request based on the understanding that the student intends to enroll there.

The right to inspect records, which contain information about more than one student, is extended to that portion only which pertains to the particular student and in accordance with appropriate procedures outlined in this policy. Copies of educational records will be made available to eligible persons based on the provisions outlined in this policy.

RECORDS...continued

Explanations and interpretations of educational records will be given upon reasonable advance notice; some records, such as standardized test scores and other materials of a technical nature, may only be interpreted by a person qualified to explain them.

Archdiocesan policy for Catholic schools dictates that educational records are kept to an essential and relevant minimum. Records are reviewed at the end of each school year and non-essential and outdated materials are destroyed based on the retention schedule in FAM-503 and Appendix B, Records Retention.

3. The school year consists of two semesters. Each semester has two report card periods. Each period consists of nine weeks. An average of classwork, projects, quizzes and tests determines the grades given on a report card. The report cards are given only to parents at assigned conferences at the end of the first and third grading periods. At the end of the second and fourth grading periods they are given to the students.
4. 3rd – 8th Grades are based on the following:

100-93	-	A indicates that the student has done very well plus extra credit work.
92-85	-	B indicates that the student has done better than average.
84-76	-	C indicates that the student's work is average or normal achievement.
75-69	-	D indicates that the student is doing below average.
Below 70	-	F indicates that there has been no achievement.

1st – 2nd Grades are based on the following:

100-93	-	E indicates that the student has done very well plus extra credit work.
92-85	-	G indicates that the student has done better than average.
84-76	-	S indicates that the student's work is average or normal achievement.
75-0	-	U indicates that the student is doing below average.
5. Students who receive two failing grades in a subject will be required to attend summer school for those subjects. Promotion to the next grade will depend on summer school attendance, If the child does not go to summer school or receives failing grades during summer school he/she will be retained or will be dis-enrolled for the new year.
6. **Report cards will not be handed out if TUITION payments or other school fines are not paid up to date.**

COMMUNICATIONS:

CHANNEL OF COMMUNICATION

1. If you wish an appointment with the Principal, please make arrangements with the secretary. Office hours are Monday through Friday from 7:30 a.m. to 3:30 p.m.
2. **Twice a month** a family envelope, which will include notices and information, will be sent home with your oldest child. **Please read the information carefully and return the signed envelope to the school by Tuesday of that week.**
3. According to the Constitution and by-laws for San Felipe de Neri Parish School. The right of such non-members, visitors, etc., to address the Council shall be limited to those whose petition has been presented to and approved by the Agenda Committee two (2) weeks in advance of the regular meeting.

GRIEVANCE PROCEDURES

1. Special concerns, problems, and questions should first be taken up privately with the involved teacher. Mutual trust and understanding among involved parties to discuss and resolve must be the priority. Should a parent feel reluctant to meet alone with a teacher or should a teacher feel reluctant to meet along with a parent, an administrator may be asked to be involved. If after a parent-teacher conference a matter is still unresolved, then an additional conference might be scheduled with the administration. The administration will follow the Archdiocesan Grievance Procedures. Refer to Archdiocesan Handbook 420 for Grievance Procedure clarification.
2. **THE PASTOR OF THE PARISH AND/OR THE PRINCIPAL OF SAN FELIPE DE NERI SCHOOL MAY AMEND THE SCHOOL HANDBOOK AT ANYTIME WITHOUT NOTICE**

Policy 5- Catholic School Families

Fam-519-POSSESSION/DISTRIBUTION/UNDER THE INFLUENCE OF ALCOHOL, TOBACCO AND OTHER DRUGS

Policy: Students are not permitted 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. In addition, 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.

Definition:

We define possession of alcohol, other illegal drugs or inhalants as: on a student's person, in a student's body or bloodstream, in an item belonging to a student, such as but not limited to, a backpack, locker, purse, 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 suspicious behavior.

Alcohol, other drugs, inhalants and drug paraphernalia may be described as: 1. Alcohol is any liquor, wine beer or other beverage containing alcohol: 2. Drugs are illegal drugs including marijuana, inhalants, legal prescription and over the counter drugs used or possessed or distributed for unauthorized purposes, look-a-like herbal and: 3. Drug paraphernalia is any equipment/apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs (Cigarette lighters are not considered among the aforementioned).

We encourage and support our students in their efforts to be drug and alcohol free. Any student seeking help for himself or herself, or for a friend, from a teacher, administrator, counselor, or other member of the staff will be given help with out penalty. When a student is seeking help for a friend or acquaintance, a request for anonymity will be honored. We see this as mature and caring, and we fully support it.

When we, as a Catholic School, deal with substance use and abuse, we want our actions and decisions to reflect Jesus. We are interested in promoting the well being of each student, and we try to create a safe environment that is free of the pressures and fears that arise in the presence of drugs, alcohol, or inhalants. Our goal is to support our students in making healthy choices. When a student is making unhealthy choices and is abusing drugs, alcohol, or inhalants, we would like to be a vehicle for supporting this student and the family in getting the help that is needed. Therefore, the following disciplinary shall be enforced.

Disciplinary Action

First Violation

The school shall administer a drug test if there is reasonable suspicion of use. Failure to comply with request shall result in immediate expulsion. Payment of the drug test shall be the responsibility of the family if the drug test is positive and shall be the responsibility of the school if the drug test is negative.

The student shall be expelled and has the option to be reinstated under Substance Abuse/Use Probation. If the student is unwilling to admit that s/he is using drugs, alcohol or inhalants or is unwilling to participate in the provisions of the probation, the student's expulsion shall stand.

Provisions of Substance Abuse/Use Probation

- The student shall be placed on a three-day out-of school suspension.
- A police report of the incident shall be filed with the proper authorities.
- The student shall be required to attend a minimum of two counseling sessions per month with a certified drug abuse counselor. Counseling shall be at the family's expense.
- Random drug testing shall be required at the request of the administration. Drug testing shall be at the family's expense.
- Reports of the student's drug testing and counseling shall be submitted to the school administration.
- While on probation, any violation of school policy shall warrant immediate expulsion.
- The pastor and /or Principal has the right to require additional provisions of a student's substance Use/ Abuse Probation.

Second Violation

The student shall be immediately expelled with no possibility of reinstatement to any Archdiocesan Catholic School.

DISCIPLINE

DISCIPLINE POLICY

1. Faculty will issue students a detention for **rule infractions**. Detention will be served on the day an incident occurs.

Examples of rule infractions for detention are:

MAJOR INFRACTIONS -- accumulates for suspension/expulsion:

- A. Fighting.
- B. Swearing.
- C. Showing disrespect to any faculty or staff member, or parent.
- D. Showing disrespect to any student.
- E. Excessive talking.
- F. Cheating/lying
- G. Not adhering to the dress code.
- H. Damage to SCHOOL PROPERTY.

MINOR INFRACTIONS

- A. Missing homework assignments.
- B. Coming to school late.
- C. Coming to class late.
- D. Chewing or possession of gum.
(If gum is required by the dentist or doctor, students must bring a written note from dentist or doctor).
- E. Not dressing out for P.E. classes.
- F. Wearing facial make-up
- G. Wearing inappropriate jewelry

Three (3) minors = major infraction

2. Students will serve a 30-minute detention in a designated classroom. Failure to serve an assigned detention will result in parent/legal guardian being called and a second detention given. If a student is absent due to illness on the day of detention, students will be excused for that day but must make it up on the following day.

Once a student receives a detention slip, it must be signed by parent/legal guardian and returned to their teacher the day after the served detention.

3. Three (3) **MAJOR OR 9 MINOR** detentions will mean the student will serve an in-school suspension.

No make-up work may be submitted on a suspension day. Suspension and Expulsion will be at the discretion of the principal.

NOTE: A \$75.00 fee will be charged for in-school suspension to pay the cost of a substitute teacher.

ALL INFRACTIONS WILL RESULT IN AN IMMEDIATE DAILY DETENTION.

Discipline policy continued:

A student is put on probation for a specified period of time for serious and continued misconduct. A Saturday, 8-12:00 student suspension may be issued for serious misconduct or failure to maintain C level grades. The fee is \$100/per day. The parents/legal guardians and the student will be made aware of the terms of the probation and the reason for the action. A copy of the probation and the reason for the action will be placed in the student's file. The decision for probation or suspension from school will be at the discretion of the Principal.

5. Students may be suspended, or placed in in-school suspension and/or expelled from school for the following reasons:
 - A. Truancy
 - B. Leaving the school grounds without permission
 - C. Destruction of personal or school property - vandalism
 - D. Fighting or acting in such a way that would cause bodily injury or humiliation to a student or staff member
 - E. Improper moral conduct, i.e., lying, cheating, sexual harassment, forging, stealing, bullying.
 - F. Conduct detrimental to the school's reputation
 - G. Insolence or insubordination
 - H. Profanity - obscenity
 - I. Gambling
 - J. Possession of pornographic material
 - K. Possession of weapons
 - L. Possession and/or sale of liquor, cigarettes, glue, narcotics or any other addictive substances
 - M. Disruptive behavior
 - N. Cell phone or other technology that disrupts the instructional day of the school or or interferes with the school's procedures.

Students suspended from school will not be allowed back in school unless the parent/legal guardian meets with the Principal and a behavioral contract is planned and signed.

6. A student will be expelled from school after other disciplinary options have been exhausted.
7. Willful damage of any school property will be cause for immediate suspension and possible expulsion. Any damage incurred must be reimbursed to the school.

STUDENT RESPONSIBILITIES

1. Students are expected to develop to their full potential. Grades are a reflection of that expectation.
2. A clean campus is to be maintained at all times. This means that students are to pick up litter and dispose of it in trashcans.
3. Students shall take care of all school property. This means that all books and workbooks must be covered by the beginning of the second week of school and remain covered throughout the year or a 25 cents fine will be charged per book. Backpacks are to be used to carry books and other school materials.
4. A student **may not** be in the classroom without the teacher being present.
5. Personal neatness and cleanliness are expected.

STUDENT ACTIVITIES:

EXTRA-CURRICULAR ACTIVITIES

Any student, in the 5th Grade or above, who wishes to participate in extra-curricular activities must have a "C" (2.0) or better in all subjects and a satisfactory or passing conduct grade at that time. Any student receiving a failing grade of D or F in any subjects will be expelled from the team. This grade and conduct must be maintained for the remainder of that grading period. In order to be eligible for the fall sports, the students must meet these requirements on their final report card from the previous year.

The Athletic Director and the Principal is responsible for checking the student's academic and

FIELD TRIPS

1. Parents will be informed about field trips in advance. A permission slip must be signed by the parent/legal guardian and returned to the child's teacher in order for a student to participate.
2. If necessary, each student will be required, at the time of the trip, to pay the fee to cover transportation and or other expenses.
3. In most cases, transportation will need to be provided by parents/legal guardians.
Proof of Automobile Insurance will need to be provided to the school office beforehand. San Felipe de Neri Parish School faculty, nor the drivers are liable for any unforeseen incidents that may occur.
3. Field trips will be initiated by the teacher, approved by the principal and the Superintendent of Schools.
4. **ALL SAN FELIPE VOLUNTEERS, PARENTS/GUARDIANS ARE REQUIRED TO ATTEND THE SEXUAL MISCONDUCT IN-SERVICE PRIOR TO VOLUNTEERING IN OUR SCHOOL COMMUNITY**

HOMEROOM PARENT

The Homeroom Parent is responsible for coordinating set-up and workers for the class's booth at the Halloween Carnival, the Turkey Bingo, and four (4) classroom parties during the school year (Halloween, Epiphany, Valentines, and Easter). In addition, the teacher may call on the Homeroom Parent during the school year for other assistance.

Being a Homeroom Parent is very rewarding. You have the opportunity to know your child's teacher and you also get to know a lot of the other parents. Homeroom Parents do not have to be able to attend the parties, just co-ordinate the food and the volunteers to serve the children.

LUNCH

1. A Federally funded hot lunch program is available to all students. Lunch can be purchased daily, or tickets can be purchased on a monthly or weekly basis in the cafeteria. For more information, please call the office, telephone number is 242-2411.
2. Students normally eat in the cafeteria. Those students who choose to go home for lunch must have written permission from a parent or guardian.
3. Students who wish to purchase milk may do so on a daily basis.
4. A student may not skip lunch unless his/her parent/legal guardian writes a note to that effect.
5. A student may not leave the cafeteria with food, cans, soft drinks, candy, fruit, etc...
6. Fast food may only be brought in once a month on early dismissal Fridays.
7. Staff will notify APS kitchen staff 1 week ahead of time if lunch arrangements change.

PARTIES

1. All classes may have parties to celebrate Halloween, Christmas, Valentine's Day and Easter. These parties will be held during the last half-hour of school for that day. Parents are not to be in the classrooms prior to 2:30.
2. When a child has a birthday he/she may bring a snack for his/her classroom. However, this is not expected. The teacher must be notified at least one day in advance if a treat will be brought.

RECESS

1. During recess all students are to remain within playground areas.
2. If a ball goes out of the school grounds, the teacher's permission must be obtained in order for a student to retrieve the ball.
3. Two or more teachers are assigned to each playground at each recess.
4. **TOYS, RADIOS, CD PLAYERS, SPORT CARDS, PAGERS, CELL PHONES, ETC. ARE NOT TO BE BROUGHT TO SCHOOL. THESE ITEMS WILL BE TAKEN AWAY BY STAFF. The school is not liable for items that may be taken or borrowed by other students.**
5. At morning recess any nutritional food may be eaten.

MISCELLANEOUS:

LOST AND FOUND

Lost and found items are handled through the office. All clothing, backpacks, lunch boxes and other belongings should bear the owner's name, grade or other identification. **Items that are not claimed will be discarded at the end of the school year.**

SCHOOL ADVISORY COUNCIL

1. The local Advisory School Council is a representative body called to work closely with the Pastor, Principal and the Archdiocesan School Board for the purpose of supporting quality Catholic education for those who choose to take advantage of it.
2. **The local Advisory School Council has as its primary function, the responsibility of implementing the policies of the Archdiocesan Advisory School Board and of defining and developing policies which meet local needs in order to assure the smooth operation of the educational program and to enable the school to attain the goals and objectives of Catholic education.**
3. Major Areas of responsibilities are:
 - a. to promote the school and Catholic education in general within the local community;
 - b. to participate in the formulation of goals and objectives that will provide for a program that is educationally sound and in accord with the threefold ideal of Catholic education; proclaiming the Christian message, fostering Christian community and teaching Christian service;

School Advisory Council Continued:

4. The School Advisory Council consists of the Pastor, Principal, elected members and members appointed at the discretion of the Pastor.
5. The Council should represent a diversity of parish opinions particularly that of the parents of our students. So please feel free to contact the Principal if you have any questions concerning school policy. If you have suggested agenda items you wish to be brought up for discussion at any Council meeting, contact a Council member.
6. The Council normally meets the first Monday of each school month at 6:00pm.
7. School Council elections are held every spring or as needed. These elections are open to all parents/guardians who wish to run.

Officers Elected:

Chairperson

Vice Chairperson

Secretary

Selection of Committee Members (*chairperson for committee):**

Maintenance:

Social Events (Halloween Carnival, Bingo, Fiestas, and any potluck) and Homeroom Parents:

Grant Writing:

Archdiocesan School Advisory Representative:

(THE OFFICERS AND COMMITTEE WILL BE ANNOUNCED AT A LATER DATE)

SNOW DAYS

Our school follows the policy of Albuquerque Public Schools in case of snow. If A.P.S. does not hold classes, neither does San Felipe de Neri Parish School. Please listen to 77 KOB A.M. for announcements or call the office at 242-2411.

If A.P.S. announces an "Abbreviated Day" please note the following schedule:

- A. School will begin at 10:00 A.M. for all students.
- B. Lunch will be at the usual time.

TELEPHONE CALLS

1. Students or teachers will not be called from class to answer the telephone except in an **EMERGENCY.**

Telephone Calls Continued:

2. **THE SCHOOL TELEPHONE IS NOT AVAILABLE FOR STUDENTS USE.**
3. Staff phones are to be turned off during school hours.

VISITOR GUIDELINES

In order to keep the school as secure as possible the following will be instituted:

1. During school hours parents and family members are considered **VISITORS**.
2. **Anyone coming on school grounds must report to the school office** in the Junior High Building **for any reason**. (This includes bringing lunches or dropping off backpacks etc...)
3. If you are going into any classroom you must obtain a visitors slip from the school office. This slip must be given to the teacher.

VISITOR GUIDELINES...continued

4. At dismissal time parents, legal guardians or persons designated to pick-up the child/ren will wait outside at the **side doors of the school**.
5. At dismissal time students are to be picked up **on the east side of the school on San Pasqual after the car is parked adjacent to the curb or in the San Felipe Street public parking lot. Parking is only for the 30 minutes stipulated on the SFS Parking Pass. This is for the security and the safety of students.** Students may walk across San Felipe Street to meet parents in the adjacent lot after school.
6. The west parking area is to be used for drop-off and pick-up for those in Extended Care **ONLY after 3:30 p.m.**
7. **Crossing guards will direct walkers on San Pasqual after school and on San Felipe Street before school.**
8. In order that classes not be disturbed while in progress, please deliver papers, books, lunches, etc. to the school office. The office staff will see that your child receives these items.
9. Parents/legal guardians are not only invited, but are encouraged to visit any class during the school day.
 - a. The Principal and teachers must be given 24 hours notice of the anticipated visit. Arrangements must be made with the school secretary.
 - b. Parents/legal guardians must check in at the school office. A classroom pass must be obtained .
 - c. **The parent's/legal guardian's role is to observe and perhaps assist with classroom tasks, not to interrupt the class or the teacher at any time.**
 - d. Parents are asked to remain at home during the first month of school. No visits or school lunch sharing will be permitted

STATE OF NEW MEXICO STATUTES:

SUBSTANCE ABUSE

Section 22-5-4.4 NMSA 1978:

"A. A school employee who knows or in good faith suspects any student of using or abusing alcohol or drugs shall report such use to the Principal.

B. No school employee who in good faith reports any known or suspected instances of alcohol or drug use or abuse shall be held liable for any civil damages as a result of such report or his efforts to enforce any school policies or regulations regarding drug or alcohol use or abuse."

CHILD ABUSE AND NEGLECT

Section 32-1-15 NMSA 1978:

"A. Any licensed physician, resident or intern examining, attending or treating a child, any law enforcement officer, registered nurse, visiting nurse, school teacher, or social worker acting in his official capacity or any other person knowing or having reasonable suspicion that a child is an abused or a neglected child shall report the matter immediately to:

- (1) a local law enforcement agency; or
- (2) the county social services office of the human services department in the county where the child resides.

Any person who violates the provisions of Subsection A of this section is guilty of a misdemeanor and shall be sentenced pursuant to the revisions of Section 31-19-1 NMSA 1978."

Section 32-1-16 NMSA 1978:

"B. Anyone reporting an instance of alleged child neglect or abuse or participating in a judicial proceeding brought as a result of the report required by Section 32-1-15 NMSA 1978 is presumed to be acting in good faith and shall be immune from liability, civil or criminal, that might otherwise be incurred or imposed by the law, unless the person acted in bad faith or with malicious purpose.

C. Any school personnel or other person who has the duty to report child abuse pursuant to Section 32-1-15 NMSA 1978 shall permit a member of a law enforcement agency or an employee of the human services department to interview the child with respect to a report without the permission of his parent, legal guardian or custodian. Any person permitting an interview pursuant to this subsection is presumed to be acting in good faith and shall be immune from liability, civil or criminal, that might otherwise be incurred or imposed by law, unless the person acted in bad faith or with malicious purpose."

Use of Telephone to Terrify, Intimidate, Threaten, Harass, Annoy Or Offend: Penalty.

Section 30-20-12 NMSA:

A. It shall be unlawful for any person, with intent to terrify, intimidate, threaten, harass, annoy or offend, to telephone another and use any obscene, lewd or profane language or suggest any lewd, criminal or lascivious act, or threaten to inflict injury or physical harm to the person or property of any person. It shall also be unlawful for any person to attempt by telephone to extort money or other thing of value from any other person or to otherwise disturb by repeated anonymous telephone calls the peace, quiet or right of privacy of any other person at the place where the telephone call or calls were received, or to maliciously make a telephone call, whether or not conversation ensues, with intent to annoy or disturb another, or to disrupt the telecommunications of another.

B. The use of obscene, lewd or profane language or the making of a threat or statement as set forth in Subsection A shall be prima facie evidence of intent to terrify, intimidate, threaten, harass, annoy or offend.

C. Any offense committed by use of a telephone, as set forth in this section shall be deemed to have been committed at either the place where the telephone call or calls originated or at the place where the telephone call or calls were received.

D. Whosoever violates this section is guilty of a misdemeanor, unless such person has previously been convicted of such offense or of an offense under the laws of another state or of the United States which would have been an offense under this section if committed in this state, in which case such person is guilty of a fourth degree felony."

Prohibition of Harassment by Supervisors, Employees, Students & Parents/Legal Guardians

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

A. **Harassment:** For purposes of this policy, the "harassment" consists of knowingly pursuing a pattern of conduct that is intended to annoy, seriously alarm or terrorize another person and which serves no lawful purpose. The conduct must be such that it would cause a reasonable person to suffer emotional distress. **(Section 30-3A-2 NMSA)**

Harassment may constitute a form of employment discrimination when:

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

- B. **Sexual Harassment** includes, but is not limited to, threatening adverse actions if sexual favors are not granted.; promising preferential treatment in return for sexual favors; unwanted and unnecessary physical contact; a pattern of offensive remarks, including unwelcome comments about appearance, obscene jokes or other inappropriate use of sexually explicit or offensive language; the display of sexually suggestive objects or pictures; and unwelcome sexual advances by vendors or other visitors if the advances are condoned explicitly or implicitly by the school.
- C. **Parental/Legal Guardian Harassment:** Under normal circumstances, a student is not to be deprived of a Catholic education on the grounds of the student's gender or sexual orientation.

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Enforcement of the Policy continued:

The school will investigate all allegations of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any employee or student who is determined, as a result of such an investigation, to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action (Per-418.1, STU-527) and may include termination of employment in the case of an employee and dismissal in the case of a student.

Best efforts will be made to have the written documentation of the harassment incident signed by those involved, which include the complainant, the accuser and investigator(s). Confidentiality will be maintained in all investigations. Only those in a "need to know" basis will be informed of any investigation. This confidentiality statement must be included in all students/faculty handbooks.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

