

# Saint Frances Cabrini Catholic School

2023-2024

Parent /Student/Staff Handbook



1000 E 8th St.

Alamogordo, NM 88310

Telephone: 575-437-7821 Fax: 575-443-0129

[www.stfccatholic.org](http://www.stfccatholic.org)



***St. Frances Cabrini Catholic  
School***

*1000 East Eighth Street; Alamogordo, New Mexico 88310  
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Vice Principal  
smoblynel@stfccatholic.org

Trixy Gonzales  
Receptionist/Secretary  
tgonzales@stfccatholic.org

**WELCOME BACK!**

With peace and Joy, I welcome you to our website. At Saint Frances Cabrini Catholic School. Saint Frances is a vibrant school community with students from Perk- 8th grade. We have, what we believe, is the perfect formula for academic excellence: amazing students, committed parents, top-notch teachers, and a clear vision that is embraced by all. We are determined to train our students in a sound academic spirit, spiritual and social formation as future leaders.

Our education is geared toward the development of the whole child spiritually, emotionally, physically, intellectually, and socially. In addition, we foster a structured and safe environment that encourages the acceptance of everyone.

For over 60 years, St. Frances Cabrini Catholic School has maintained a long-standing tradition of love, education, moral development, and spirituality. Our Mission statement is to develop and nurture the whole child through Gospel Teachings encompassing the family and to academically enrich children as scholars guided by Diocesan Standards. While our vision statement. As a vibrant Catholic community, composed of diverse cultures united in friendship, we welcome and inspire all students to be faithful disciples of Christ in their local communities and throughout the world. More so, Saint Frances Cabrini School is under the Governance and leadership of the Bishop of the Diocese of Las Cruces and guided by the local pastors and the diocesan superintendent.

Yours In Christ:  
Rev Fr Marcel Okonkwo

## MEET OUR STAFF!

We would like to take this opportunity to introduce you to our staff members as we begin this school year. They include:

Pre-School Teacher: Grace Avalos

Pre-School Assistant: Bea Milos

Kindergarten Teacher: Alicia Chico

1<sup>st</sup> / 2<sup>nd</sup> Grade Teacher: Alicia Chico

3<sup>rd</sup>/4<sup>th</sup> Grade Teacher: Christine Vallas Schlientz

5<sup>th</sup>/6<sup>th</sup> Grade Teacher: Carmen Morales

7<sup>th</sup> /8<sup>th</sup> Grade Teacher: Carmen Morales

Title I Interventionist: Valeria Padilla

Spanish Teacher: Kassandra Morales-Coffman

PE/Health Teacher: TBD

Music Teacher: Howard Hancock

Art Teacher: Amanda Kernohan

Librarian: Amanda Kernohan

Custodian/Maintenance: Blanca Lopez Andazola

Secretary/Receptionist: Trixy Gonzales

Admin. Asst/Bookkeeper: Virginia Gutierrez

Asst. Principal: Sister Noblyne Mary Ajuonum

Principal: Fr. Marcel Okonkwo

Please feel free to contact anyone on our staff should you have questions, concerns, and/or suggestions. We have an *excellent staff* and are looking forward to a great year!

# ACKNOWLEDGEMENT FORM

## PARENT COPY

FAMILY NAME (Please Print): \_\_\_\_\_

Dear Students and Parents:

The purpose of this book is to share with you the commonsense guidelines needed to manage an excellent Catholic school. Please take some time to read this handbook over as a family, and then sign the acknowledgement below.

**NOTE:** *Keep this form for your records. You will also be asked to sign a separate form to be returned to the school and retained in the office records.*

NOTICE OF FEE SCHEDULE

**Please refer to pages 8-11 and 17-18 for fee information**

**TO: THE ADMINISTRATOR OF ST. FRANCES CABRINI CATHOLIC SCHOOL**

My child(ren) and I have read the STFCCS Parent/Student/Staff Handbook. We understand its contents, and we pledge to uphold the school's rules and regulations as contained therein.

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

\_\_\_\_\_  
Date

Signed \_\_\_\_\_ Grade \_\_\_\_\_  
Student 1

Signed \_\_\_\_\_ Grade \_\_\_\_\_  
Student 2

Signed \_\_\_\_\_ Grade \_\_\_\_\_  
Student 3

# ACKNOWLEDGEMENT FORM

## SCHOOL COPY

FAMILY NAME (Please Print): \_\_\_\_\_

Dear Students and Parents:

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

Signed \_\_\_\_\_ Grade \_\_\_\_\_  
Student 1

Signed \_\_\_\_\_ Grade \_\_\_\_\_  
Student 2

Signed \_\_\_\_\_ Grade \_\_\_\_\_  
Student 3

**NOTE:** *Please sign and return this page to the school office by September 1, 2022.*

**ST. FRANCES CABRINI CATHOLIC SCHOOL**  
**PARENT/STUDENT HANDBOOK**  
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# ORGANIZATION

## SCHOOL BOARD OF TRUSTEES

### OFFICERS

CHAIRPERSON:	Mr. Richard Sharrio
VICE-CHAIRPERSON:	Mr. David Gonzales
SECRETARY:	Mrs. Cecilia Woosley
TREASURER:	Mrs. Virginia Gutierrez

### PRIEST BOARD MEMBERS

Fr. Marcel Okonkwo

Fr. Martin Cornejo

### MEMBERS at LARGE

Deacon Andy Weiss

The St. Frances Cabrini Catholic School Board of Trustees are made up of individuals who are representative of the total Tularosa Basin community, including members who represent all parishes. Current members include current, former, and retired educators, bookkeepers, current business professionals and retired businesspersons, as well as other members of our community who volunteer to serve on our board.

Board members are nominated by the Board. The pastors of the parishes in the Tularosa Basin are also full voting members. The Administrator of the school and the Superintendent of Catholic Instruction are non-voting, ex-officio members of the board.

Generally, Appointed Trustees should be persons other than persons related to current students. The purpose of this requirement is to ensure broad representation of the community among the School Trustees. The term of appointment for Appointed Trustees shall ordinarily be three (3) years. An Appointed Trustee may be appointed to two consecutive terms but cannot therefore be appointed until the expiration of one (1) year occurs.

The Board reviews and approves all school policies, gives recommendations, and provides direction to the Administrator of St. Frances Cabrini Catholic School. Determinations of the School Board are reached by consensus decision-making. The Board also provides stability in long-range planning for the school as it approves the budget and monitors finances as well as human and material resources.

The School Board Financial Committee is responsible for providing a quarterly financial report for review by the School Board and approved prior to being published. This report will be available to all parties associated with the St. Frances Cabrini Catholic School. The report will be presented at the Board meeting in the following months: August, November, February, and May.

The Board welcomes parents to serve on committees such as Planning, Budget/Finance, Facilities, Public Relations, and other Board-appointed committees. One (1) parent may serve on the School Board but cannot serve as a board officer. The Board works closely with the Home and School Association. Parents are also welcome to share concerns and information through written submissions of information and through verbal presentations at the Board's meetings. To give a presentation, one must contact the Board President to be added to the agenda.

Board meetings are open meetings, visitors may only present if they are on the agenda. Non board participants may be asked to withdraw from the meeting at the appropriate time, if the board goes into 'executive session.' Any person who wishes to be acknowledged at a board meeting must present the topic for discussion in writing to the principal and/or President of the Board at least one week prior to the meeting. All presenters must be approved by the board president.

## **ORGANIZATION**

### **INTRODUCTION**

This Handbook defines and describes the commitments of the School to the Parents and Students, and the expectations, requirements, and regulations that all parents/guardians and students are expected to honor while attending St. Frances Cabrini Catholic School. It defines the contract between School and Parents and is a tool to help the School and Parents meet the educational needs of the children entrusted to them. The Handbook will be required to read for all students Fourth Grade and higher. Class time will be taken to ensure the students understand the subjects and rules outlined in the Handbook. If a change or addition of policy becomes necessary during the school year, notification will be given in writing. The term "parent" hereafter refers to any person, parent or guardian legitimately named to act on behalf of the child.

### **HISTORY**

St. Frances Cabrini Catholic School was founded in September of 1956 as a ministry of the Roman Catholic Diocese of El Paso, Texas. The Franciscan Sisters of Our Lady of Perpetual Help from St. Louis, Missouri came to Alamogordo and began what would be thirty-nine years of service at the school, originally named Immaculate Conception, taking the name of the parish to which, it was affiliated. In 1982, when the Diocese of Las Cruces was established, the school was designated as inter-parochial, serving children from all the surrounding parishes, including Alamogordo, Holloman Air Force Base, Tularosa, and La Luz. Records indicate the name of the school was changed to Reverend James B. Hay Catholic School following his death. In 1996, the school came under lay leadership, with the School Board becoming a "juridic person," directly under the authority of the Bishop of the Diocese of Las Cruces. That same year the

school was dedicated to Mary, the mother of Jesus and Queen of Peace. In 2003, the legal status was changed from a parochial school to lay board with independent incorporation directly under the Office of Catholic Instruction of the Diocese of Las Cruces. In November of 2018, the school was officially changed to St. Frances Cabrini Catholic School.

### **ACCREDITATION**

St. Frances Cabrini Catholic School has enjoyed New Mexico State Accreditation since 1975 and received an outstanding review and additional accreditation from the North Central Association Commission on Schools in March of 2012. As of 2021, we are accredited by the Western

Catholic Education Association, which accredits Catholic schools in Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah and Washington State.

## **MISSION & PHILOSOPHY**

### **MISSION STATEMENT**

To develop and nurture the whole child through Gospel Teachings encompassing the family and to academically enrich children as scholars guided by Diocesan Standards.

### **VISION/PHILOSOPHY VALUES/BELIEFS STATEMENTS**

*STFCCS HAS ADOPTED A CLASSICAL CATHOLIC EDUCATIONAL PHILOSOPHY AND EXHIBITS THE FOLLOWING PRACTICES:*

St. Frances Cabrini Catholic Elementary School educates children in the truest and fullest sense by giving them the necessary tools of learning and by fostering wonder and love for all that is genuinely true, good, and beautiful. We emphasize classical learning because we want our students to read well, speak well, think well and ultimately because truth and beauty are good in themselves and desirable for their own sake. We seek to incorporate our students into the wisdom of two thousand years of Catholic thought, history, culture, and arts so that they might understand themselves and their world in the light of the truth and acquire the character to live happy and integrated lives in the service of God and others. Education in this deep and comprehension sense extends beyond the classroom and is more than just the acquisition of skills. It encompasses the whole of one's life. For this reason, STFCCS seeks to involve families ever more deeply in the life of the school and in the education of their children.

- Is it beautiful?
- Are we doing this because it is inherently good, or to the end? If the latter, what end? • Does it encourage the student to think of education itself as a high and noble enterprise, or does it cheapen education?
- Is it excellent? Does it demand the best students and teachers have to offer, and hold them to the highest standard they can achieve? Or does it give in to the gravitational pull of mediocrity? Is excellence the highest standard, or is excellence subordinate to lower standards such as convenience, popularity, or marketing considerations (i.e. consumer appeal)?
- Does it encourage reverence for the mystery of God and the splendor of His creation?
- Does it encourage reverence for the mystery of the human person and respect for the student's own human dignity?
- Does it encourage him to desire truth, to understand such virtues as courage, modesty, prudence, and moderation and to cultivate these within himself?
- Does it help the student to see what difference God makes to all facets of the world, or does it make God's existence seem irrelevant, trivial, small, or private?
- Does it assist in passing on the received wisdom of the Christian tradition, or does it create obstacles to reception of the tradition?
- Does it encourage real searching and thinking? Does it provoke the student to ask "why"? Does it stir up a desire for understanding?
- Does it encourage conversation between and across generations or does it hinder it? • Does it help to fully develop what is uniquely human in the student: the powers of attending, deliberating, questioning, calculating, remembering, and loving? • Does it encourage the student to become patient, to take time, and if necessary, to start over to

achieve excellence, or does it subordinate excellence to speed, ease, and efficiency?

- Does it encourage the student to value rigor and discipline?
- Does it deepen the role of the family in the life of the school and the role of education in the life of the family, or does it erect a barrier between family and school?

## **PROFESSION OF CATHOLIC IDENTITY**

Catholic identity is at the core of our mission at St. Frances Cabrini Catholic School. This means that our school must be readily and unmistakably identifiable as a Catholic School, sharing in the mission of the Church, to spread the Good News of Christ and the Salvation of Souls. This identity will be evident in the following ways:

- St. Frances Cabrini Catholic School will be distinctly Catholic and Christ-centered.
- STFCCS will work collaboratively with the parents/guardians as primary educators to ensure quality faith formation, active participation in the life of the Church through Eucharistic liturgy, prayer and Christian service and a sound academic education.
- The Catholic character of STFCCS will reflect the beauty and tradition of the Church and her liturgy, including Her Sacramental life and the lives of the Saints.
- STFCCS will provide programs of faith formation where Sacred Scripture, Sacred Tradition, Magisterial teachings, and Catholic Virtues will be taught and integrated into all aspects of school life.

Catholic moral formation and moral teaching will be integrated appropriately at every grade across subject areas.

- The student population of STFCCS will be required to participate in community service so that they might be given the opportunity to practice Christian Charity as an integral part of their Catholic education.
- STFCCS will utilize the guidance and leadership of the area clergy and expert catechists to ensure proper instruction of Catholic Doctrine.
- The Principal/Administrator of STFCCS, under the guidance of area clergy, will schedule retreats and other spiritual opportunities regularly for the faculty, staff, students and school board members, to deepen their personal faith commitment and foster growth of the faith community within the school.
- STFCCS will be an effective means of evangelization in our Catholic community and the wider communities which we serve.
- The Principal/Administrator of STFCCS will identify ways to maintain and strengthen meaningful connections with the area parishes: Immaculate Conception Church, Alamogordo; St. Jude's Parish, Alamogordo; St. Joseph's Chapel, Holloman AFB; Our Light of the Light, La Luz and their Mission, Sacred Heart, Cloudcroft; St. Francis de Paula, Tularosa and their Mission, Our Lady of Guadalupe, Bent; and St. Joseph Apache Mission, Mescalero.

- The Principal/Administrator will seek ways to promote the mission and purpose of STFCCS through appropriate avenues of communication and media in the community at large.
- The STFCCS School Board of Trustees will support all stakeholders in the continued foundation and growth of our Catholic Identity.

# **POLICIES & PROCEDURES**

## **OFFICE HOURS**

School Office hours are from 7:30 a.m. until 4:30 p.m. and the front desk will always be supervised by a member of the School Staff or a vetted school volunteer. If you want to see the Administrator or another member of the School Staff, it is strongly suggested that an appointment be made.

During the summer, the School Staff may have adjusted hours of operations. The hours will be posted. If you leave a message on the school telephone answering machine or send an email, you will be contacted as soon as possible.

## **ADMISSION & RETENTION POLICIES**

St. Frances Cabrini Catholic School has a nondiscrimination policy regarding admissions. Each student participates in all rights, privileges, programs, and activities offered by the school. The requirements for admission to STFCCS are as follows:

1. Parents/guardians and students must agree to uphold the Catholic and patriotic values and traditions that form the basis of education at our school, and to abide by the policies and regulations of the school. The policies include the participation in prayer and in the Pledge of Allegiance.
2. The parents/guardians of the student(s) to be admitted agree to pay tuition and other required fees recommended by the School Board of Trustees through FACTS (Fast Automated Cash Transaction System) and agree to participate with the school in their student(s) education by providing twenty-five (25) hours of service to the school per school year. The service hours may also be purchased at \$10.00 per hour.
3. The State of New Mexico requires that preschool classrooms have an open-door policy and are supportive of family involvement. Per state regulations, we invite children three to five years of age (who are potty trained) to be part of the program.
4. New Mexico State compulsory attendance law and Catholic School policy dictates that children must be five (5) years old on or before September 1<sup>st</sup> to enter Kindergarten and six (6) years old on or before September 1<sup>st</sup> to enter First Grade. Please see “Early

Entrance Requirements for Underage Students for exemptions to this at St. Frances Cabrini Catholic School.”

5. The School Board of Trustees approves the guidelines, rules and regulations implemented by the faculty, administration, and staff of St. Frances Cabrini Catholic School. STFCCS reserves the right to deny admission and/or continuance to any student who cannot in good faith demonstrate that he/she will comply with the values, academic processes, policies or rules and regulations of the school.
6. The administrator will make the final decision of admission.

## **EARLY ENTRANCE REQUIREMENTS FOR UNDERAGE STUDENTS**

St. Frances Cabrini Catholic School recognizes that there is a wide range of developmental levels in pre-kindergarten and kindergarten age groups and that it is important to assess certain individual student needs.

**CONDITIONS FOR EARLY ENTRANCE FOR UNDERAGE STUDENTS** St. Frances Cabrini Catholic School **does not** subscribe to moving pre-kindergarten into kindergarten settings, *unless* the student has completed an advanced four-year-old program, has a recommendation from their teacher and is able to demonstrate Kindergarten readiness. Similarly, STFCCS **does not** subscribe to moving kindergarten age children into first grade settings unless the child has already completed a full year of kindergarten.

Parents/legal guardians may request early entry into kindergarten with the teacher’s recommendation. Likewise, Parents/legal guardians may request early entry into first grade due to having already completed a full year of kindergarten either through a home-schooling research-based curriculum program, which must be provided to the school, or in another nonpublic school. A careful and thorough evaluation in all areas of development (social, emotional, physical, intellectual) shall be completed to ensure proper placement.

An underage student who successfully completed kindergarten at STFCCS or has completed kindergarten in a home school research-based curriculum program, which must be provided to the school, non-public school or out of state school may be placed into kindergarten or first grade, respectively, upon successful completion of a grade level assessment. An underage student who does not meet the above requirement, but whose parents request their placement into kindergarten or first grade, shall be placed into their appropriate grade level until an observation and assessment period of two to six weeks takes place to determine proper placement.

**PROCEDURE FOR KINDERGARTEN OR FIRST GRADE EARLY ENTRANCE** When a parent/legal guardian files a written request for early entrance into first grade the school principal or designee shall discuss the following topics with the parent/legal guardian: • objectives of the kindergarten program.

- implications of early entrance.
- the process of evaluation for proper placement (before student enrolls or first week student attends)
- and the timeline for a final decision regarding placement.

The parent shall provide any evidence of attendance at any previous school as well as recommendations from the student’s previous teacher to the school principal or his/her

designee. Assessment shall utilize a team effort approach. The principal and respective teacher(s) shall be included in the team, in addition to other staff as appropriate.

It shall be up to the principal's discretion for the final decision on early entrance placement. Ongoing evaluation shall continue to verify proper placement.

## **REGISTRATION**

St. Frances Cabrini Catholic School has open registration throughout the school year. Registration is on a first come, first-served basis for any student/family who meets the requirements of admission. All students currently enrolled and returning for the subsequent year are expected to fill the requirements listed below. Registration is online at <https://fjbhnm.client.renweb.com/oa/?memberid=5524>. *A student cannot be considered for registration if in the previous school year an unpaid tuition and fees is still owed to STFCCS. Enrollment in the following school year (s) cannot be allowed until the previous debt (s) are paid in full.*

### **REGISTRATION FEE**

To process registration (for returning students), all school fees, payments and service hours must be up to date. The registration fee is non-refundable. There are three early registration periods, in which the registration fees vary from \$100.00 to \$150.00 per student. During normal registration, the fee is \$175.00 per student. Registration fees are used to cover the following costs:

- State/Diocesan Standardized Testing program costs.
- Religion textbooks and worship resources
- Library/Networking costs
- Processing of student records
- Supplemental workbooks and texts as needed

Early Registration I will open during Catholic Schools Week and go through the end of February 2023. The Early Registration fee for returning students will be \$100.00.

Early Registration II will open March 1, 2023, and continue through the end of the academic school year. The Early Registration II fee will be \$125.00.

Early Registration III will open on the first day of the summer vacation through June 30, 2023. The Early Registration III fee is \$150.00

As of July 1, 2020, the standard registration fee of \$175.00 applies.

Additionally, there is a \$50.00 book fee (per student) and \$5 Home & School Fee (per family), due prior to the first day of school.

### **REGISTRATION REQUIREMENTS**

- All necessary academic and health records have been submitted to the Administrator.
- Deposit is paid, and a tuition payment plan is in place.



- Parents have read the Parent/Student/Staff Handbook and reviewed any questions with the Administrator or homeroom teacher.
- Parents have signed the Parent/Student/Staff Handbook contract.
- Parents involved in volunteer teaching or supervising students on campus have agreed to attend the In-Service training required by the Diocese entitled VIRTUS.

## **DOCUMENTS REQUIRED FOR ADMISSION**

Parents must provide CLEAR COPIES of the following documents for all students. The school reserves the right to deny admission to classes until all applicable forms have been provided:

1. Immunization Records (must be current to register)
2. Birth Certificate

If Applicable:

3. Release of School Records Form (required for all new students)
4. Decree of Custody Arrangements
5. Report Card or Grade Documentation (if transferring from another school)
6. Special Service Testing Results and/or IEP

## **TRANSFER STUDENTS**

The transfer of a student from one school to another is a serious educational decision. In all cases, the primary reason for a transfer (other than a family move) should revolve around the educational and/or spiritual benefits that a child would receive.

Any student who is requesting transfer into the school or transfer to another school will be evaluated for admission based on full disclosure of his or her academic, attendance, behavioral, and disciplinary records. Students transferring from local schools and students' academic and/or discipline records from previous school that appear ambiguous will be placed on nine (9) weeks of probation.

## **STUDENT RECORDS**

The school keeps student records, perpetuum that is forever. The information is on official forms called Permanent Record Cards and kept in a secured and locked cabinet in the school Office. Administrators and teachers are responsible for ensuring that all required information is accurately and clearly recorded on these cards. These records are legal documents and are the property of the school and of the student. Access to Permanent Records is regulated by law and falls under the Amended Family Educational and Privacy Act (FERPA), which seeks to maintain the privacy of students.

Ordinarily, written parental permission is required prior to releasing the record of a student eighteen (18) years or younger. Student records may be provided to the following authorities without a written release from a parent or eligible student:

- To principals, teachers or other qualified educational personnel who have a legitimate educational interest and who must sign the required form whenever accessing a student's record.
- To Federal or State officials for audit purposes or in connection with a student's application for or receipt of financial aid.
- To health and safety personnel in extreme emergencies.
- To comply with a judicial order or subpoena. In this case, a written notice to parents must follow.

Confidential files on matters such as disciplinary reports, psychological or Special Education reports, legal documents of adoption and custody, and other personal documents are kept in a private file accessible only to the principal. This additional file is destroyed or forwarded according to regulations when the student transfers to another school or graduates.

## TUITION & TUITION PAYMENT PLANS

According to the standard set by the National Catholic Educational Association (NCEA), tuition is to cover at least 70% of the school’s operational expenses. The cost to educate a child at St. Frances Cabrini Catholic School is more than the tuition rate. The difference is made up through your participation in the events and fund-raising projects of the HSA Parent Teacher Organization, monthly subsidies from our Thrift Store as well as donations from businesses and the public.

St. Frances Cabrini Catholic School depends upon and is grateful for the financial backing from all families and benefactors. It is of major importance that families pay the full tuition according to the payment plan they have chosen. ***A student cannot be considered for registration if in the previous school year unpaid tuition and fees is still owed to STFCCS. Enrollment in the following school year (s) cannot be allowed until the previous debt (s) are paid in full.***

Tuition rates are set according to the proposed budget for the upcoming year. The tuition rates are as follows:

**STFCCS 2022-2023 Tuition Rates: Preschool – 8<sup>th</sup> Grade**  
**(\$200.00 per student discount for active duty and/or retired military, police officers, border patrol, firefighters, and members of the Alamogordo Chamber of Commerce)**

	<u>1<sup>st</sup> Child</u>	<u>2<sup>nd</sup> Child</u>	<u>3<sup>rd</sup> Child</u>	<u>4<sup>th</sup> Child</u>	<u>5<sup>th</sup> Child</u>
<u>Annual</u>	<u>\$4,800.00</u>	<u>\$4,600.00</u>	<u>\$4,400.00</u>	<u>\$4,200.00</u>	<u>\$4,000.00</u>
<u>Monthly 10 months</u>	<u>\$480.00</u>	<u>\$460.00</u>	<u>\$440.00</u>	<u>\$420.00</u>	<u>\$400.00</u>
<u>Monthly 11 months</u>	<u>\$460.00</u>	<u>\$440.00</u>	<u>\$420.00</u>	<u>\$400.00</u>	<u>\$380.00</u>

Tuition costs for students joining later in the school year will be prorated.

## **TUITION DISCOUNTS**

- A 10% scholarship will be offered to active duty and/or retired military, police officers, border patrol, firefighters, and members of the Alamogordo Chamber of Commerce. This discount is only available for the first child enrolled.
- Any family who recommends another family/student will receive 10% off their total tuition after the new family/student has been enrolled at STFCCS for three months.

## **TUITION PAYMENT PLANS**

- One payment: Due on or before the first day of school.
- Two payments: Due on or before the first day of the fall and spring semesters. ▪ Four Payments: Due on or before the first day of each 9-week grading period. ▪ 10-11 monthly payments: Prorated and **must be** paid through the F.A.C.T.S. (Fast Automatic Cash Transaction System) Tuition Management Program.
- 20-22 bi-monthly payments: Prorated and **must be** paid through the F.A.C.T.S. Tuition Management Program. Early payments are welcome.

## **TUITION REFUND**

If a child moves away or is otherwise withdrawn from St. Frances Cabrini Catholic School, tuition refunds must be requested in writing by the parents and submitted to the school board. A decision will be made within thirty (30) days of receipt of the request.

If tuition was:

Paid in advance: Refund will prorate for the time the child was in school Paid monthly: Family will not be eligible for a refund if withdrawal is after the 15th of the month.

## **CALENDAR**

The calendar for the current school year will be published as soon as it is completed, and before the beginning of school. The administrator will notify parents of any changes as the year progresses. A copy of the calendar is included in the Registration packet and is available at the school Office.

## **THE SCHOOL YEAR**

Accredited schools in New Mexico must have 180 Instructional Days or these equivalencies in hours:

Grades K – 6<sup>th</sup> 990 hours

Grades 7<sup>th</sup>– 12<sup>th</sup> 1080 hours

St. Frances Cabrini Catholic School meets all hourly requirements. There are eight (8) full-day Teacher In-Service Days (no students). We also have two (2) Parent/Teacher Conference Days – one each semester.

## ATTENDANCE POLICIES

A student's achievement is highly dependent upon regular and full attendance.

1. The first bell rings at 8:15 AM. Students will be dismissed at 3:15 PM and all students must be picked up by 3:30 PM, or they will be sent to the Extended Care Program. (See Extended Care Program section on page 15 for details.)
2. Students should not enter the building until the bell rings at 8:15 AM. Students must be off the grounds by 3:30 PM unless they are performing some specific duty under the direct supervision of a faculty member. Otherwise, students are to report to the Extended Care Program before 8:00 and immediately after 3:30 PM. Parents will incur the cost charged by the program. (See page 15 for extended care costs.) Any student dropped off early, picked up late, or walking to and from school, **MUST** adhere to these guidelines.
3. The school is a closed campus. Once students have arrived on the school grounds, they must remain there until 3:15 PM. Students **MUST** be signed in and out at the front office by a parent/guardian or their designee to enter or leave school grounds after 8:15 AM or before 3:15 PM.
4. Picking up students: Park only on the west side of Puerto Rico or the East side of Hawaii, so no child except walkers will need to cross the street. Students may use the front door only if their parents/grandparents need to use the Handicapped Parking driveway at the front door facing Eighth Street. There shall be strict enforcement of this directive by the Administrator.
5. Bicycles and Walking: Students who walk or ride bicycles to school must provide written parental permission. Bicycles must be parked and chained upon arrival at school. Students may not ride the bikes during the school day and must follow all state and city regulations pertaining to the use of bicycles.
6. Bad weather: St. Frances Cabrini Catholic School follows the decision of the Alamogordo Public School System regarding the delayed opening or closing of school in the event of bad weather. This information is relayed through local radio and TV broadcasts.
7. Regular attendance at school is essential for all students. The school adheres to the official school calendar.
8. **PLEASE DO NOT PICK STUDENTS UP BETWEEN 3:00 AND 3:15 PM! THE SCHOOL DAY ENDS AT 3:15 PM.** Unless it is an emergency or related to a doctor's appointment, students will not be released from class until 3:15 PM and with prior notice to the teacher. No one is allowed to be in the hallways during this time. Students must be picked up in the designated area.

## **THE SCHOOL DAY**

Before 8:00 a.m.: Student reports to the Extended Care Program. Parents are charged according to the rate schedule. (See page 16 for extended care costs.)

8:00 a.m. Students arrive on the playground or are brought there by the Extended Care Supervisor.

### **Dropping off students:**

Only on the west side of Puerto Rico or the East side of Hawaii so no child (except walkers) will need to cross the street. **CARS ARE NEVER ALLOWED ON THE PLAYGROUND.** Parents, please walk your child across any street.

**PARENTS, PLEASE DO NOT DOUBLE-PARK OR STOP IN THE STREET SO YOUR CHILD CAN ENTER YOUR CAR.** This is extremely dangerous as other parents become impatient, go around you, and children are walking between cars.

### **Entering the School Building:**

Students must enter the building through the playground. Parents who accompany their children may enter the building only after 8:15 a.m. bell, or they may enter if carrying items/materials not normally brought each morning. Teachers may be in conferences, handling issues related to other students, or otherwise preparing for the day. Please exhibit respect for the teacher and the school by adhering to this policy.

8:15 a.m. Bell rings. School officially starts. Once students arrive on campus, they must remain there, and the school is a **CLOSED CAMPUS**. Leaving the school grounds during the school day may be done only with the knowledge and permission of the Administrator. A sign-out and sign-in policy is in place.

8:15 a.m. Tardy - Parents must sign in students on the Student & Visitor Sign In/Out Sheet

Mid-morning snack: Students in preschool and Kindergarten have a nutritional, midmorning snack provided by parents.

Lunch: All students have a lunch recess of no less than thirty minutes. Afternoon recess: K-7 students have an optional 15-minute afternoon recess.

3:15 p.m. Dismissal. Students in pre-school go directly to the playground or Extended Care accompanied by the teacher.

PreK-7 students go directly to the playground unless they are performing some special tasks for a teacher. PreK-7 students will go to Extended Care room after 3:30 p.m.

## ABSENCES

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous days, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. This is a disruption to the learning process for all students.

St. Frances Cabrini Catholic School considers a student absent **for an entire day** if he or she is in attendance for less than four hours. A student who is in class for four hours or more, but less than seven hours is marked absent **for one-half day**.

Parents must notify the school by 8:30 a.m. if their child is going to be absent on a given day. Upon the child’s return a **WRITTEN NOTE with the date of the absence, the reason for the absence, and the parent’s signature must** accompany the child and be *given to the teacher*. Absence notes are kept in the school office file for ONE YEAR beyond the current year.

Students who are absent must make up all assigned work, either at home or in the Extended Care Program. Parents are asked to notify the school in advance of planned absences so that the teacher may assign work before the absence. Teachers will take into consideration the length and reason for the absence, and the child’s academic progress in assigning make-up work. All missed examinations and tests must be made up at the school.

Parents are asked to check children out of school during the day **ONLY FOR EMERGENCIES** and **not** before dismissal.

## CONSEQUENCES FOR EXCESSIVE ABSENCES

- If a student has three (3) absences within a two-week period, the Administrator will schedule a conference with the student and parents. An explanation will be sought, as well as appropriate measures to resolve the problem.
- Continued absences will result in a second conference with a written warning provided to parents and students.
- Ten (10) unexcused absences per year will be construed to mean the student and parents are no longer interested in remaining members of the STFCCS. The student may be disenrolled for what is considered educational neglect.
- Accredited schools are monitored for student attendance. Any student having more than 15 excused or unexcused absences in one semester will be considered at risk for grade level retention. Excused or unexcused absences totaling 30 days may require the student to repeat the current grade.
- Excused absences are those for sickness, medical appointments, funerals, court appearances, or any other extenuating circumstances. Unexcused absences are those for which no parental phone call or note was received, or when a student leaves campus without valid cause.

## **MAKE-UP WORK**

When students miss school, it is the student's responsibility to initiate the process of making up assignments by contacting their individual teachers.

## **FAMILY TRIPS AND/OR VACATIONS**

Family trips and/or vacations should be planned to coincide with school vacations, especially at Christmas and spring break. Parents should not ask for extended days in addition to the scheduled vacation time. Should a family choose otherwise, it must be understood that the student bears full responsibility for all work while he/she vacations. No extra instruction or extensions will be given for the completion of assignments or projects, after their return to school.

## **TARDINESS**

**Tardiness is a disruption to the educational process.** Frequent tardiness may negatively affect a student's progress, creating a serious problem for both student and teacher. Excessive tardies instill in a child a bad habit that is difficult to break and may result in life-long problems.

1. It is the parent/guardian's responsibility to make sure students arrive at school on time. Students arriving after 8:15 AM must be accompanied and signed in by a parent/guardian. Without a tardy slip, they will not be admitted to class.
2. Tardiness is when a student is not in his/her classroom when the late bell rings.
3. Excessive tardies do have an impact on your child's education. Should tardies begin to impact your child's education, a conference will be held immediately.

## **STUDENT CHECK-OUT POLICY**

1. It is the policy of the school that students will not be allowed to leave during the day. When the parents bring students to school, the students will remain on campus until they are picked up at the end of the school day or at the designated hour from the Extended Care Program.
2. Students who must leave for scheduled appointments or other business will follow the steps listed below: (Liability and safety dictate these rules.)
  - a. Parent notifies the Administrator/secretary and completes the appropriate SIGN IN/SIGN OUT form at the school Office.
  - b. School official notifies the teacher and escorts the child to the parent.
  - c. If the student returns to the school between 8:15 AM and 3:15 PM, the student will be signed-in by parent/guardian to ensure that school authorities have taken custody.
  - d. The child is accompanied back to the classroom by a school official.
3. If any other person, not the parent or legal guardian, wants to pick-up a student, the following rules will be followed:
  - a. The School **REQUIRES A PRIOR NOTE, SIGNED BY THE PARENT**, explaining what is to happen and **WHO** will be taking the child.
  - b. The authorized person must identify him/herself to the school Office with a driver's license or other photo ID, **PRIOR** to the child's being released into his/her custody.
  - c. The authorized person completes the appropriate SIGN IN/SIGN OUT form.

4. If legal authorities appear at School to take a student, the following will prevail:  
[Diocesan policy and NM State Guidelines]
- a. The legal authorities will identify themselves and provide the proper identification materials. Once this has been done, the legal authority's home office will be contacted in order to assure the legality of the authorities present and their business.
  - b. The parents will then be contacted and asked to come to the school to ensure that parental permission is duly given. Legal authorities should not resist the time delay if their cause is just.
  - c. If the parent approves of the legal authority's picking up the student(s), the parent and legal authority will sign out the student.
  - d. If the student is returned the same day, the parent will sign-in the student in order that the school may again take custody of the student.

**EXCEPTION:** If a legal authority appears with the request to remove a child and the legitimate purpose is related to Child Abuse, the law requires that there be NO NOTIFICATION of parents. After the legitimacy of the legal authority and the request has been verified, the child is to be released into their custody. In a case where a parent is not involved, the parent may be accompanying the legal authority.

Only the Administrator, or the Administrator's designee, may permit the release of a child to legal authority under any circumstance. This procedure is for the safety of the students.

***NOTE:** Students will not be released to any individual, under any circumstance, when it is the judgment of school personnel that intoxication is apparent.*

## **HOT LUNCH PROGRAM**

Students have the option of ordering hot lunches Monday through Friday. The lunches are free and are picked up at the designated Alamogordo Public School by an STFCCS employee. The students will be asked if they are ordering a hot lunch at the beginning of the school day and the information will be transmitted to the school office staff who, in turn, call in the lunch count to APS.

### **LUNCH BILLING**

Our student information system, FACTS SIS, also automatically charges the student account for the lunch when they order. All parents who wish for their child to order hot lunches will be required to maintain a lunch account with the school.

## **EXTENDED CARE PROGRAM**

The Extended Care Program of St. Frances Cabrini Catholic School is offered as a service to working parents. The program is held from 6:45 – 8:00 in the morning and from 3:30 - 5:15 in the afternoon. Students are monitored by a teacher on the playground from 8:00 – 8:15 am and from 3:15 – 3:30 pm, at which time the teacher will bring any students who have not been picked up by their parents to the Extended Care room.



All students at St. Frances Cabrini Catholic School are automatically enrolled in the program. Rates are \$35.00 weekly for one session (morning or afternoon) or \$50.00 weekly for both sessions (morning and afternoon) for one child and \$5.00/session or \$10.00/session for each subsequent child. **Failure to remain current in paying for this service will result in loss of eligibility for participation.** Students are engaged in playing, reading, doing homework, or tutoring other students.

## WITHDRAWALS

If a child is withdrawn prior to the end of the school year, proper procedures must be followed to ensure that textbooks, library books and school property have been turned in, and all family financial obligations must be settled. A Student Withdrawal Form must be completed, and a copy kept at the school.

## CUSTODY OF CHILDREN

All legal documents addressing issues of child custody as well as clear directives for procedures of implementation of the custody plan must be on file in the Administrator's office. These documents are filed separately from the student's Permanent Record File and are strictly confidential. At the time of registration, it is the obligation of the parent to make the custodial status of their child(ren) known to the School Administrator. At that time, they must provide the Administrator with a copy of all legal documentation relative to custody of the child(ren).

A court order declares who is the custodial parent and decision-maker for the child. The custodial parent determines whether the other parent can pick the child up from school, sit in on the child's classes, eat lunch with the child, etc. This information must be shared with the child's teachers, school secretary and other legitimate supervisors. **The court order must be obeyed by the school, and law enforcement must be called if a parent violates it at the school.**

A motion is a request for the order and is not as binding as the court order. Non-custodial parents may request reports from the school on the child(ren)'s progress but may not use the school for increased visitation. Paying the child(ren)'s tuition does not give the non-custodial parent any rights beyond the court order.

## CHANGE OF PARENT/GUARDIAN INFORMATION

Parents **must** keep the school office informed of any changes in the following information:

- Emergency contact information
- Address
- Telephone number

- FACTS bank account information
- Changes in legal status regarding parental custody of student(s)

*NOTE: It is extremely important that our records are current so that parents can be reached in case of an emergency or should a child become ill while at school.*

## COMMUNICATIONS

### SCHOOL COMMUNICATIONS

At STFCCS, the ordinary means by which the school communicates regularly with parents and guardians is through:

- Principal emails
- Parent Alerts (Text messages)
- Whispering Saints (school newsletter)
- FACTS SIS
- HSA Parent-Teacher Organization emails
- Parent meetings called to disseminate or discuss information
- Facebook School page
- School's website <http://stfccatholic.org/>

**Email is the primary method of communication through our student information system, FACTS SIS. It is imperative that the school has a good email address on file which is checked regularly.** In addition, hardcopy communications from school will also be sent home with the eldest child in the family. Parents need to check backpacks and bookbags daily. The folder contains all handouts and papers that require signatures. Please check it and return it with the student the next day.

### FACTS SIS

FACTS SIS is our student information system and school management system. The teachers and administration use FACTS SIS for attendance, grades, billing, discipline reporting, emergency contact information, registration, etc.

Using FACTS SIS, you will be able to:

- download your bill
- download report cards
- check your child's grades

With FACTS SIS, parents will always have access to information regarding their child's progress and discipline. We strongly advise parents to frequently access FACTS in order to ensure that there are no surprises regarding your child's education.

### CHAIN OF COMMAND

When communicating with the school, parents/guardians must follow the chain of command in the following order:

1. Teacher or administrative assistant, depending on the issue.
2. Administrator

### 3. School Board of Trustees

#### **CONCERNS AND COMPLAINTS**

Everyone at STFCCS provides an excellent Catholic and academic education for students. Please contact your child's teacher during the teacher's working hours if, for any reason, you become dissatisfied with a procedure or event at the school.

Parents cannot go directly to the teacher's classroom unless approved by the front office and/or administration and must obtain a visitor's pass. If you are not satisfied with your communication with the teacher, you may contact the Administrator--If, after communicating with the teacher and administrator, you feel that an adequate solution was not arrived at, your concerns should be brought to the Board of Directors (please refer to the Due Process section on page 19 for instructions.)

#### **STUDENT/TEACHER CONFLICTS**

Should there be any questions or problems involving a student/teacher conflict, the parent/guardian should follow the standard communication chain of command. Please speak with the teacher first. If you cannot reach a resolution, please contact the Administrator. If you cannot arrive at a final resolution with the Administrator, bring your concern to the Board of Directors.

If all on-site efforts still leave the parents unsatisfied, an appeal may be made to the Superintendent of Catholic Schools, who will attempt to resolve the problem(s) and bring about a satisfactory solution

### **DUE PROCESS**

Parents/Guardians and students are entitled to Due Process, which allows a hearing about decisions made. Due Process takes place only after the normal steps of discussion and negotiation at the lowest levels have proved unsatisfactory. Parents/Guardians shall have an opportunity to present their views and may ask the board to review the Administrator's decision.

St. Frances Cabrini Catholic School expects parents and guardians to be supportive of actions taken by the school concerning their children. Such actions are not taken lightly by the school. The first and primary response to a child is one of negotiation and counsel, with the hope that the child can grow in responsibility and maturity.

Due Process Procedures:

1. The request for a Due Process hearing must be made in writing and sent to the chairperson of the STFCCS School Board of Trustees.
2. The School Board of Trustees will set a date for the hearing.
3. The parties concerned must appear in person at the hearing before the School Board of Trustees and make their plea.
4. The School Board of Trustees will consult in closed session to consider a recommendation, which will be given in writing to those who have made the appeal. This may or may not take place on the same date as the hearing.

5. If the advice of the St. Frances Cabrini Catholic School Board of Trustees is still not satisfactory, the parties have the right of appeal to the Superintendent of Catholic Schools in Las Cruces, according to the policy of the diocese.

## **VISITOR POLICIES**

We welcome parents and visitors to our school. Parents and other visitors are required to sign in and out at the school Office. A photo ID must be provided if asked for. Parents and guests are welcome to visit the school and are encouraged to do so. Along with all other visitors, **parents** must sign in and out for the safety and protection of the students and staff. The school Office must know who is always in the school.

Parents and visitors are not allowed to interrupt classroom activity for any reason. To avoid disruption of classes and of the teachers' preparation time, entering the classroom or hallways is contingent upon specific permission from the office and prior knowledge of the teacher. A request from a parent or visitor can be categorically denied.

It is required that all item(s) be **DROPPED OFF** at the **OFFICE** to reduce the disruption to the classroom educational processes. **Please do not bring lunches or forgotten items to the classroom**

### **CLASSROOM OBSERVATION**

Parents wishing to observe classes are required to contact the school office and teacher in advance of the observation. This is also true for parents wishing to volunteer their time working in the classroom. Parents and volunteers in the classroom must dress professionally and conservatively.

### **REQUIREMENTS FOR VOLUNTEERS**

Anyone wishing to volunteer in our schools in any capacity must submit to a diocesan approved background check and attend the VIRTUS Workshop before being allowed to work with children. These measures are required by the Diocese of Las Cruces and the STFCC School Board of Trustees for the safety of our children.

### **CELL PHONE POLICIES**

Student use of cell phones other than for teacher approval instructional purposes will result in the following consequences.

Step 1) Warning

Step 2) Confiscate until end of the day

Step 3) Student sent to office (detention, confiscation of phone till end of day)

Step 4) Parent Pick-up/ Meeting

# DRESS & BEHAVIORAL EXPECTATIONS

## CODE OF CONDUCT

### ADULT CONDUCT CODE

The adults in the school community – teachers, administrators, staff, volunteers, and parents – are expected to act professionally, and to treat each other, as well as the students, with the same *respect, courtesy, and kindness* that the school requires of students. They are to be held to the same standard we hold our students, including behavior, dress, or attitudes. This is a strong witness, the most profound way we teach Christian and community values to our students.

According to the law, teachers, ancillary staff, and administrators “stand in the place of parents” (in loco parentis) during school hours. Parents should make their children aware of this shared responsibility, and refrain from speaking ill of school authorities in the presence of their children. Not only is this a negative way to resolve differences, but it also gives the children permission to show disrespect for authority as well.

If any adult disagrees with any action taken by teachers or the administrator, he/she is urged to follow proper channels to communicate the problem and seek a viable solution.

### STUDENT CONDUCT CODE

Students have simply one rule to follow at St. Frances Cabrini Catholic School – the Golden Rule of *Respect*. This includes **respect** for self, **respect** for others, for property and material goods, **respect** for time, and **respect** for the values, standards, and rules so important to producing the harmonious environment which exists at the school.

St. Frances Cabrini Catholic School will be a safe, happy, and loving place in which to learn and grow when all living within its walls practice RESPECT for others. This is upholding the dignity of the human person made in God’s image. Therefore, teasing, bullying, name-calling, and any physical abuse will not be tolerated at St. Frances Cabrini Catholic School.

## STUDENT RESPONSIBILITIES & EXPECTATIONS

1. Students must complete their schoolwork, follow the rules, and fully participate in the learning process, which includes coming to school with paper, pencils, books, and completed homework assignments.
2. In the spirit of Christian love and charity, students must try to get along with and be considerate of others, be responsible for their own behavior, and do everything possible to contribute to a positive learning environment.
3. Students must listen and follow directions. This includes aids, assistants, custodians, librarians, or any supervising adults authorized by STFCC school authorities.
4. Students must respect the school property and the property of other students. This

includes taking care not to disturb, write upon, or take anyone else's property.

5. Please leave music/audio equipment, video games, hardballs, toys, knives, etc. at home. Cell phones may not be used during school hours. Any of these devices found in use during school hours will be confiscated and returned at the end of the day. If this behavior continues, parents will be required to pick up confiscated items (jump drives may be used, with permission, for academic purposes only.)
6. Students should refrain from engaging in verbal or physical fights and are prohibited from hitting, striking, kicking or in any other way harming another person. Bullying, hazing, or harassment in any form will not be tolerated. STFCCS has a ZERO TOLERANCE policy for harassment/bullying in any form, by or towards employees, students, volunteers, parents, or guardians.
7. All students must always use appropriate language. Cursing and swearing are unacceptable.
8. Always use bathrooms assigned for students, only. Do not use the teachers' bathrooms or lounge area at any time or for any reason.
9. A student must never approach a loiterer at school but report the presence of strangers to the most immediate adult supervisor in the vicinity.
10. Students must always use courtesy and good manners, including extracurricular activities. Remember to make visitors feel welcome and greet them with kindness and respect.
11. Always remember to be a positive role model for younger students.
12. Students should show concern for the physical and mental health of themselves and others and never knowingly possess, transmit, or be under the influence of a drug not specifically prescribed for them by a licensed physician.
13. Students may only call parents/guardians for emergencies (not forgotten homework.) If any student needs to contact a parent/guardian in a non-emergency situation, he/she must obtain permission from the office, and the call will then be placed by a staff member.

## **DISCIPLINE IN THE SCHOOL ENVIRONMENT**

The lack of personal discipline is one of the most serious problems facing families, schools, and society. A major goal of St. Frances Cabrini Catholic School is to develop in children the self-discipline and social discipline so tragically missing in our culture today. Children learn mostly from what they SEE, therefore we expect all adults on the St. Frances Cabrini Catholic School campus to always witness and mirror exemplary behavior.

In order to enforce discipline and good order, school officials may remove privileges such as recess, parties, field trips, and/or social contact as disciplinary actions to deal with any infringement of the expectations, rules and regulations of the school.

Each classroom has a **Classroom Discipline Plan (CDP)**, which is written and administered by the classroom teacher. The Administrator has discretionary authority in imposing consequences.

## **STUDENT EXPECTATIONS**

Each student is expected to:

1. Be here as scheduled.
2. Take responsibility for yourself.
  - a. Treat all people the way you want to be treated.
  - b. Be a model of Jesus.
  - c. Be kind.
  - d. Be a good listener
3. Show respect to adults.
  - a. Use kind and respectful language when speaking and responding.
  - b. Listen to all instructions and follow directions from any supervising adult
4. Show acceptable behavior.
  - a. Be a good example of Jesus
  - b. Think about your actions before you act
  - c. Make good choices.
  - d. Follow the rules of the school, the classroom, and the playground.
  - e. Recognize and report bullying behavior

## **PROBATIONARY PROCEDURES**

Purpose: The probationary period is a minimum of four (4) weeks but could be longer at the discretion of the administrator. The purpose is to determine if St. Frances Cabrini Catholic School is the appropriate placement for the child's academic and developmental needs. If areas of concern arise with the academic or behavioral issues for a child, the Administrator, along with teacher, will develop a Behavioral/Academic Plan (BAP) to make every effort to assist the child in the areas of concern. If egregious misbehavior occurs during the time of probationary period, the administrator has discretionary authority to dis-enroll the student immediately.

The following procedures could be followed for a four (4) week probationary period:

1. During weeks 1-2:
  - a. The teacher will monitor, observe, and assess the child's progress.
  - b. Written observations focusing on areas of concern will be documented.
  - c. Incident reports, grades, attendance records, or other documentation by staff, teachers, Administrator, with input from the student's parents, will be documented to assist in specific academic or behavioral concerns.
2. During weeks 3- 4:
  - a. The teacher will draft a written Behavioral/Academic Plan to support positive changes.
  - b. The teacher will contact the parents and the administrator for a meeting to review the observations, concerns, strengths, and the BAP.
  - c. The team will make any modifications and referrals as necessary to support the plan. At this time, it might be determined that other screenings or referrals would help support the best interest of the child. Alamogordo Public Schools Special Education Department provides services for speech/language, vision, hearing, mental health support, and/or other support resources and screenings.
  - d. Teachers and parents will implement the plan and monitor the child's progress for at least three (3) weeks.
  - e. During this time, the teacher will continue to monitor and document the progress

of BAP, including referral results.

3. During weeks 5-9: (if needed)
  - a. The teacher will schedule another meeting with the Student Assistant Team to assess progress.
  - b. The team will decide to continue services, revise the plan, or implement a transition plan for termination of services to be in place by the ninth (9<sup>th</sup>) week.

## **VIOLATIONS AND CONSEQUENCES**

Below are listed two levels of violations, with the relevant consequences that are in practice at St. Frances Cabrini Catholic School.

### ***CATEGORY I***

#### ***First Level Violations***

- Actions by which an individual infringes upon the rights of another individual. ○
- Misconduct such as teasing, bullying, name-calling, continued after a warning. ○ Use of foul or obscene language; profanity and/or language that amounts to sexual harassment.
  - Disrespecting another by demonstrating affection in an *inappropriate way* within the school environment.

#### **First Level Consequences.**

1. Each teacher will put a Class Discipline Plan into effect.
2. The Teacher and the Administrator will provide a corrective behavior plan. 3. In both 1 and 2, **detention, time-out, suspension, or probation** could be considered. If the CDP, the BAP, and all other attempts fail, the student may be expelled.

### ***CATEGORY II***

#### ***Second Level Violations***

1. A Second-Level violation is conduct that upsets the learning process of the school; the safety and/or moral well-being of students and staff.
  - Activity or conduct in serious violation of Christian teaching.
  - Violation of penal law or ordinance, or adjudication as a delinquent child by a Court.
  - Fighting and other physical contact which results in bodily harm to another.
  - Throwing rocks, wood chips or any items at another student or dangerously pushing students anywhere on school grounds.
  - Possession of a weapon, or a potentially dangerous weapon such as a pocketknife, even when not used in a threatening way. Toy guns, play swords and the like will be confiscated and not returned.
  - Possession, use, and distribution of alcohol, tobacco, drugs, or any harmful substance on school premises. A **PRETENSE** of the use or distribution of drugs or harmful substances. All aerosols, e.g., hair spray, deodorant spray, and glue are prohibited, should not be brought to school, or kept in book bags.
  - Refusal to obey reasonable directives; insubordination, persistent disregard of the regulations in the Parent/Student Handbook.
  - Theft, deliberately concealing or misplacing someone else's property.
  - Harassing another in any way, either during or after school hours, such as by telephone. This includes teasing, name-calling and bullying or verbally assaulting and threatening another.

Second Level Violations will result in **detention, suspension, or expulsion**



## **DEFINITION OF CONSEQUENCES**

**Detention:** A teacher-imposed, short-term response to a minor offense. A student in detention may not participate in recess or other extracurricular activities. Detention can be assigned during the school day, or after school with the knowledge of the parent.

**Time-out:** In order to allow the student to “calm down,” he/she is sent to a supervised but quiet area. The length of time shall be age-appropriate and determined by the teacher. The parents will be notified after the fact.

**Suspension:** Students are excluded from school privileges for a period assessed by the Administrator. A suspended student must remain at school until the office contacts a parent or authorized adult. Only the Administrator, or the designee in

the Administrator’s absence may suspend a student. Parents will be notified by the administrator or his/her designee.

A suspended student may not return to school until the re-entry conference has been held. The teachers involved, and the Administrator may be present at the re-entry conference with the student and his/her parents. Repeated suspension will result in the student being asked to withdraw from the school.

**Probation:** A specified time during which the student is observed as to his/her willingness and ability to follow the academic and/or behavioral norms of St. Frances Cabrini Catholic School.

Conditions of the Probation will be set down as described in the section on Probationary Procedures on page 23. The outcome of this procedure will determine the future of the student at St. Frances Cabrini Catholic School.

**Expulsion:** A student will be terminated at St. Frances Cabrini Catholic School for an individual serious offense, or because of unsuccessful attempts of the Behavior/Academic Plan, or the final recommendation of the Probationary Procedures process.

Parents who disagree with a decision for expulsion have the right of appeal to the School Board of Trustees. They should submit their appeal in writing, and then present their appeal at the Public Input section of a School Board of Trustees meeting on the day appointed by the Board.

## **SCHOOL UNIFORMS & DRESS CODE**

Parents have the first responsibility to see that their children follow the school’s Dress Code. Uniforms are worn daily, and at times and events determined by the Administrator. Uniform dress encourages a sense of common bond and purpose, and it creates a sense of belonging to the school community. It also eliminates the unhealthy distraction of keeping up with material fads and fashions.

Since the uniform is not a specific brand, school uniforms are available at most department or discount stores. The school offers previously worn (and many brand new) uniforms for sale at reduced prices. Students may be asked to change to a used uniform if they are not in compliance

with the dress code. Parents may be contacted to bring proper uniform attire or pick up a child if a used uniform cannot be found.

## **SCHOOL UNIFORMS**

**PreK-6<sup>th</sup> Grade BOYS:** The uniform for boys consists of khaki or blue shorts/pants for boys with a navy/light blue or white polo shirt. The shirts must be tucked in.

For Mass Dress, boys are required to wear a blue or white button-down collared shirt (oxford shirt) with a necktie. Clip-on ties and bow ties are also acceptable. The ties must also be navy/light blue and/or white. Blazers are available and recommended but not required now.

**PreK-6<sup>th</sup> Grade GIRLS:** The uniform for girls consists of khaki or blue pants, shorts, skorts, skirts or jumpers with a navy/light blue or white polo shirt.

For Mass Dress, girls are required to wear either a khaki or blue skirt or jumper with a peter pan blouse and crossover tie. During the wintertime, girls can wear leggings. Girls are also **REQUIRED** to wear shorts under their skirts and dresses. Blazers are recommended to be worn when wearing a skirt as part of Mass dress but are not required now.

All clothing except for plaid items, must be of solid color, with white, light blue or navy blue. Furthermore, shorts, skorts, skirts and dresses must be at least knee length.

**7<sup>th</sup> & 8<sup>th</sup> Grade Girls & Boys:** The uniform consists of black or tan pants, skirts, or shorts with a red or white polo shirt, or button-down shirt/blouse. Boys and girls may wear a tan or black blazer, tan, black, or grey sweatshirt, or sweater. Hooded sweatshirts are allowed if hoods are not worn inside. **NO LOGOS** except the St. Frances Cabrini crest. **NO** specialized printing or pictures present.

For mass dress, students are required to wear black or tan bottoms, red or white button-down shirt/blouse, blazer jacket or sweater. **SWEATSHIRTS/HOODIES** are not allowed during mass. Ties for both boys and girls.

Students/parents are responsible for attaching the St. Frances Cabrini crest or getting the embroidery work on the appropriate item such as a blazer, sweater, or sweatshirt. No logos, embroidery or patches on polo shirts or button-down shirts/blouses.

Modesty is a very important virtue, rooted in Gospel Teachings, and which is often ignored today. Modesty helps our children to learn what true beauty is and to respect their inherent dignity as children of God as well as the dignity of others. It is important to the mission of our school that we teach and model the virtue of modesty to our students.

**\*Spirit shirts for PreK-8<sup>th</sup> grades may only be worn on Wednesdays and any other day designated by school administration.**

The Administrator will make discretionary decisions regarding appropriate attire in a consistent, fair manner. If students are not in compliance with the dress code, parents will be called and requested to bring appropriate dress.

The Administrator will make discretionary decisions regarding appropriate attire in a consistent, fair manner. If students are not in compliance with the dress code, parents will be called and requested to bring appropriate dress.

## **GENERAL GUIDELINES**

- Shirts and blouses should be of solid color, have collars and sleeves (sleeveless is not allowed) and be always tucked in.
- Navy blue cardigan sweaters and fleece or bomber jackets may be worn *over* shirts or

blouses during chilly weather. Non-uniform heavy coats may only be worn outside, during cold weather.

- Jewelry must be conservative, for example, a watch, simple necklace, or stud earring for girls. (No looped earrings for safety purposes.)

### **SPECIFICALLY PROHIBITED**

- Open-toe shoes/flip flops (during PE days)
- Loose, baggy pants that hang or fall below the waist
  - Skirts and skorts will fit properly at the waist and must be at least knee length.

### **GROOMING**

Boys:

- Hair must be neatly combed

Girls:

- Hair must be neatly combed
- No make-up may be worn

### **ACCESSORIES**

- Heavy coats, scarves and gloves may be worn during colder weather outside only
- Jewelry--Students may wear the following:
  - A Christian symbol on a small chain around the neck
  - A watch or bracelet

### **FREE DRESS FRIDAYS (OR DESIGNATED DAYS BY SCHOOL**

**PERSONNEL)** Students must dress in good taste. The following items are not permitted: • Halter and spaghetti straps

- Strapless, low-cut dresses or partial or bare midriffs
- Cut-off tops, see-through clothing
- Clothing with slogans, wording, or pictures of a questionable nature
- Short shorts (shorts must be knee length)
- Tight or baggy clothes
- Long belts
- Clothing with holes
- Muscle shirts or sleeveless shirts

Free Dress Day passes may be purchased for \$1.00 each which benefits classroom funds. Free Dress Day passes may be used on Fridays, or designated by school personnel only, unless stated otherwise. Jeans may only be worn with a Free Dress Day Pass.

### **DRESS CODE VIOLATIONS**

The School Board of Trustees has approved a dress code for all students. Parents/guardians accept responsibility for their children's adherence to the dress code. If students are not in proper uniform, parents may 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. A student may not be eligible to participate if proper attire cannot be provided by the parent.

## **LUNCH TIME ETIQUETTE**

Lunch blessing is said in each classroom before going to lunch. This can be a traditional prayer or a spontaneous one.

- Students are asked to eat quietly, following proper dining etiquette.
- Good manners and courtesy are always expected from all students.
- Each student is expected to eat his/her own lunch.
- Students must obey all directions by the adult lunchroom monitor (s).
- Each student is expected to clean up after him/herself – close milk cartons, throw away trash, wipe up any spills.

Students will leave their assigned tables at the direction of the person on duty and exit to the playground through the specified door. As a special privilege, and with the Administrator's permission, a class may eat outdoors. All the rules for indoor eating apply.

Parents should take forgotten lunches to the school office where they will be kept until lunchtime. The child's name is to be on the lunch bag.

## **PLAYGROUND ETIQUETTE**

All rules apply to school time and extended day care use of facilities.

### **GENERAL RECESS**

- Adults/teachers on duty should facilitate taking turns on equipment and games.
- Soccer, kick ball, and touch football may be played at recess. Hard bats and balls are limited to
  - P.E. time or directed play with a teacher.
- Do not disrupt games in progress or get in the way of P.E. classes.
- Do not bounce balls against the building.
- Do not throw wood chips, sand, rocks, or other objects.
- No rough play or karate kicking will be tolerated.
- Line up immediately when the bell rings (or the whistle blows).
- Pick up and return all equipment to proper storage areas.
- Any portion of the playground not visible to the staff on duty is off limits.
- The preschool playground is for the use of students in the preschool program only.

### **SLIDES**

- Do not push others on the slide.
- Do not use the slide if there are puddles at the bottom of the slide.

## **CLIMBING**

- Do not flip from top bars or hang by knees.
- Do not play tag, sit, or walk on top of bars.
- Do not climb on any trees or fences.

## **SWINGS**

- Do not stand too close to swings that are in use.
- Do not jump from moving swings.
- Do not stand in swings, swing doubles, twist chains, or swing too high.

# **ACADEMICS & SCHOOL CURRICULUM**

## **CURRICULUM**

St. Frances Cabrini Catholic School offers a full academic curriculum for students in pre-kindergarten through seventh grade. STFCCS has adopted the Standards and Benchmarks from the Archdiocese of Santa Fe.

The required core subject areas for all students include religion, mathematics, language arts, social studies, and science. Other required life skills include physical education, art, music, latin, library skills and computer literacy. The school follows the curriculum prescribed by the New Mexico Public Education Department. The New Mexico Public Education Department and the Western Catholic Educational Association currently accredits St. Frances Cabrini Catholic School.

Journal writing is a method used to improve writing. Journals are not “private thoughts.” They will be read by teachers utilizing journals as instructional tools. Information in journals is considered confidential only if there is no risk to the health, safety, or life of any individual.

## **CHRISTIAN SEXUALITY AND FAMILY LIFE**

In compliance with state and diocesan requirements, education in human sexuality is provided at St. Frances Cabrini Catholic School appropriate to the level of the student. All materials adhere to Roman Catholic teachings on Christian sexuality and family life. The subject is taught in such a way to promote home discussion and strengthen both the family's values and the student's future moral decision making.

Parents will be notified before this is taught and they are welcome to review the materials. A parent who does not wish his/her child to participate must provide the administrator with a written memo to this effect. A child not having permission to participate in the program will be given an alternative assignment to complete while they are out of class for that lesson.

## **TEXTBOOKS**

Textbooks are provided to the students by the school on a loan basis. The student is responsible for the textbook and **MUST** protect its condition.

Out of respect for material goods and practicing Christian stewardship, students are to take proper care of their textbooks. If a student loses a textbook, he/she must pay for the textbook before he/she will be issued a replacement. Any damage to the textbooks will be charged to the student at the end of the school year.

## **FEDERAL PROGRAMS**

St. Frances Cabrini Catholic School participates in the following Federally Funded Programs:

- **Title I** Reading and Math. A Supreme Court Review of the cases Aguilar vs. Fenton and Agostini vs. Fenton brought by New York City (1998) resulted in the right of religious (sectarian) schools to have services provided on the school campus.
- **Title II** Professional Development Programs for Licensed Staff.

At the start of each school year, the school administrator will evaluate the student population and notify the School Board of Trustees of all students that may be eligible for the Title 1 program within the first 30 days after school starts.

## **FIELD TRIPS**

Field trips are encouraged for all grade levels. Curriculum-based field trips are taken only after proper planning and assessment of the educational value and correlation with the subject is determined. There must be assurance that the objectives are appropriate for the grade level of the students. Pre-trip teaching and preparation and appropriate follow-up activities are incorporated into the field trips. Prior administrative permission must be given.

Field trips are community-education based and must have an instructional, cultural, or enrichment value.

Students will not be allowed to take part in field trips without a school signed permission slip from their parents/guardians. Parents/guardians will always be notified of a planned field trip prior to its occurrence. All students are expected to participate.

A FORM requiring parental permission and signature will be provided for each trip taken. Students not returning this form will not participate in the field trip.

Transportation for field trips is provided for all students by parents in private vehicles and/or the school bus/van. All drivers must be insured. All drivers must be properly licensed and insured with the amounts required by the Diocese of Las Cruces. This information must be on file in the school office and **updated annually**.

## **RELIGIOUS EDUCATION & FAITH FORMATION**

All teachers and staff at St. Frances Cabrini Catholic School believe in the need for a solid spiritual life and are committed to fostering the same in all students enrolled at this School. We believe that belief in God and the practice of faith must be a lived reality.

## **CLASS**

Religion is taught as an academic course. All students, Catholic and non-Catholic, are required to

take the class and all students will be graded. Religion includes attendance at the school community's weekly Mass and participation in other devotional activities.

## **MASS**

All students, Catholic and non-Catholic, at STFCCS will attend Mass once a week. The Celebration of the Eucharist is an important part of the religious formation at St. Frances Cabrini Catholic School. Mass is tentatively scheduled for Thursday mornings at 10 or 10:30 a.m. in the Chapel of the Assumption. Teachers are expected to attend Mass with their students. Seating is pre-arranged and is assigned at the beginning of the school year.

Mass uniforms are required on Mass days. Parents, grandparents, and friends of the school are always welcome to these celebrations, which will be scheduled on the monthly calendar of events (please sit towards the back of the chapel to allow room in front for the students.)

Teachers and students participate in the preparation and facilitation of liturgical services on a rotation basis. The students will serve Mass, to include proclaiming the Word of God and reading the petitions. Students who have had their first communion are invited to serve as Altar Servers.

## **PRAYERS**

We pray together before class begins in the morning, before and after lunch, and before dismissal. Classroom prayers may vary in design because children are often motivated to pray when they are allowed to offer their own intentions and/or spontaneous prayer. Students in the preschool program and kindergarten children will offer an appropriate prayer before eating snacks. After the morning prayer offering, students will recite the Pledge of Allegiance and the Salute to the State of New Mexico.

## **SACRAMENTS**

Catholic students in the Third Grade are prepared to receive the Sacrament of First Reconciliation and First Eucharist, along with students in other classes who desire to receive these Sacraments. When students are ready to receive these sacraments, arrangements are made with their respective parishes to have the students join the CCD students during their ceremonies.

## **HOMEWORK**

Homework is a necessary component of a child's education, providing the opportunity to develop independent work habits and a sense of responsibility. Parents are asked to assist the homework process by:

- Reading with your primary child for 10 minutes each evening and questioning your child for comprehension.
- Providing a quiet study place at home,
- Setting aside regular study time in the evenings,
- Restricting use of radio, TV, telephone, etc. during homework periods,
- Checking completed homework and signing child's agenda, and
- Seeking help from your child's teacher when you see your child is struggling.

## **SCIENCE FAIR**

Science Fairs provide opportunities for students to grow in scientific knowledge, independent thinking, research skills, self-direction, and articulation. Students at St. Frances Cabrini Catholic School participate annually in local Science Fairs. An exhibit of projects – conforming to established criteria – is held at School prior to the competitions. Students using computers must do their own work and demonstrate proficiency in the subject they have chosen.

Parents may help direct the student but must remember that Science Fairs are intended for the benefit of students and not as a competition for parents. **The Science Fair is mandatory for students in kindergarten through eighth grade.**

## GRADING & ASSESSMENT

Assessment of student work will include teacher observation, as well as the student's work, such as: written assignments, portfolios, tests, projects, oral reports, activities requiring initiative, group interactions, and class participation, including critical thinking.

Report card grades reflect the student's progress. Schools of the Diocese of Las Cruces adhere to the following grading standards and symbols.

- Grades K-7th** A = Meeting and Exceeding State Standards (93 -100%) B = Meeting State Standards (83 - 92%)  
C = Meeting State Standards with substantial intervention (70-82%)  
D = Below State Standards / Little or No effort evident (60-69%)  
Must be improved to ensure credit.  
U = Student is in danger of not passing or not being promoted, or may need to be referred for special diagnostic testing.

## HONOR ROLL

### Grades K-7

Highest Honor ("A") Roll: All "A's"

Student has received an accumulated "A" average in these subjects: Religion, Reading, Language Arts/Writing, Math, Science, Social Studies, Physical Education/ Health (combined) and Music and Spelling

Second Honor ("B") Roll: "A's" and/or "B's"

## PROGRESS REPORTS

Progress Reports are issued mid-quarter (four times per school year) for Grades K-7. Parents are asked to study these reports, discuss them with their child and contact the teacher if necessary. A skills assessment report is also offered by our preschool program on a quarterly basis. Parent signatures are required and returned to the classroom teacher.

## REPORT CARDS

Report Cards are issued quarterly for Grades K through seven. Parents should discuss the report with the child, sign the form, and return it to the child's teacher *within one week*. The school will retain a copy of the signed report card and return the original.



## TESTING PROGRAM

STFCCS follows a Standardized Assessment Program as follows:

1. STAR 360 (Renaissance Learning), is administered three times a year in grades kindergarten through 8<sup>th</sup> Grade. (There is an option to evaluate our Pre-K students, as well.) All students are required to participate in the testing program. No testing modifications will be made without a recognized IEP authorization of modifications.
2. Test reports may be reviewed with both students and parents/guardians. Test results help to track the instructional progress of the school.
3. A beginning of the year assessment is administered to all students. This information will be compared to the results of the end of the year assessments to determine overall growth.
4. Formative assessments are given to all students throughout the school year to track academic progress and to inform teachers of student progress.

## CONTESTS & COMPETITIONS

Participation in contests involving creative writing, speech, art, music, spelling, geography, science, and the like are strongly encouraged. Such contests give individual students an opportunity to develop their skills and reflect credit on the school.

The school is looking to form clubs within the school for students to participate in during and after hours to include Junior Lego League, Debate and Speech Club, Math Club, Chess Club, Art Club, etc.

## PROMOTION, RETENTION & REMEDIATION

### PROMOTION

A student shall advance to the next higher grade after satisfactorily completing all requirements and competencies for the current grade level.

### REMEDICATION

Under-achieving students may require a *Remediation Plan*. The teacher, Administrator and parent will develop this plan. It is recommended that the *Student Assistance Team* be involved. Such a plan may include referral to a tutor, after-school help at St. Frances Cabrini Catholic School, or through another agency.

## **RETENTION**

The decision to recommend *retaining a student* is made only after remedial interventions have been unsuccessful, and after parent/teacher conferences have been held to discuss the mutual concern.

Further remedial strategies will be implemented in the subsequent year, and regular evaluations will take place to ascertain if the school is meeting the child's needs. Retention in the same grade shall be for no more than one school year.

## **SKIPPING A GRADE**

At St. Frances Cabrini Catholic School, negotiations for the decision regarding a student *skipping a grade* must take place in the spring prior to the next school year. The Administrator, parents, current teacher, and subsequent teacher are to participate in the decision. Permitting a student to skip a grade is not recommended for children in kindergarten through the third grade. A child may be academically astute on this level, but emotional development that begins around third grade can be impacted, causing problems later.

## **COUNSELING**

Teachers and parents may refer students who are struggling academically, or who demonstrate behaviors or attitudes that are inconsistent with quality learning, to the school administrator, who will seek a solution in the best interest of the student.

First, there will be a parent/teacher conference, followed by the study and recommendations of the Administrator and teachers. A Remedial Plan, a Corrective behavior plan, or some other arrangement may be made. The Probationary Policy may be put into effect, if this seems to be in the best interest of the student. The Administrator will coordinate the timely review and assessment of any plans that are in place. If the situation has not improved, and on-site solutions have proved inadequate, the Administrator must communicate to the parents that the school can no longer deal with the problem. Parents will become responsible for any future efforts and be helped with referrals to outside services.

## **EXTRACURRICULAR ACTIVITIES**

Notification of extracurricular activities available for students at St. Frances Cabrini Catholic School will be provided to students throughout the year. Parents with appropriate skills and talents to offer should contact the Administrator, as these are always welcome.

## **LIBRARY, MEDIA CENTER & COMPUTER LAB**

St. Frances Cabrini Catholic School has a quality library-media center that provides students with enjoyable and educational reading opportunities to do research through the written word as well as on computers and the Internet. Each class has at least one scheduled library period

during the week. Classroom teachers are responsible for teaching Library Skills and Computer skills according to the diocesan curriculum.

Students are responsible for library material in their care and are expected to return them on time. Library regulations are:

1. The library is a place of learning. Quietness and consideration for other library users and materials are the main rules.
2. Lost or damaged books must be replaced at the cost determined by the librarian. Replacement cost is based on original cost and age of the book.
3. One (1) video per week may be checked out for one week.
4. Replacement cost for a lost or damaged video is \$20.00.
5. Non-payment of library fines will result in withholding Report Cards, and loss of the use of the Internet.

## **PARENT TEACHER CONFERENCES**

Parent/Teacher Conferences are held at minimum twice according to the school calendar. For the convenience of parents, the hours for these formal conferences are from 8:00 a.m. until 5:00 p.m. Parents should call their child's teacher at the school for additional conferences. Teachers may also schedule additional conferences.

## **PRESCHOOL PROGRAM**

St. Frances Cabrini's **Preschool program** consists of full day programs for three and four-year old students as well as five-year old's who were not able to begin Kindergarten in the current school year. Admission is at the discretion of the teacher and the Administrator. While the program for four-year-old students is considered advanced, the program is designed to teach every student at their learning level in order to best prepare the child for kindergarten the following year

## HEALTH & SAFETY

### ACCIDENTS

To protect the school and the individual from liability, any supervising adult **MUST** report **ANY** accident to the Administrator's office **IMMEDIATELY**, and a written report must be filed within a 24-hour period. If a student needs treatment, the school will notify the parent as soon as possible. The school staff files a record of all accidents and sends a copy of the report to the Diocesan Insurance Coordinator.

### HARASSMENT/SEXUAL HARASSMENT

Harassment of or by students, teachers, supervisors, volunteers, staff members, or parents is unacceptable conduct and shall not be tolerated at St. Frances Cabrini Catholic School. All adults are obligated to be alert to harassment of any form, including bullying, and to take corrective action.

Harassment is prohibited by both Federal and New Mexico State laws. NM Statute 30-3A.2 states:

*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 substantial emotional distress. Whoever commits harassment is guilty of a misdemeanor.*

Teachers provide age-appropriate instruction on harassment and sexual harassment. Videos and lesson outlines are available from the Office of Catholic Schools for this purpose.

If a student, teacher, staff person, supervisor or volunteer is being harassed, or harassing someone, the procedure for enforcement of consequences to the person who is harassing is contained in the diocesan schools POLICY MANUAL and must be implemented immediately.

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

### HEALTH RECORDS

The volunteer school nurse and her State Department of Education (SDE) licensed supervisor check student health records and keep them up to date. EVERY PARENT is responsible for informing school officials and the child's teacher about any health problems such as epilepsy, asthma, intestinal problems, migraine headaches, etc. ***Specific instructions must be in writing.***

## ILLNESS, CHRONIC PROBLEMS

If a student becomes ill during the school day, the parent will be notified. These are the guidelines for symptoms indicating a sick student shall be sent home:

- vomiting and/or diarrhea
- temperature greater than 100 degrees orally or by ear
- severe and/or persistent coughing spells
- a dramatic change in behavior, fainting spell, or seizure
- student has a contagious disease
- yellow or green discharge is present from eyes or nose
- inflamed or “pink” eye
- outbreaks of rash whose origin is unknown
- lice

SIGN-OUT procedures must be followed. A normal temperature (98.6 degrees) must be maintained for 24 hours before the child returns to school. A prolonged absence requires a doctor’s note.

If a student is unable to participate in recess or Physical Education activities, a note is required from the student’s doctor stating the reason for the inability to participate. A parent conference will be required if the period of non-participation becomes extended.

Communicable diseases will be handled on an individual basis, according to the guidelines for that disease issued by both state and local Health Departments, as well as the Center for Disease Control. To re-admit a student who has had a communicable disease, a WRITTEN AUTHORIZATION from a physician must be presented to the Administrator.

Due to any health concerns not mentioned above, the Administrator has discretionary authority to send students home and not re-admit them if it is deemed necessary.

## IMMUNIZATIONS

The State Health Department mandates that **ALL STUDENTS have their immunizations up to date**. A copy of the immunization record is mandatory upon registration. Students whose immunization schedule is not current may not be in any school – public or private.

## MEDICATION

St. Frances Cabrini Catholic School follows a very strict, detailed policy regarding medications that are to be administered at School. This policy and its procedures will be provided to and explained to parents of students for whom medications during the school hours is a necessity.

As a specific guideline, it is the parent's responsibility to make sure the child receives the scheduled doses. In certain instances, parents may be required to come to the school to administer the medication, **IN THE SCHOOL OFFICE, OR A DESIGNATED AREA AWAY FROM THE STUDENTS.**

Parents must drop off ALL medications (in their original containers) in the school Office, with **EXPLICIT WRITTEN INSTRUCTIONS** for use. An Authorization to Administer Medications form is also required **with written and documented consent from the child's physician.** All instructions must include the parent signature. No over-the-counter medications will be administered unless ordered by prescription.

Medications are administered during the school day, **ONLY** by an authorized adult. **NO ONE IS AUTHORIZED TO ADMINISTER MEDICATIONS IN THE CLASSROOM.**

No medication may be kept or self-administered by the student. Parents must pick up unused medications at the end of each semester, or they will be destroyed.

## **PROHIBITED ITEMS**

Any toy, electronic device, weapon or articles which could be used as a weapon are strictly prohibited from campus. Students must surrender all prohibited items to the teacher, or any adult who confronts the student, immediately and without argument. Confiscated items will be held in the office until a conference is held with the parents of the student who violated the rule.

St. Frances Cabrini Catholic School prohibits items considered distracting to the educational process unless specifically authorized by the Administrator. For example: pets, radios, boom boxes, tapes, CD's, MP3 players, toys, magazines, cell phones and so forth. These items are considered disruptive and distracting, and will be held in the school office until picked up by the parent. Any item considered dangerous, or a safety hazard, will be confiscated immediately.

## **SUBSTANCE ABUSE**

St. Frances Cabrini Catholic School will do all in its power to advise and warn students and other members of the school community of the dangers and consequences of substance abuse. Having done this, the school expects that individuals who choose to use, sell, or keep drugs in their possession must be prepared to accept complete responsibility and consequences for their actions.

If a student has a substance abuse problem, he or she must obtain proper treatment apart from the school. The Administrator will advise parents of procedures and sources of assistance for the abuser and the family, in whatever way is possible. If a student is found to possess drugs or to be under the influence of a controlled substance on School property, or at a school function:

- a. If the student is ill, he/she will be referred to a doctor.
- b. The controlled substance will be confiscated.
- c. The student will remain temporarily under the doctor's care, or in the principal's office.
- d. Parents will be contacted.
- e. If a substance has been confiscated, law enforcement authorities will be contacted and

advised of the situation.

f. The student will be suspended by the Administrator for a period not to exceed five (5) days. During this time, the student and parent must request a formal conference with the Administrator to decide the next step(s) to be taken. Options are to continue suspension, require probation and professional counseling, or terminate the student.

## THREATS

Any student who threatens to injure another student, or who intimidates another student in any way, shall receive a disciplinary response depending upon the severity of their action. If the behavior is considered serious by the administration or continues, the student will be dismissed from School. Lawful authorities will be notified, and arrest may be possible. Teachers and parents are to impress upon students the importance of reporting such behaviors immediately, and without fear of retaliation.

## WEAPONS

Any student who possesses a dangerous weapon, or an instrument considered by School authorities to be a dangerous weapon, on School grounds at any time, at any school activity, function, or event – will be removed from School or the activity/event immediately and subject to dismissal. Lawful authorities will be notified, and arrest may be possible.

## CHILD ABUSE/DRUG ABUSE IN-SERVICE

To better serve and care for the children entrusted to them, every employee and *regular volunteer* who works in contact with students is required, by both the State of New Mexico and the Diocese of Las Cruces, to participate in a **Child Abuse/Sexual Misconduct Workshop, entitled “VIRTUS”** and to receive a copy of the Sexual Misconduct Policy of the Diocese of Las Cruces. This includes some of the categories of service in the *Family Involvement Program*. A record of this attendance is kept in the permanent file of the employee, and at the Office of Catholic Schools in Las Cruces. If a regular volunteer is a parent of a student, a copy will be kept in the student’s file.

Parents and teachers can help our students protect themselves from adult predators by learning the techniques of how to present age-appropriate material to students, carefully supervising children on campus, and studying the health and safety issues surrounding this subject. If any parent does not want any student to be exposed to any of this material, the objection will be considered only after the material has been presented to the parent.

**NEW MEXICO STATE LAW:** Every person who has knowledge of or suspects child abuse or neglect IS REQUIRED BY STATE LAW to report this to the local Child Protective Agency, or police department. Abuse can be physical, emotional, psychological, sexual, verbal, or neglect.

## SEARCH & SEIZURE

School property assigned to a student, *and a student's person or property*, are subject to search while the student is under the authority of the school. The “property” of a student is considered to be the student’s desk, the student’s locker, and other storage areas assigned to the student.

The Administrator will conduct a search if there is reasonable suspicion that a crime or other breach of disciplinary rules is occurring, or has occurred, and when the Administrator has reasonable suspicion to believe that a search is necessary to help maintain School discipline.

When searching individual property, reasonable suspicion is in effect. The Administrator shall use caution and discretion. A person who consents to assist the Administrator in a search becomes an authorized person for the purpose of that search only. Diocesan schools’ policy shall be carefully adhered to if any search becomes necessary. The Administrator shall conduct a search in the presence of an adult witness of the same gender as the student to be searched.

# EMERGENCY PROCEDURES

## SAFE SCHOOL RESPONSE PLAN

The principal is responsible to ensure that teachers and students are aware of and practice emergency crisis responses on a regular basis so that responses become “second nature” to the children. The School’s **EMERGENCY PREPAREDNESS INSTRUCTIONS AND SRP (Standard Response Protocols)** provides detailed instructions. If the following emergencies or disasters occur, the principal, administrative assistant and teachers shall direct the appropriate action and orderly movement of students to areas that are considered safe after the extent of the emergency has been determined. It may become necessary to rehearse one or more procedures with parental involvement as to traffic and media control and panic control.

The department of Public Safety (DPS) shall be contacted as soon as possible. If children must be sent home, they are to be released only to authorized caretakers.

### **FIRE DRILLS**

School administration is responsible for conducting weekly fire drills the first month of school, and monthly fire drills thereafter using regular, alternate, and obstructed exit routes. The relevant exit routes are to be posted in an obvious place in each room of the school at the eye level of most of the occupants. In the event of an actual fire, the principal will assist the evacuation in the most feasible manner.

### **BOMB THREAT**

School administration will alert the teachers and students to evacuate the building. The principal and the teachers will see that all students and visitors are kept out of the building until an official of the DPS determines it is safe to return.



### **DANGEROUS PERSON ON GROUNDS/IN BUILDING**

School administration will call for police assistance and notify staff quietly. Students outside will be taken to a safe area off campus and remain there with supervision. Teachers should lock classroom doors that prohibit entry from outside and remain out of sight until it is safe. The principal will notify all when it is safe to return to normal.

### **SEVERE WINDSTORM/TORNADO**

School administration and teachers will instruct all students to duck and cover until the danger or drill has concluded.

### **UTILITY OUTAGE/FAILURE**

School administration will contact the appropriate utility company to determine the time for repairs. Parents will be contacted if their children may be picked up due to the school day being significantly impaired.

**SRP (Standard Response Protocol)**  
**In an EMERGENCY when you hear it. Do it.**

**LOCKOUT!** Get inside. Lock outside doors.

**LOCKDOWN!** Locks, light, and out of sight.

**EVACUATE!** To announce location.

**SHELTER!** Hazard and safety strategy.

## **GENERAL INFORMATION**

### **HOME & SCHOOL ASSOCIATION (HSA)**

The Home and School Association (HSA) is the parent-teacher organization of St. Frances Cabrini Catholic School. The association is governed by By-Laws approved by the school board (4-26-2017). Enrollment in the School automatically gives parents membership in the HSA Parent-Teacher Organization. The HSA is committed to the welfare of the school and plays a significant role in keeping the school financially solvent. One of the main activities of the HSA Parent-Teacher Organization is to coordinate and track a family's involvement and participation by the number of In-Service hours each family takes part in.

The Monthly meetings serve as a forum for parents, teachers, the administrator, and the school board of trustees. The meetings are open to discussion and voice concerns.

School fundraisers belong to the HSA Parent-Teacher Organization to coordinate and conduct. All fundraisers must be presented to the school board of trustees for approval. The project person for the fund raiser will be required to complete a financial statement within 15 days after the event. The financial report is for documenting cost and tracking funds. The final report will be presented to the school board for entry into the board meeting minutes, as well as the financial record keeping of STFCC school bookkeeping.

Funds raised by the HSA Parent-Teacher Organization become part of the operating budget of the school and are administered by the school principal under the direction of the school board.

The president of the HSA Parent-Teacher Organization or the designated parent is invited to attend school board meetings, as a non-voting member, representing the interests of parents and students and keeping the school board of trustees informed of issues of concern to this organization.

## **FAMILY SERVICE HOURS**

The Family Service Hours are a service component of the annual tuition. It is a way to promote school and family partnership and keep down tuition costs. It builds the school community, which then becomes a model for the Church and civil community.

Following, are suggestions that might trigger ideas for Family Involvement

contributions: • Volunteer to help at St. Frances Cabrini Thrift Store, open year-round.

- Help to maintain school grounds
- Volunteer to drive and chaperone for field trips and fund-raisers. **MUST MEET INSURANCE REQUIREMENTS.**
- Assist at lunch, playground duty 11:15-12:10. (This is a critical need)
- Build shelves, do minor maintenance, and school clean-up projects.
- Recruit a Home Room Parent to assist the Teacher in planning class activities and contacting other parents.

The above guide is provided to assist parents in the fulfillment of their 20 + 5 (Enchilada Fundraiser) Service Hours commitment. Parents are encouraged to be active in the Home/School Association, and to participate in fund-raisers throughout the year. The family is encouraged to join and participate in the Home and School program. There is a \$5 donation requested to assist in covering operating costs. \$10 per hour will be charged for services hours not completed by the end of year. Parents need to turn in Service Hours at the end of each semester.

## **FUNDRAISERS**

The cost of educating a student at St. Frances Cabrini Catholic School exceeds the tuition rate. Activities are planned to keep tuition costs at a reasonable level, and to build community among the participants. Parents and students are asked to cooperate as much as possible in supporting the following:

- The St. Frances Cabrini Thrift Store contributes toward the school's annual operational budget. If the thrift store were to cease operations, the tuition cost would increase to about \$5,000 per student. The Thrift Store provides approximately 15% of our operating budget!
- HSA Parent-Teacher Organization contributes generously to the school's budget. These funds are deposited in the operational account and used in the daily financial operations of the school. The school administrator has the ultimate responsibility in the disbursement of these funds.
- Knights of Columbus donations and fund-raisers throughout the year.
- Lowe's cash register receipts, General Mills Box-tops, and Price's milk lids all provide means of acquiring educational supplies.
- The Future Tuition Assistance Fund (FTA) for St. Frances Cabrini Catholic School has been established. Contributions to this fund may be made directly to St. Frances Cabrini Catholic School, under the direction of the school administrator. These funds can only be used for tuition assistance.
- Personal contributions are gratefully accepted from members of all parishes and businesses and alumni.

## **CLASSROOM PARTIES**

- Students are welcome to bring cupcakes or similar treats on their birthday. These may be enjoyed during lunch. Please notify the classroom teacher one week in advance. Home baked items are acceptable so long as a list of ingredients is provided and allergies within the classroom are taken into consideration.
- Home party invitations may not be passed out in class unless ALL members of the class are to receive an invitation; or all the girls/boys in the class are invited.
- No balloon bouquets, flowers, etc., may be delivered to the classroom but should be brought to the Office for timely delivery so disruption to the educational process does not occur.
  - Holiday parties will be organized by the home room teacher and the home room parents.
- Administrative approval is required for any deviation from the regular school-day schedule.

## **ATHLETIC ACTIVITY**

St. Frances Cabrini Catholic School will form inter-school sports teams, partnering with Legacy Christian Academy as part of the Southwest Christian Athletic Association.

## LOST & FOUND

Students' names **should be on** all articles of clothing, lunch bags or boxes and all other personal belongings. Items found and not claimed within two (2) weeks will be given to the St. Frances Cabrini Catholic School Thrift Store or discarded as warranted by condition.

## TELEPHONE CALLS

Except in cases of genuine emergency, teachers and students will not be called from their classrooms to receive telephone messages. Teachers will be notified of calls and will return them at their convenience. Parents are asked not to call teachers at their homes unless the teacher has specified that this is permissible.

Students are not permitted to use the office phone unless they have the permission of the Administrator or administrative assistant. Permission will be limited and must be an emergency. Parents should decide for pick-up and after-school activities with their children BEFORE sending them to school that day. Making calls to parents during the day for lunch or items forgotten at home is intensely discouraged.

Individual Cell Phones for students are not allowed at St. Frances Cabrini Catholic School. School Staff will place their cell phones on vibrate or turn them off upon entering the building during school hours of operation.

## SCHOOL FACILITIES

Groups wishing to use the school for meetings must acquire permission from the administrator. Organizers will be responsible for the facilities, which must be left clean and in order and the premises left secure when they leave. If the group is of school age, adults must monitor children. The school may charge a fee or a donation to cover expenses (facility clean up and utilities). All donations are welcomed.

## SPECIAL NEEDS CHILDREN

St. Frances Cabrini Catholic School will accommodate students with physical disabilities to the extent that it is feasible within the school environment. Such accommodation will meet the requirements of Section 604 of the Rehabilitation Act of 1973 (P.L.O. 91-942, Regulation 504). St. Frances Cabrini Catholic School does not have the facilities to accommodate students eligible for IDEA services. The school reserves the right to determine, before admission, whether it can meet an individual child's needs. The school is **not** equipped to meet ADA regulations.

The *General Screening Committee* of the School consists of the administrator, a teacher, and other professional advisors as invited by the administrator. This committee will make the determination of suitability based on interviews, analysis of testing, ascertaining the degree to

which the child can take care of his/her own personal needs and review the recommendations from the child's previous school. The availability and ability of the school staff is also a consideration when evaluating the school's ability to provide the necessary accommodations.

## **COMMUNITY AFFILIATIONS**

### **PARTNERS IN EDUCATION**

Partners in Education is a group of local businesses sponsored by the Chamber of Commerce whose goal is to assist students in becoming familiar with business skills.

### **THE KIWANIS BUG PROGRAM**

The Kiwanis B.U.G. program is an incentive program to Bring Up Grades for grades 1-7 during the 2nd-3rd-4th nine-week grading periods.

### **SCHOLARSHIPS**

The Diocese of Las Cruces (UIM) offers scholarships. The Website for the UIM Scholarship is: <http://www.rcdlc.org/scholarship>

### **CONFIRMATION INTERNSHIPS**

Confirmation internships involve a specific service project time and place for students preparing for the Sacrament of Confirmation (typically a sophomore or junior in high school from one of the parishes' youth groups). These students volunteer to assist the teachers with special projects in order to complete their service component.

### **SERVICE PROJECTS**

St. Frances Cabrini Catholic School has as one of its basic tenets 'to serve the community.' Therefore, each class selects at least one service project to do during the school year. In the past, these have included the St. Jude's Children's Research Hospital Math-A-Thon, Pennies for Patients Leukemia & Lymphoma Society, Aristocrat Assisting Living, and Keep Alamogordo Beautiful. This information is included in the annual report to the Diocese.