



ALL SAINTS CATHOLIC SCHOOL

PARENT HANDBOOK

2022-2023

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# All Saints Catholic School Year in a Pandemic

All Saints Catholic School (ASCS) will follow all New Mexico Department of Health and Center for Disease Control pandemic requirements for private/parochial schools. Please refer to the following links for more information about the pandemic.

<https://www.nmhealth.org>

<https://www.cdc.gov>

## School Schedule in a Pandemic

ASCS school year begins Mid-August and concludes in May.

Until further notice, there will not be school on Wednesdays, but work will be sent home on Tuesdays to be completed and turned in on Thursday mornings.

7:30 am	Early arrivals for PreK-8th Grade All teachers on duty in Classrooms.
8:00 am	School day begins w/morning prayer, general announcements, Pledge of Allegiance
9:30 am - 9:50 am	Recess: Kindergarten and 1 <sup>st</sup> Grade
9:55 am – 10:15 am	Recess: 2 <sup>nd</sup> , 3 <sup>rd</sup> , and 4th Grade
10:20 am – 10:40 am	Recess: 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> Grade
11:15 am – 11:45 am	Lunch: Kindergarten PreK and 1 <sup>st</sup> Grade / 2 <sup>nd</sup> Grade
12:15 am – 12:45 am	Lunch: 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> Grade
12:30 pm	Preschool dismissal
3:00 pm	Dismissal: Kindergarten-8th Grade

## Arrival/Departure

During a pandemic, all parents must use the drive-up line for drop off and pick up. Students may not exit the vehicle until:

1. A parent has handed in a completely filled out pandemic questionnaire for each student.
2. Each student must have a temperature below 100.4 (Fahrenheit) taken with the school's infrared thermometer.
3. Students must have snacks, drinks, lunch, and be wearing their face covering when they exit their vehicle.

Pick up is the same as the arrival procedure. If someone other than the legal guardian or a designated contact person will be picking up the child, written notification to the teacher must be sent in advance. A picture ID is required before a student will be released to a person not on the authorized pick-up list.

*Parents, guardians, and teachers must work together to facilitate the social, emotional, and moral growth of the students at All Saints Catholic School.*

## Dress Code

During a pandemic, face coverings are a required part of the dress code for all students in the classroom. Masks will not be required in the halls, lunchroom, or outside. No exceptions will be considered to meet pandemic requirements.

## Parent/Teacher Conferences

Arrangements will be made to social distance during a pandemic. All the participants will be required to wear face

coverings.

## **Music/ Health Education/Physical Education**

During a pandemic, musical instruments will not be used and all other equipment will be cleaned as per the NM Department of Health.

## **Conditions of Athletic Participation**

Participation will be based on NM Department of Health pandemic criteria.

## **Snacks and Lunch**

The school will not provide milk or lunches during a pandemic.

## **Classroom Visits, Classroom Parties or Events, and Field Trips**

Classroom visits, parties, events, and field trips are suspended during a pandemic.

## **Health and Emergencies**

Please have current home and emergency numbers and addresses filed in the school office so contact can be made.

Please do not send your child to school if they are sick. Please do not send your child to school if any of the pandemic questionnaire answers are “YES” or if your child has a fever. \* During a pandemic, the perfect attendance award is suspended. If someone in your child’s class is diagnosed with a pandemic infection, CDC guidelines require that all close contacts (which will include teacher, classmates, and family members) will be required to quarantine at home for 14 days.

## **Safety Policy**

Pandemic precautions will be strictly followed. No one will be permitted to enter the building without the pandemic questionnaire, temperature check, and face coverings.

## **School Supplies**

During a pandemic, student supplies are kept in individual bins/desks and are not shared.

# Administrative Organization

## **Bishop**

Most Rev. Peter Baldaccino  
Diocese of Las Cruces  
1280 Med Park Drive  
Las Cruces, NM 88005

## **Superintendent of Catholic Schools**

Dr. Frances Gallo  
Diocese of Las Cruces  
575-523-7577

## **Principal/Administrator**

Dr. Cheryl Martinez

## **Secretary**

Jocelyne Kennard

## **Accountant/Bookkeeper**

Steven Martinez

## **Board of Trustees**

Mignon Simitz, President  
Vicki Purcell, Vice-President  
Carol Cunningham, Treasurer  
Jane C. Crowder, Secretary  
Leslie Anderson, Member  
Peggy Bohlin, Member  
Les Handlin, Member  
Sandra Jacinro, Member  
Connie Marquez, Member  
Alexis Swoboda, Member

## **Ex Officio Members**

Father Jaoslaw “Jarek” Nowacki  
Father Charles Martinez  
Father “Lalo” Eduardo Espinosa

## **Curriculum Committee**

Dr. Cheryl Martinez, Chair

## **Finance Committee**

Carol Cunningham, Treasurer

## **Personnel Committee**

Vicki Purcell, Chair

**Faculty and Staff**  
**2021-2022**

Principal ..... Dr. Cheryl  
Martinez

Secretary ..... Jocelyne  
Kennard

Pre-School Director/Teacher (4 yr. Old Class) .....Kersondra  
Davis

Pre-School Educational Assistant (4 yr, Old class) .....

Pre-School Teacher (3 yr. Old Class) ..... Linsey  
Chapman

Pre-School Teacher (3 yr. Old Class) .....

Kindergarten Teacher.....Karla  
Archuleta

First/Second Grade Teacher ..... Debbie  
Bays

Third Grade Teacher .....Carolynn  
Armstrong

Fourth Grade Teacher .....Aracely  
Rose

Fifth/Sixth Grade Teacher ..... Sarah  
Kelly

Seventh/Eighth Grade Teacher ..... Staff  
Lori Ruiz - Associate; English/Language Arts – Connie Marquez; Math & Social Studies – Cheryl Martinez;  
Religion – Alexis Swoboda; Science: Peggy Bohlin

Lunch/Extended Day Care Supervisor ..... Janice  
Tardiff

Library ..... Anna  
Pabst

Custodian ..... Jimmie  
Najar

# Mission Statement

*All Saints Catholic School of Roswell is founded on the values and teachings of the Catholic Church and strives to educate the whole child in a small, safe environment. We dedicate ourselves to provide academic excellence, opportunities for success, and role models of Gospel values in an atmosphere that nurtures self-worth and family involvement.*

# Philosophy Statement

Committed to academic excellence and rooted in the traditions and ideals of our Catholic faith, the mission of All Saints Catholic School is to provide an environment in which all students will be enabled to reach their full academic and spiritual potential in an atmosphere that strongly encourages following the example and teachings of Christ.

In partnership with the community, our children's primary educators, their parents, our faculty will work daily, through example and teaching, to develop in our students the desire to grow in their religious knowledge and beliefs, as well as in their academic knowledge, and to apply these to their daily life situations and interactions.

In our pre-school program we incorporate Montessori techniques allowing children to make their own choice and decisions and expressing themselves. We use a center-based curriculum such as dramatic play, blocks, water and sand, manipulatives, reading and computer.

The children are introduced to the Catholic Faith by learning Bible stories and songs and by participating in the Holy Mass once a week and by praying Rosary every First Friday of the month.

# Curriculum Statement

The Mission of All Saints Catholic School curriculum is to provide a comprehensive framework that will increase social competency and school readiness of children by fostering development of the whole child, integrating self-identity, cognitive, language, physical, creative, emotional, spiritual, social development, reflecting and honoring the lives of children, their families, and their communities.

Our curriculum is a plan of instruction that details what students are to know, how they are to learn it, what the teacher's role is, and the context in which learning and teaching will take place. Using a faith-based approach, the school has adopted the Seton curriculum in the areas of religion, English, reading, and phonics. The school has also adopted Saxon for the Math curriculum and Houghton Mifflin for the Social Studies and Science curriculums. The school's pre-school program utilizes Montessori techniques as well as thematic units.

The curriculum supports the unique and individual ability of each child to learn at his/her own pace. It recognizes and respects that parents serve as the primary influence in the education and development of their children and that their involvement is crucial to their child's success. As professionals, our role is to enhance the knowledge and educational experiences in partnership with the children and families. Our curriculum design encourages children to explore indoor and outdoor environments, carry out their own curiosities as well as develop and build on their own interests. Adult interaction through verbal and nonverbal support is sensitive, continuous and adaptive to the individual needs of the child.

The curriculum is based on developmentally appropriate educational methods and strategies with the understanding that children learn best through active learning (play) creative thinking and child-initiated activities.

Our curriculum incorporates the liturgical calendar, and monthly themes include elements of religious education appropriate for pre-school. The classroom is set up in an organized way using centers (blocks, manipulatives, science, literacy, audio/visual, dramatic play, art and computers) to reinforce basic skills.

# School Location

All Saints Catholic School  
2700 N. Kentucky Avenue  
Roswell, NM 88201  
575-627-5744  
[www.allsaintsroswell.com](http://www.allsaintsroswell.com)  
[All Saints Facebook page](#)

# The School Year

All Saints Catholic School uses the Roswell Independent School District Calendar as a guide. School begins Mid-August and concludes the third week in May.

## School Schedule

7:30 am	Early arrivals for PreK-8th Grade. All teachers on duty in Classrooms.
8:00 am	School day begins w/morning prayer, general announcements, Pledge of Allegiance, and announcements in the Commons Area.
11:15 am – 11:45 am	Lunch: Preschool, Kindergarten, 1 <sup>st</sup> Grade.
11:45 am – 12:00 pm	Recess: Preschool Recess: Kindergarten, 1 <sup>st</sup> Grade.
11:50 am – 12:15 pm	Lunch: 2 <sup>nd</sup> , 3 <sup>rd</sup> , and 4 <sup>th</sup> Grades.
12:00 pm – 12:30 pm	Pre-school ½ day dismissal.
12:15 pm – 12:35 pm	Recess: 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Grades.
12:15 pm – 12:40 pm	Lunch: 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> Grade.
12:40 pm – 1:00 pm	Recess:: 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> Grade.
3:00 pm	Dismissal: Kindergarten-8th Grade from the School Commons Area.
3:10 pm	Preschool/After school begins in Commons Area. Kindergarten – 8 Grade after school care begins in Commons Area.
5:30 pm	Extended care ends

## Arrival/Departure

For the safety of the students, parents/guardians of preschoolers must park in the parking lot and walk the children into the school building. Preschool parents may use the drive-thru lane from 7:50 am to 8:00 am. Parents/guardians of children grades K-8 must either use the drop-off lane to drop off their child OR park in designated parking spaces in the parking lot and walk the child to the school commons area.

Pick up is the same as the arrival procedure. If someone other than the legal guardian or a designated contact person will be picking up the child, written notification to the teacher must be sent in advance. A picture ID is required before a student will be released to a person not on the authorized pick up list. Children may not be picked up early after 2:00 p.m. unless they have verification of a doctor's appointment. Children will be released beginning at 3:00 p.m.

*Parents, guardians, and teachers must work together to facilitate the social, emotional, and moral growth of the students at All Saints Catholic School.*

## Admissions – Enrollment Policies

All Saints Catholic School has a non-discrimination policy and is open to children of any race, creed, or economic background. For admission to the pre-school, kindergarten through eighth grade programs, the following conditions must exist:

1. All students must be at grade level on the STAR reading and STAR math tests. One grade level below will be considered. Students scoring more than one grade level below on either Math or Reading test, may not be considered for admission.
2. Parents/guardians and students must agree to abide by the policies and regulations of the school. A two-week grace period for preschoolers and students in grade K-8 will be enacted for both parents and the school regarding conduct of said students.
3. There is space available according to the state mandated policies for class size and classroom capacity.
4. Parents/guardians are expected to volunteer at the school and participate in the Parent-Teacher Support (PTS) Organization as outlined in the Parent Participation and Service Hours Policy defined on page 25 in this handbook.
5. Interviews will be held by the Principal/Preschool Director, followed by the classroom teacher, with parents/guardians and student(s) seeking admission.
6. Within 1-3 days after the admissions interview, parents/guardians will be notified of child's permanent acceptance or of child's acceptance with a two-week grace period status.
7. New Mexico State compulsory attendance law and Catholic School policy dictate that children must be five years old on or before September 1 to enter kindergarten. Parents must supply birth certificates for newly enrolled students in the pre-school and kindergarten programs. Parents of students transferring from another school must request that school records be sent to our school office for verification of attendance and academic progress. All prospective students (grades 1-8) will undergo screening in math and reading before admission.

## Enrollment / Registration/Payment Options

Parents/guardians must register each year in March to reserve space in classes and readmit their children. Re-enrollment applications will be available in the school office for returning students. Applications should be completed and returned on the date noted on the application in order to secure a place for the following school year.

Siblings of students, registering for the first time, are also considered at this time, as well as members of Assumption, St. Peter's, and St. John's Parishes. Current students are given placement priority over first-time applicants. Registration is then open to the public. Applications and registration fees will be taken on a first-come first-served basis.

Registration fees for the subsequent school year for returning students will be posted to the student's account once the registration forms are received and accepted. This amount remains on the student's monthly billing statement until paid, but is not considered overdue if paid by June 15<sup>th</sup>.

***Once paid, registration fees are non-refundable*** since payment implies the child will attend and a spot has been held which could have been given to another prospective student.

At the time of registration, the parent/guardian must supply the school with the names of at least three (3) Emergency Contacts with transportation, the name and telephone number of the family physician, and authorization for emergency medical treatment if this would become necessary for the student.

### Tuition

Grade Level	Registration Fee Non-refundable	Annual Tuition	Monthly Tuition Paid over 10 months	Technology Fee
Pre-K (8:30 – 12:30)	\$200.00	\$3200.00	\$320.00	0
K-6th Grade	\$200.00	\$4300.00	\$430.00	\$10 per month
7th - 8th Grade	\$200.00	\$4500.00	\$450.00	\$10 per month

**There is no free credit for vacations or absences.**

Limited tuition assistance may be available for K-8th grades in any given school year. Tuition Assistance Policy and Aid Applications are available on school website: [www.allsaintsroswell.com](http://www.allsaintsroswell.com)

## Payment Options

**Monthly payments:** Payments must be made monthly for 10 months beginning by September 15 for your account to be up to date for the current school year. It is expected that you divide your total family tuition by 10 and pay that amount or more each month. Final payments for the school year are due by June 15<sup>th</sup>.

- **Mail In/Drop Off** – mail or drop a check in the school office on a set date each month.
- **Online** – make payments online upon receipt of emailed invoice. \$30 annual fee will be added to account for this option.
- **Auto ACH** – sign up for monthly auto draft from your bank/card account. Account information will be given to the school office to be set up for this option. \$30 annual fee will be added to your account for this option.

**Two semester payments:** Families can make two payments, the first due on August 16<sup>th</sup> and the second due January 10<sup>th</sup>.

**Pay in Full:** There is a 2% discount when the annual tuition is paid in full by August 16<sup>th</sup>.

**Tuition Assistance:** Applications are available for limited tuition assistance for students enrolled in K-8th grades. Deadline for returning families is May 1.

**Discounts:** A 10% discount is given to a second child’s tuition rate and 20% for each additional child. Discounts are applied using the lowest tuition rate of the children attending.

**Parish Memberships:** In the past, all three Catholic parishes in Roswell have contributed limited tuition credits for students attending All Saints who are active members of their parish. Please contact the parish offices for the latest offers

## Monthly Statements/Billing

Billing statements are sent out the first of each month. These statements reflect any carryover balance overdue from the previous month, plus the current month’s tuition amount due and posted on the first, and extended care charges incurred during the previous month. Any payments received during the prior month are posted as deposited, reducing the balance due.

## Late Payment Charges

Students of any family with an unpaid balance remaining from the prior school year as of June 15<sup>th</sup> will not be allowed to attend classes in the new school year and further action may be taken.

All Saints Catholic School will not release individual student records until outstanding balances are paid in full.

Accounts in arrears after June 15<sup>th</sup> may be sent to collection.

## Extended care

Extended Care \$5.00/hour

Extended Care Hours – 3:15 to 5:30 pm

Pre-school - 12:30 to 5:30 pm

Dismissal for K-8th is at 3:00 pm Any student not picked up by 3:15 pm will be signed in the Extended Care Program and will not be released until parent/guardian/indicated adult signs student out. Appropriate fees will be applied after the first 15 minutes in Extended Care Program.

Extended care fees are based on an hourly rate of \$5.00/hr. Hours of usage are tallied weekly and posted to the student's monthly billing statement. Extended care monthly balances must be paid in full no later than the end of the month for your family to continue to utilize this service.

Pre-school students who are not signed out will be charged the full extended care rate, regardless of the time they actually leave. Past due extended-care fees may result in the termination of extended-care services.

***Teachers will place a student in Extended Care if not picked up by 12:15 for Preschool and 3:15 pm for K-8***

The Extended Day Care Program hours are from 12:15 – 5:30 for pre-school, 3:15 to 5:30 pm for K-8, on school days. Children must be picked up by 5:30 pm If, by 6:00 pm, a child is still in the custody of All Saints School Day Care Staff, the Roswell Police Department will be immediately notified. The state views this problem as possible child neglect.

***There will be an extra charge of \$10.00 per every 15 minutes late after 5:30 pm***

## Referral Reward Policy

A Referral Reward is a credit for current families who successfully refer new student enrollments. The new student must be from a first-time family to All Saints Catholic School. The credit is applied to the referring family's tuition after the new student completes three months at All Saints. There is no reward if the student leaves within three months of his or her first day of attendance. Any referral made after March will have the reward credited to the referring family the following August for the new school year. Families can earn referral awards until the total of their tuition obligation to the school is reached. Referral rewards may not be credited for book fees or extended care obligations. Referral reward amounts are \$500 per K-8 student and \$350 per Pre-K student. Staff and Board Members of All Saints Catholic School are not eligible for referral rewards.

## Withdrawals

If parents/guardians plan or are required to withdraw student(s) prior to the end of the school year, a withdrawal form from the school office must be circulated among the teachers and staff to obtain grades and fees/charges owed. Also, all textbooks, library books and other school property must be turned in. Tuition/fee issues must be settled with the Office Manager prior to records being sent to the receiving school.

If a student leaves the School during the school year at a time other than at month's end, tuition will be charged pro-rata for that month based on days of attendance. Families electing to pay tuition using the annual and bi-annual options will receive refunds based on the date of withdrawal from All Saints Catholic School.

## Student Records

Permanent student records are housed in the administrative office. All Saints Catholic School shall maintain the following education records of students:

Academic  
Assessment

Disciplinary  
Health

Standardized Testing

It is the policy of All Saints Catholic School that educational records are kept to an essential and relevant minimum. File folders with student records shall be reviewed at the end of each school year, and non-essential and outdated materials will be destroyed based on the *Records Unlimited Access* to education records under the Law:

- \* Parents/Guardians of students under eighteen (18)
- \* Eligible Students (eighteen or over)
- \* Superintendent of Instruction
- \* Parents/Guardians of students over eighteen (18) if such student is a dependent as defined in Internal Revenue Code
- \* School Administrator(s)
- \* Teachers for current students only

**Limited Access** to education records - requires authorization:

- New Mexico State and Local Officials to whom information is required to reported such as auditors, case managers, legal counsel.
- Recognized testing organizations
- Accrediting organization teams during review visits
- Appropriate and duly authorized persons in connection with an emergency subpoena or court order (not applicable to “friendly request”)
- Persons with the written consent of the parent/guardian of a student under eighteen (18), or the written consent of the student over eighteen (18)
- School or schools in which a student intends to enroll.

## Transfer of Records

1. Requests from other schools need to be done from office to office, i.e. forms or a phone call from the Office Manager and/or Administrator.
2. We will mail copies of permanent records directly to the school.
3. **No records will be transferred unless all tuition and fees have been paid in full.**

## Parent/Teacher Conferences

Two formal conferences with the teacher and parents/guardians are scheduled for kindergarten through eighth grade. One annual conference is scheduled for pre-school. These conferences are scheduled in advance, and students do not attend school on these days. Please attend these important meetings as they give the teacher and parent time to discuss more than what the grades reflect. The teachers may request additional conferences.

## Report Cards and Progress Reports

Academic report cards for kindergarten through eighth grade are issued at the end of each nine-weeks grading period. Developmental/readiness progress reports for pre-school students will be issued in November and May. Mid nine-weeks reports will be issued for grades kindergarten through eighth.

Kindergarten through 2<sup>nd</sup> grades will use a +, √, - system to indicate level of progress on both mid-nine weeks report and report card.

Grading scale for grades 3-8 will be:

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%

59% or below may be redone and handed in on date given by teacher.

## Textbooks

Most Seton books used in grades 1 - 3 are consumables. Students may write in these workbooks as assigned by the teacher. For grades 4 - 8<sup>th</sup> Seton books are not to be written in, unless directed by the teacher. No writing should be made in any hard cover texts. Student/Parents/Guardians are financially responsible for any school textbook that has been lost, damaged or shows signs of graffiti while in their possession. This will be at the school's discretion.

## Library

Weekly library time is scheduled for all students. All Saints Catholic School accepts book donations and related materials to help build the school's library.

## Computer

Computers are available to students for instructional purposes only. Grades 4<sup>th</sup> through 8<sup>th</sup> will sign contracts stating proper use and not entering improper web sites. Computers are not to be used for non-instructional email purposes, Twitter, Facebook or any other social media sites.

## Music/ Health Education/Physical Education

Pre-school through eighth grade students participate in music lessons, health education, and physical education activities. All Saints Catholic School thankfully accepts donations of developmentally appropriate musical instruments, tapes, CD's, physical education equipment, and related materials.

## Conditions of Athletic Participation

Prior to participating in any athletic practice session or athletic event, student(s) must:

1. Be officially enrolled at All Saints Catholic School.
2. Be eligible based on New Mexico Activities Association guidelines (2.0 GPA).
3. Have complete forms which include a physical and proof of insurance.
4. Have complete forms which include parent emergency information and parent permission forms and travel permission forms to athletic events out of town.

## Religious Services

Pre-school through 8<sup>th</sup> grade will attend Mass on Thursday at 8:30 am and on Holy Days of Obligation at 12:10 pm Grades K - 8<sup>th</sup> will pray the rosary as a group every first Friday of the month and all other weeks may pray the rosary with individual teachers and classes. Grades K-8 will pray the Stations of the Cross during Lent.

## Attendance Procedures

Regular and punctual attendance habits are essential to success in school. Such habits should begin early and are clearly the responsibility of the parents/guardians. Regular attendance is also a legal requirement for Kindergarten. Kindergarten, upper grades and pre-school classes are scheduled school time, and teachers prepare specific lessons and activities for all students.

**Absence:** The school requests a note from the parents/guardians explaining any student absence. The student presents the note to the teacher or school office on the day of return. Parents/guardians are requested to call the school office to inform the teacher of any absence and the reason for the absence. A note from a licensed medical practitioner is required for any absence of three days or more in order to return to class. When a required and necessary absence can be anticipated, a note should be sent in advance to the school office.

**Tardiness:** Students who are tardy must be signed into school by a parent or guardian. The classroom teacher may require make-up work due to tardiness. Parents/guardians are encouraged to bring their children to school on time. Tardiness disrupts the classroom schedule.

\*An absence of up to fifty percent of an instructional day shall be counted as one-half day absence, and the absence of more than fifty percent of an instructional day shall be counted as one full-day absence.

The school and classroom calendars list all holidays. Family vacations, if at all possible, should coincide with school holidays.

## Dress Code

One of the goals of All Saints Catholic School is to display to the public at all times a high standard of moral conduct, dress, courtesy, and friendliness: therefore, in keeping with the goals of our school, the students at ASCS are expected to dress appropriately in their uniform. Uniforms are to be worn with Christian modesty in mind.

### GROOMING

#### **Boys and Girls:**

- Hair must be kept clean, combed, neatly groomed and out of the eyes.
- No fad style haircuts; mushrooms, spiked, Mohawk, shaved head, heavily moussed or gelled.
- Hair must be the natural color. Dyed hair, streaking, highlighting, low-lights, glints, etc. are not permitted.
- No white tip nails, acrylic nails or colored nail polish. (clear polish only)
- No visual make-up may be worn. Clear lip gloss **may** be worn.

#### **Boys:**

- Hair length must not be over the ears, or longer than shirt collar without tails, ponytails, or braided hair.
- No facial hair

### ACCESSORIES AND JEWELRY FOR BOYS AND GIRLS:

- Jewelry in excess is not acceptable due to the simplicity of the uniform.
- Boys are not allowed to wear earrings.
- Girls may only wear one set of earrings-one earring in the lower lobe of each ear. **ONLY** post (stud) earrings. Facial piercing is not permitted.
- Beaded necklaces and bracelets, charm, or other bangles are not permitted.
- A religious medal and chain are permitted. A rosary bracelet is permitted.
- Bandannas and fad accessories are not to be worn.
- Caps or hats, scarves and gloves are not to be worn in the classroom.
- Students are **NOT** to write on their skin, uniform, shoes, or clothing.
- Tattoos are not allowed.

### SOCKS:

- **NO DESIGN, LOGO, DECORATIONS OR INSIGNIAS OF ANY KIND.**
- All socks are to be white, black or navy blue. Girls may wear solid white or navy blue knee-highs or tights. **No leggings or leg warmers.**

### SHOES:

- Black, White, Brown or Navy tennis shoes or dress shoes may be worn with uniform. Bright colored, fluorescent colored, lights, glitter or sequins are not permitted.  
**Dress shoes (black, brown or navy) will be worn on Mass Day. Pumps are permitted for girls.**
- Shoes that lace up must be laced and tied snugly. Straps must be secured. Flip-flops, open toe shoes, high heels, boots, and slippers are not allowed.
- Snow boots or rain boots may be worn on days of inclement weather, however, students must bring a pair of shoes (uniform shoe requirement applies) to change into once inside the building.

### BELTS:

- Belts must be worn and may be solid black or brown (**Pre School - K exempt**). Belts may not hang down loose. Belt buckles must be plain without sign, symbol or letter of any type.

#### UNIFORMS:

- Pants should not sag, be excessively long or cup up around the bottom; they should be hemmed. The waist for any pant must not be larger than one size to allow for growth and shrinkage.
- Only ASCS jackets and sweaters or solid navy blue, white or red sweaters, jackets and sweatshirts may be worn in the classroom.
- No insignias or logos (including Nike, Gap, Tommy Hilfiger, Polo, Dockers, etc.) are allowed on any shirt, pants, shorts, socks, sweatshirt, or sweater.
- Shorts, skirts, skooters, and skorts must be knee length.

#### Boys:

- Red polo shirts with school logo (see ordering information below). Shirts must be tucked in.
- Navy blue or Khaki pants or shorts (shorts must be knee length). Embellishments, designs or colored buttons, other than navy in color, are not allowed.
- **The uniform for Mass days is dress slacks, a white shirt and tie (ties are provided by the school and will be stored in the classroom), socks, and dress shoes. Shorts and red shirts may not be worn on Mass Day. All jackets will be removed before entering the church for Mass.**
- Jackets and outer wear, not of uniform, may be worn but removed when the student enters the building and hung on the students' storage area.

#### Girls:

- Red polo shirt with school logo (see ordering information below). Shirts must be tucked in.
- Plaid jumper from French Toast with red polo shirts.
- Plaid skort or skooter from French Toast with red polo shirt only.
- Navy blue or khaki pants, skorts, skirts, skooters, or shorts with red polo shirt only (shorts, skirts and skorts must be knee length, no more than 2 inches above or below). Embellishments, designs or colored buttons, other than navy in color, are not allowed. No capri pants.
- **The uniform for Mass days is a navy (or French Toast) jumper or skirt, a white blouse, an ascot (ascots are provided by the school and will be stored in the classroom), tights or socks, and dress shoes. Pants or shorts and red shirts may not be worn on Mass Day. All jackets will be removed before entering the church.**
- Jackets and outer wear, not of uniform, may be worn but removed when the student enters the building and hung on the students' storage area.
- NOTE: All are encouraged to wear our plaid uniform, however, because sizes do not accommodate our upper grade students, solid navy is an option.

#### ORDERING:

**Red Uniform Logo Shirts must be purchased from CRM Discount Awards and Screen Printing at 909 W. Second Street or at French Toast at [www.frenchtoast.com](http://www.frenchtoast.com).** It is preferred that you purchase your shirts from CRM. If a red polo shirt differs in style or color from the approved dress code, parents will be notified. This will be at the discretion of the principal.

Solid navy pants, shorts, jumpers, skorts, and skirts can be purchased at a store of your choice as well as from French Toast, [www.frenchtoast.com](http://www.frenchtoast.com) or by calling 1-800-373-6248. Our school source code is: QS5GKGM. Our school receives 5% from EACH purchase made through French Toast. Other items are also available through Business Notions and French Toast, but not required.

#### REWARD DAY:

Friday Reward Day is BLUE jeans day (no low rise, torn, colored, or embellished jeans or capri pants).

Tops may include red polo, red, white or blue solid shirts (collar or no collar), All Saints PE shirts, and All Saints Spirit shirts. Shirts must be tucked in. Any color shirt (collar or no collar) may be purchased from CRM and must have the school logo added and can then be worn on Fridays. Regular uniform shoe requirement applies.

#### PARENT/VOLUNTEER DRESS CODE:

If you plan to volunteer, please maintain a professional image and wear appropriate attire.

#### DRESS CODE VIOLATION:

The Board has established a dress code for all students. Parents accept responsibility for their children's adherence to the dress code. If a student is not in proper uniform parent(s) will be called to bring proper uniform items. Students will not be allowed to attend class field trips or other school functions until proper attire arrives. Three dress code violations will result in student not participating in Friday Reward Day. Continued failure to follow uniform requirements will result in disciplinary action up to and including suspension.

**NOTE:**

**The words MODEST, ACCEPTABLE, APPROPRIATE, ENHANCE, QUESTIONABLE..... have different meanings for different people. If the situation arises where the student has a different interpretation from the school authority, the principal will make the final determination.**

**BACKPACKS and LUNCH BOXES:**

You may choose the backpack and lunch box of your choice, however, anything gothic, such as skulls or bones, anything suggestive or inappropriate or anything having to do with vampires, demons or witchcraft is not allowed. This will be at the discretion of the principal.

## School Supplies

Students are given a list of recommended school supplies at the time of registration or before school commences. These are to be obtained by the first day of school, labeled and maintained throughout the school year. All students are required to have a backpack with their name labeled on it.

## Lost and Found

Unlabeled items may be claimed from the Lost & Found located in the Commons Area.

## Snacks and Lunch

Nutritious snacks will be provided by parents/guardians. Teachers will be responsible for providing a classroom snack schedule or for informing parents/guardians if students provide their own daily snacks. Fridays will be a rotation at a local restaurant at a cost of \$3.00 per student. Lunch includes milk. Students not ordering should bring a sack lunch. Milk will be available for purchase for \$.50. Milk cards can be purchased for \$10. Lunch cards can be purchased for \$15.

Parents/Guardians will provide daily, healthy lunches for their children. If lunches are to be dropped off or delivered to the student, the parent, guardian or indicated person puts the student's name on the lunch and drop off at the front office. This is done in order to avoid classroom interruptions. Only middle school students may use the microwave for the warming of student lunches. Thermoses may be used or anything that does not need to be heated may be brought in for lunch.

## Inclement Weather Policy

The decision to close All Saints Catholic School due to inclement weather will coincide with the Roswell Independent School District schedule. Notification of delays or closures will be broadcast on local television and radio stations. If the school is under a two-hour delay, pre-school classes are automatically cancelled. A two-hour delay means that the school will open at 9:30am for early room, and the school day will begin at 10am.

## Communication from School to Home

At All Saints Catholic School, the ordinary means by which the school communicates regularly with parents and guardians is through the school calendar and parent email group (PEG). Parent-Teacher Support (PTS) Organization meetings will be scheduled once a month to disseminate or discuss information. Parents are expected to participate in PTS activities and attend PTS meetings as outlined in the Parent Participation and Service Hour Policy (see page 25).

## Student Check in Procedures

### Before school hours

Students will be dropped off in the drop-off/pickup lane. Pre-school children must be signed in with a staff member in the drop-off line. Parents will inform the staff member at the time of drop-off whether their child will be attending the after-school care program. At the time of drop-off, parents must also notify the staff member on duty if the pickup person is going to be someone other than themselves that day. The staff member will note any changes and verify authorization upon entering the school. In the case of unforeseen circumstances, parents will be allowed to call the school during the school day to inform staff that their child will be staying in the after-school program. They will also be allowed to call in to make changes to the pick-up person for that day as long as the person named is on the approved pick-up list for that child.

## Student Release Procedures

### During School Hours

A student release form will be available for each student on which parents or guardians will indicate the persons authorized to collect a child from All Saints Catholic School. These forms will be reviewed by staff members. Staff members must be informed daily as to who will be picking the child up. Staff members may release students following the procedures listed below:

### During School Hours

1. Parents, guardians, or indicated persons must check in at the office.
2. The secretary will notify the teacher that the child will be leaving and have the child come (preschool - with a staff member) to the office for release.
3. The secretary will verify that the child is released to an authorized person.
4. A driver's license or picture identification must be shown by the person authorized on the student release form.
5. The adult picking the child up will sign the student out as early dismissal and state the reason for early release.

### Upon School or Extended-Care Dismissal

1. The Program Director will be given a list of students who will be attending the after-care program. This list will be printed following the student check in. Parents may call in during the day, to make changes to the list. Teachers will also make changes to the list if they will be holding students after school hours. Once they are finished tutoring or working with the student, the teacher will be responsible for signing the student into the after-care program.
2. Parents or guardians of pre-school students must sign the student release log daily.
3. All students leaving at the end of their school day (12:30 or 3:00 p.m.) will be dismissed from the commons area. The staff member on duty outside will inform the staff member in the atrium when a child's parents arrive. The staff member outside will verify pick-up authorization and check for ID. The student will then be released to the outside staff member who will release to the parent, guardian or designated person. Persons picking up children either use the pick-up lane OR park and walk onto the school porch area to collect the children. Please note that parents who wish to park and come onto the porch area to pick up their child will be required to wait until ALL vehicles in the pick-up lane have been cleared. Once the drive-through lane has been cleared of all vehicles, students will be released to their parent, guardian or designated person and will then be able to leave the building.
4. If a staff member chooses to keep a child in the classroom in case of emergency, that staff member must be on the child's authorized pick-up list.
5. Children going into after-school care must be signed into the program by the teacher releasing them to the program. Teachers will be informed before school is over as to which children will be attending the after-care program. Children in the after-school care program must be signed out by the person who was designated that morning when being dropped off. Parents who fail to do so will be charged the maximum amount of extended care allowable.
6. All staff who have children not attending the afterschool program must be accompanied by the parent (staff member) at all times. Students SHALL NOT be allowed to roam the building after school hours. Staff need to make arrangements for their child for after school care. For example, if there is a staff meeting with NO CHILDREN, the children cannot be left unattended on the premises.
7. Parking WILL NOT BE ALLOWED in the pick-up/drop-off lane or outside the lane next to the fence. Please Park only in the designated parking spaces.

***Children should not be left unattended in the parking lot. Please do not allow children to play in the parking lot at any time.***

## Parent Grievance Procedure

*Principles:* Anyone involved in a grievance at All Saints Catholic School is expected to engage in respectful, dignified dialogue with all other parties. We strive to teach our students to be responsible, ethical individuals and it is important that, as adults, we model these behaviors in an attempt to resolve the grievance consistent with the mission statement and school policies.

*Procedures:* The parties involved in a grievance shall attempt to resolve their grievance quickly and informally among themselves. If the parties are unable to resolve the grievance, the Board of Directors for All Saints Catholic School shall be informed of the issue and arrive at a resolution.

## Chain of Command

1. Teacher
2. Principal
3. Board of Trustees

## Appointments with Classroom Teachers

Please feel free to schedule an appointment with your child's classroom teacher. Appointments will be scheduled before or after school hours.

## Classroom Visits

Parents are welcome to visit classrooms but must make prior arrangements with classroom teacher. During school hours 8:00 am - 3:00 pm, parents must check in at the school office and not bring siblings during this time to assure minimal disruption to the class and activities.

## Classroom Parties or Events

Classes will celebrate Thanksgiving, Christmas, Valentine's Day, Easter, and End of School parties or events organized by parent volunteers planned in cooperation with the classroom teacher. Parent volunteers must make other arrangements for siblings during parties and events due to planning and safety concerns.

## Field Trips

Field trips are considered part of the curriculum. The number, length of time and place will be determined by the meaningfulness of the trip, circumstances and age of the students.

Parents are welcome to attend most field trips with their child's class utilizing personal vehicles. Please notify your child's teacher if you wish to attend. Teachers will inform parents if/when volunteers are needed. Number of volunteers assisting on field trip may be determined by teacher planning field trip.

Parent drivers are responsible to submitting Proof of Insurance and a current copy of Driver's License prior to each field trip. Children must be transported only in vehicles that have current registration and insurance coverage. All drivers must have current driver's license and comply with motor vehicle and traffic laws.

Bus/Van transportation will be used for out-of-town field trips and might be used for local field trips. Students may be

required to pay a fee for transportation and/or admission where applicable.

Students may not attend a field trip without a signed permission slip from a parent or guardian. Field trip permission slips are signed at the time of registration and parents/guardians will be given notification of the field trip in advance of the planned trip.

Field trips are a privilege, not a right. If a child has given a teacher reason to believe that he/she may require more than an ordinary amount of supervision, the child's parent or guardian must accompany that child on the field trip in order for the child to attend.

## School Immunization Law

As any educational institution within the State of New Mexico, the School shall comply with all statutory regulations, and guidelines set forth in the New Mexico School Health Manual.

1. "No student shall be enrolled in public, private, home or parochial schools in the state unless the person has been immunized in accordance with the Immunization Schedule of the Health Environment Department."
2. It is the duty of each school administrator, whether of a public, private or parochial school, to inquire a record showing the required immunization status of every child enrolled in, or attending a school under his/her jurisdiction."
3. Evidence of immunization is incorrect, not complete, not begun, not completed in a timely manner, or an affidavit of exemption is not received, the administrator shall immediately commence disenrollment proceedings."

### Provisions:

1. A student has up to thirty (30) days to be in compliance with the Immunization Requirement.
2. Medical Exemption - Any child under the age of eighteen (18), through his/her parent or guardian, may obtain an exemption for a period not to exceed ten (10) months by filing a statement or certificate with the director of the State Public Health Division signed by a licensed physician stating that the physical condition of the person seeking enrollment is such that immunization would seriously endanger the life or health of the person.
3. Religious Exemption - Any parent/guardian belonging to a recognized religious denomination whose teaching requires reliance upon prayer or spiritual means alone for healing, shall present a copy of the immunization exemption form approved by the State of New Mexico Department of Health.

## Vision, Hearing and Scoliosis Screening

The principal or other designated person shall arrange for annual vision, hearing and scoliosis screening for all current students and each student new to the school.

### **Communicable and Infectious Diseases**

The New Mexico Department of Health tracks outbreaks of confirmed or suspected communicable diseases. The School Administrator complies with the reporting requirements for these conditions. The School reserves the right to require a licensed medical practitioner's release for return to school after a child recovers from a communicable or infectious disease. Parents/guardians shall be encouraged to have their children immunized against Hepatitis.

### **Physical Education Participation**

Excuses from P.E. classes shall be based upon certificates signed by licensed physicians, osteopaths, chiropractors, or other licensed medical practitioner.

## Health and Emergencies

The Health and Emergency Record should be completed at the time of registration. As concerns arise, a teacher may recommend physical, hearing, vision, or speech examinations for a student. If an accident or illness occurs, first aid will be administered, and the parents or guardians notified. **Please have current home and emergency numbers and addresses filed in the school office so contact can be made.**

**Please do not send your child to school if they are sick.**

A child who has been absent due to high fever or flu may not return to school until he/she has been fever free, without fever-reducing medicine, for 24 hours. In addition, a child who has had vomiting or diarrhea in the morning before school may not attend class that day. Parents are requested to notify the school office if a child becomes ill with any contagious disease. Notifications will be sent home, through the school office, informing parents that their children have been exposed to the disease. The school will send a child home when the child's infrared temperature is 100.4 degrees (Fahrenheit) or greater or the child shows signs of illness.

## Accident or Illness in School Hours

If a student becomes ill or is involved in an accident at school, the parent/guardian will be notified immediately. In case of serious injury or other medical emergency, medical staff/paramedics shall be notified. If transportation to a medical facility is required, the administrator or other official school representative shall accompany the student in the absence of the parent/guardian.

The School shall notify and submit a written report to the school's insurance agent within 24 hours of an accident at the School or during a school-sponsored activity.

If a student is lost or separated from the class, the teacher will immediately notify the School Principal. Another staff member will supervise the class as the teacher checks and secures all exits and thoroughly searches the school grounds for the missing child. If the student cannot be located, the teacher will immediately notify the police department and the parents or guardians.

## Medication Procedures

Medications will **not** be administered at All Saints Catholic School, with the exception of emergency medication for insect bites or stings, food allergies, or asthma (inhaler). Medications are to be kept locked up in the school office or in the student's classroom. Parents or guardians must sign and state instructions for the emergency medication on the student medication form available in the school office. Students are not permitted to keep any medication in their possession, even over-the-counter medications.

## Contact Information

Parents are encouraged to keep the school office informed of any change of address, email, or telephone number. It is important that our records are current so parents can be reached in case of an emergency or should a child become ill. Parents are requested **NOT** to call students or teachers during the school day. Messages or emergency calls will be given to the party by the office. Calls to teachers will be welcomed before and after school hours.

## Electronic Devices

Students who bring a cell phone, computer, or other personal electronic device to school will be required to turn it into the office upon entering the building. Devices will be returned to the students at the end of the day while they are waiting in line for dismissal. Any student not turning in prohibited devices will have them confiscated and the parents will be contacted and informed of the infraction. The device will only be returned to the parent. Continuous confiscation will lead to further disciplinary action. Office personnel will make all emergency calls for students. ***The office phone is strictly for business and emergency use only.***

## Discipline and Guidance

Courtesy and good manners are modeled and encouraged at All Saints Catholic School. Our goal is to promote student confidence, self-respect, respect for others and self-control in a nurturing, safe environment. Consistent disruption of the learning environment, lack of respect for others, lack of following school rules and policies or threats to student safety will be handled accordingly.

1. Students are encouraged to handle disputes through peer negotiations, facilitated by the classroom teacher.
2. Student misbehavior will be addressed by the classroom teacher through discussion and redirection of the student behavior. Repeated misbehavior will be documented, and the parents or guardians will be notified.
3. A conference may be scheduled between the teacher and the parents or guardians. The principal will be notified and may attend the conference. Documentation of the conference will be made.
4. Severe misbehavior requires immediate notification of the parents or guardians. Parents or guardians are expected to arrive at school to discuss the incident and possibly remove the child for the remainder of the school day. Documentation will follow.
5. Ongoing inability of the student to cooperate with peers, staff, and/or faculty will be resolved by the Board of Directors for All Saints Catholic School.

***Corporal punishment is not permitted at All Saints Catholic School.***

## Code of Conduct

The Student of Conduct at All Saints Catholic School has been developed with conviction that all students shall treat each other, school employees and visitors with the respect that befits their dignity as it is a sign of the Good News of Jesus Our Lord.

### COURTESY AND GOOD MANNERS

Students at all times shall address teachers, administrator, school secretary, tutors, custodians and volunteers using proper titles and full names: Mrs., Mr., Miss, Sister, Father or the title “Sir” for men and “Ma’am” for women. First names are never to be used. The reason for this policy is to help students understand their appropriate role in relation to the person being addressed and to avoid familiarity which can lead to disrespect and a common attitude.

### Self-Discipline

All Students are expected to:

1. Respect and obey teachers, staff, volunteers and the principal and be courteous to all who come to our school.
2. Be responsible for protecting the rights and safety of others.
3. Accept responsibility for their own actions.
4. Dress appropriately and practice habits of good personal hygiene.
5. Arrive at class on time daily except for illness or emergency, in which case a note or call from home must be provided.
6. Complete all assigned class work on time.
7. Treat material items (books, building, grounds, food) with care and respect to show they understand what it means to live in a world where many are poor and where resources need to be shared.

### Bullying

It is the policy of All Saints Catholic School to prohibit “bullying.” This includes any type of threats and “cyber-bullying.” “Bullying” means a way of behaving aggressively in which a person is subjected to intentional unwanted and unapproved hurtful, verbal, non-verbal, and/or physical actions.

In assessing the existence of this policy and the appropriate discipline, the principal or his/her designee shall consider the nature and extent of the conduct, the age of the student(s) involved, the context of which the alleged conduct occurred, and any prior history of conduct prohibited by this policy on the part of the violator. Discipline shall be at the discretion of the

principal.

## Weapon Policy

No student shall bring a weapon on to school property, nor carry or keep any weapon (look-a-like weapon) on school property while attending or participating in any school activity. Threatening to bring a weapon or threatening to use a weapon is harassment and within the scope of this policy. Any student in violation is subject to disciplinary action including suspension, expulsion, and discipline under the law.

## Prohibited Substances

The school prohibits the use, possession, or distribution of any illegal substance on school premises. Prohibited substances include associated paraphernalia. Any student in violation is subject to disciplinary action including suspension, expulsion, and discipline under the law.

## Search and Seizure

Officials of the school reserve the right to search school property assigned to a student and a student's person or property while the student is under the authority of the school. Reasonable suspicion is in effect if a school official is attempting to prevent an injury or obtain prohibited substances.

## Suspension

Suspension is the barring of the student from school entirely for a specified period of time, up to ten (10) days. Suspension is for a continued minor offense or for a major offense. This will take place after the administrator contacts the parents giving the reasons and the effective dates for the suspension. Suspension is invoked to prevent disruption of the school environment or to assist the affected pupil in overcoming a disciplinary problem. A written notice of the suspension will be given to the parents; a copy is also kept in the student's file. Parent/Guardian and student must meet with the administrator and teacher before the student is allowed to return to school.

***Students with repeated suspensions, for whatever cause, will be asked to withdraw from school.***

## Termination

Termination is a final decision. It represents the end of a series of attempts to assist the child to alter his/her behavior as it concerns a complete and continual disregard for the school's philosophy, values and rules and his/her failure to cooperate and to do required schoolwork. The decision for termination will take place after a conference similar to the one for suspension except that the school board president is notified and given the opportunity to participate in the conference. If parents / guardians fail, without cause, to attend the conference, the board president and / or the principal, will reach a final decision. This decision will be non-negotiable at any future time.

## Preschool Disenrollment Policy

As a preschool we receive a variety of trainings to help your child during their struggles in growing and learning. It is our policy to work with each child, within the structure of our guidance policy, through problematic behaviors. If the undesirable behaviors continue despite the best efforts of staff to redirect the child, then a parent meeting will be held to discuss options for outside assistance. We reserve the right to suspend care until the parent meeting can be held. After both parties determine the best resource to utilize for the child, a referral will be made. The resource will structure a feasible timeframe to reevaluate the behaviors. If the child has not shown progress toward the elimination of the inappropriate behaviors, then options will be discussed with the parent(s) for a more suitable environment for the child. All Saints Catholic Preschool will work to provide a safe environment for all children present. If your child becomes a serious threat to others or themselves, your child will be immediately disenrolled. With your consent as the parent, these agencies will help give techniques/strategies to work through the behaviors successfully. If the child is not able to meet the goals of the programs, and the behaviors continue, then, the child might be disenrolled to find a more suitable environment.

## Child Abuse and Neglect

Every employee of the school must comply with New Mexico’s State Statutory Requirement to report child abuse and neglect. If the school administrator or any other person is informed by a school employee of known suspected child abuse, those individuals, likewise are required to report.

“Every person...who knows or has reasonable suspicion that a child is an abused or neglected child shall report the matter immediately to:

1. A local law enforcement agency
2. The department office in the county where the child resides; or
3. Tribal law enforcement or social service agencies for an Indian child residing in Indian country.” (NMSA 32A-4-3)

June 1998: A Statewide Central Intake (SCI) number was established and is to be used for reporting Child Abuse: 1-800-797-3260.

School Administrators and Educators are bound by law to report child suspected child abuse and neglect, filling out the appropriate form available in the school office.

All school personnel are required by the State and the Diocese of Las Cruces to attend the Sexual Misconduct Workshop as provided by the Diocese.

## Disaster Plan

In the event of an emergency evacuation the children will be moved to the following places in this order:

1. Assumption of the Blessed Virgin Mary Church – 2808 N. Kentucky – 575-622-9895 x300.
2. Assumption of the Blessed Virgin Mary PARISH OFFICE – 2808 N. Kentucky – 575-622-9895 x300.
3. Eastern New Mexico Medical Center - 405 W. Country Club Rd., Ph: 575-622-8170.

Parents will be contacted and notified of the location where they are able to pick up their child.

Staff will accompany the children. The principal and secretary will remain at the school, if safe, to contact parents and report to authorities the nature of the disaster. Any parent wishing to view All Saints Catholic School Emergency Response Handbook may ask for a copy of said plans from the secretary or principal. These plans are posted in all classrooms, work areas, offices, and break areas and are in each faculty member’s handbook. Teachers are presented this information at in-services provided by the administrator at the beginning and middle of the year.

## EMERGENCY DISASTER PROCEDURES

Event	Procedure	Action
<b>Bomb Threat</b>	Leave Building	Orderly movement of students and staff from inside the building to an outside area of safety.
<b>Fire</b>	Leave Building	Stated above
<b>Severe Weather</b>	Shelter – In Hallway DUCK, COVER  Time permitting: Leave Building/ DUCK, COVER	Duck to your knees and cover your head  All staff will accompany the children to the bathrooms or secure hallways of the school.

<b>Weapon on Campus</b>	Lock Down	INITIATE Lockdown
<b>Utility Outage</b>	Go Home	Students are dismissed from classes to return home by the most expeditious means. This action will be authorized by the administration only if there is time to transport students to their homes. Early dismissal will occur only if time permits adequate notification to parents or guardians.
<b>Explosion</b>	Classrooms: DUCK, COVER	Duck to your knees underneath tables or desks away from windows.
	Open Areas: DROP	When students and staff are in open areas such as the playground and athletic fields, drop to the ground and shield face and eyes with arms.
	Leave Building	STATED ABOVE

## Fire Drills

A fire drill is scheduled each week during the first four weeks of school. One fire drill per month will be conducted thereafter. Evacuation route maps are posted in each classroom. Two disaster drills for us to know and one emergency evacuation are scheduled annually.

## Safety Policy

The school intends that its students and employees have a safe environment in which to study and work. The school administration believes that safety is part of everyone’s job, and that employees especially are responsible to help prevent and eliminate conditions and situations which may cause accidents, be hazardous, or threatening on the complex. Therefore, parents should report immediately any hazardous or unsafe conditions to the principal or office manager.

## Unauthorized/Suspicious Persons

All visitors to the school must report to the office and obtain a “Visitor’s Badge”. Anyone resisting this procedure must be reported immediately to the school principal or directly to the police if the situation seems to warrant it.

## Building Security

The School Building shall be kept locked outside of regular hours, except for after-school and evening activities requiring that it be open. During lunch period or other extended periods of time when no one is present, offices and classrooms are to be locked.

## Parent Participation and Service Hours Policy

All Saints Catholic School is a private parochial school. As with other private schools, the cost to educate each student far exceeds the cost of tuition. Parental support and fund-raising at All Saints Catholic School helps close the gap between the cost of education and tuition. Additionally, and more importantly, research has demonstrated that children who achieve high academic success have parents who participate in their school’s activities. In essence, “Service Hours” and “Parent Participation” are volunteer time spent by parents helping the school in various ways. To provide a quality education as well as to maintain and develop new programs at All Saints Catholic School, the following Service Hours Policy and Parent Participation Guidelines has been implemented and applies to every family with children enrolled at All Saints. As a parent of an All Saints student(s) you are expected to show your support by being involved in our school and its activities. Any family member over 18 is eligible to volunteer and complete hours for the family.

**Important Points:**

1. As the parent(s) of an All Saints Catholic School student, you are expected to serve at least forty (40) service hours per school year or pay a tuition supplement of \$20 per incomplete hour. Parents with only Pre-K students are expected to serve twenty-four (24) service hours per school year or pay a tuition supplement of \$20 per incomplete hour.
2. Completed Service Hours can be in the form of physical hours, fundraising, and donations and must be logged and submitted to the school office no later than May 1<sup>st</sup> or you will receive a bill for the incomplete hours.
3. You will be notified of the specific events and requirements of each event.
4. It is your responsibility to actively participate in the education of your child(ren) at All Saints Catholic School.

**If you need additional or replacement service hour time sheets to keep track of your service hours, please contact the school office.**

## Donation/Memorial/ Honorarium Form

Name of Donor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please accept my contribution of \$ \_\_\_\_\_ designated for one of the following:

\_\_\_\_\_ General Fund

\_\_\_\_\_ Technology

\_\_\_\_\_ Tuition Assistance

\_\_\_\_\_ Wherever donation is needed most

If interested, the school also has Honorarium Bricks available. Check with the school for prices.

***Please make checks payable to All Saints Catholic School.***  
Your contribution is tax deductible. **TAX ID#: 01-0728205**

Given in Honor of \_\_\_\_\_

Given in Memory of \_\_\_\_\_

Please send an acknowledgment card to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Send to: All Saints Catholic School  
2700 N. Kentucky Avenue  
Roswell, NM 88201

## Proof of Parent Receipt Of Handbook

I(we) \_\_\_\_\_,

the parents/guardians of:

Student #1 \_\_\_\_\_

Student #2 \_\_\_\_\_

Student #3 \_\_\_\_\_

Have received the All Saints Catholic School Parent Handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date