

Our Lady of Fatima Catholic School

PARENT/STUDENT
HANDBOOK

2011-2012



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www.fatimaschoolabq.com

ACCREDITED BY NORTH CENTRAL ASSOCIATION AND
STATE OF NEW MEXICO DEPARTMENT OF EDUCATION

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STAFF DIRECTORY

ADMINISTRATIVE

Principal	Tim Whalen	255-6391
Assistant Principal	Paula DeHaas	255-6391
Administrator Assistant	Louella Rimbart	255-6391
Office Assistant	Rebecca Pacheco	255-6391

TEACHERS

Pre-K	Elizabeth Gray	5 th Grade	Jani Riffe
Kinder.	Mary Bachechi	Computer	Carol Dillard
Kindergarten	Reyna Gallegos	Music	Patti Wilson
1 st Grade	Kassondra Sosa	Spanish	Ana Villicana
1 st Grade	Danielle Durham	Art	Paula DeHaas
2 nd Grade	Sharon Dingel	P.E./Athletic Director	Bill Pichette
3 rd Grade	Dolores Ware	Library	Ana Villicana
4 th Grade	Jane Wilkinson	Library Assistant	Jasmine Ielacqua

MIDSCHOOL

6 th Grade	Jasmine Ielacqua	Science	Gina Cruz-Szabo
7 th Grade	Tom Gilbert Gina Cruz-Szabo	Arts & Literature	Jasmine Ielacqua
8 th Grade	Jim Dillard	Language	Jasmine Ielacqua
		Religion	Patti Wilson
		Social Studies	Tom Gilbert
Math	Jim Dillard		

CUSTODIANS

Miguel Toledo	Tim Carrillo	Rosa Zamarripa	Joey Jaramillo
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PARISH OFFICE

Pastor	Monsignor Francis Eggert
Business Manager	Peg Moser
Bookkeeper	Sandra Winter
Office Staff	Sylvia Giomi Liz Herrera
Office Phone	505-265-5868

BEFORE- AND AFTER-SCHOOL PROGRAM

Before- School Program	Joyce Croughan	255-6391
After- School Program	Joyce Croughan	265-6232

ATTENDANCE LINE 260-9601 PLEASE CALL SCHOOL BEFORE 9:00

VISION AND MISSION STATEMENT

At Our Lady of Fatima Catholic School, God gives us the opportunity every day to be the very best we can be: compassionate, responsible, discerning citizens.

GOALS STATEMENT

At Our Lady of Fatima School, we will work together:

1. To provide for and best meet the needs of the individual student
2. To make learning fun with the understanding that each student learns at different levels
3. To provide a well-rounded education, including religion, to prepare each student for adulthood
4. To build self-esteem, and to encourage individuality and strong Catholic values
5. To always encourage each student to “reach for the stars”

PROFESSIONAL AND EDUCATIONAL GROWTH

Teachers will develop professionally through education, communication, prayer, personal growth, and evaluation.

Parents will participate in education at home, at school, and spiritually.

Students will grow in respect, responsibility, independence, self-esteem, and academics by always participating and doing their best.

STUDENT EVALUATIONS

In order to ensure that all students are accomplishing the goals stated in our Mission Statement, we will evaluate each student through the following: teacher observation, standardized assessments, development of social skills both in and out of the classroom, and parent/teacher communication.

ACADEMICS

We will set high academic standards based on, but not limited to, curriculum and competencies as required by the State of New Mexico and the Archdiocese of Santa Fe.

We will encourage student attendance and participation in a cooperative learning environment.

1. We will evaluate student progress through competency testing, anecdotal recording, observations, and conferences.
2. We will recognize individual learning styles (for example, auditory, kinesthetic, and visual) by observations and testing and adapt teaching styles accordingly.
3. We will encourage students to apply what they have learned academically to everyday living situations through service and personal growth.

FAITH DEVELOPMENT

In order to develop the student's faith, we will:

1. Teach values, traditions, and theology
2. Integrate our faith into all subjects
3. Model Christian values continuously
4. Establish rituals throughout the day
5. Affirm faith through services
6. Develop liturgies (Mass and other devotions)
7. Maintain a prayerful environment (spontaneous and traditional)
8. Involve parents through homework and invitation
9. Require commitment to service through selected projects
10. Enrich our faith with the help of parish and community members by asking them to share their resources (for example, members' stories, experiences, knowledge, etc.)
11. Attend weekly Mass (typically 8:15 AM on Friday). Parents are welcome!

PARENTAL AND PARISH COMMUNICATIONS

In order to maintain open communication, Our Lady of Fatima Catholic School will use report cards, notes sent home, monthly electronic newsletter, weekly e-mails, telephone calls as needed, special assemblies and demonstrations, marquee announcements, bulletin board announcements, church bulletin notices, and intercessions in class and at Mass.

SOCIAL SKILLS

We will teach social skills through the following methods:

1. Integrate cooperative learning in all classrooms

2. Monitor playground interaction
3. Utilize mediation to resolve problems
4. Reinforce Catholic values and traditions in the classroom (for example, prayer, traditions, and weekly mass)
5. Positively reinforce good behavior
6. Teach respect and manners
7. Instruct students on health and personal hygiene
8. Facilitate student mediation and outreach

BRIEF HISTORY

Our Lady of Fatima School and parish have a rich history of growth and development. The land on which the church, school, and convent stand was a gift from Mr. and Mrs. Harry Owen. In the spring of 1948, a surplus army building was prepared by the Mission Mass League for use as a combined church, school, and rectory. This building, known as “The Barracks,” was in use until 1983 for many parish activities. The first Mass was celebrated on January 3, 1949, and the parish was named on July 1, 1949.

School construction was made possible by a fund-raising campaign sponsored by the new parish and St. Charles Borromeo Parish, our brother parish. His Excellency, the late Archbishop Edwin Byrne, broke ground on July 3, 1949. “Heights Catholic School,” as it was then called, enrolled its first pupils in the fall with Sister M. Ignatius as its first principal. The school, formally dedicated on January 29, 1950, had 157 students in four grades taught by three nuns.

The new Convent for the Dominican Sisters of Grand Rapids was blessed and dedicated in December 1951. In 1954, four classrooms were added to the school and the rectory was purchased. In its newly improved building, the school had grown to the full eight grades.

Discussion of plans for the present Church edifice was begun in 1953, when the Archdiocesan Fund Campaign was held. Monsignor Jose Garcia, V.G., broke ground and construction started on January 19, 1957. In May of that year, the “Fight to Furnish” campaign was conducted to provide the necessary furnishing and equipment for the new Church. The Church was formally dedicated on May 4, 1958, by the late Archbishop Byrne. The relics of Saints Vincentius and Charus are in the main altar; Saints Felix and Laetus are in the east altar; Saints Beatus and Clementis are in the west altar.

The parish grew continuously through the years. In 1980, a gift bequest from the Helen T. Gallagher Estate led to the construction of Fatima-Gallagher Hall. The multi-purpose parish center was dedicated on January 4, 1984. Many parishioners joined in the campaign, “Project Parish,” to provide the necessary funds for the construction.

In 1996, the portable building being used by the school was replaced with an addition of three new classrooms. This addition was made possible by the efforts of Father Clarence Galli.

The Monsignor Joseph Charewicz, V.F., served as pastor of Our Lady of Fatima Parish from its beginning until March 1, 1970. Father Lucian C. Hendren then served as pastor until 1977. Monsignor Sipio Salas took over and was pastor until 1985. Father Donald R. Kapitz served as pastor from 1985 to 1988, followed by Father Clarence Galli. In 1997, Monsignor Francis Eggert, our present pastor took over.

INTRODUCTION

Welcome to Our Lady of Fatima Catholic School (“OLF”)! We hope that this handbook will be a valuable resource during this year. It is not a contract, nor can it be presumed that this handbook will cover every single situation that happens in the school. Situations not specifically detailed in this handbook will be addressed on a case-by-case basis. Policies stated here-in may be changed, added, or deleted by the Administration as necessary and without notice.

Please review the entire handbook, including the family directory, forms, and statements of important Archdiocesan policies in the appendices. Our website, www.fatimaschoolabq.com, and the Archdiocesan Catholic Schools website, www.csadmin.org, offer further information about Our Lady of Fatima and Catholic schools in New Mexico. Parents or students who have further questions about our school should consult the administrative staff or principal.

In addition to our faculty and staff, parent volunteers have an essential role in making our school an outstanding educational community. All volunteers must provide proof of completion of the Archdiocesan Abuse Awareness Training Workshop and a background check.. Call the Catholic Schools Office at 831-8173 for dates, time, and location.

We appreciate your compliance with this volunteer policy.

1. CURRICULUM

Our Lady of Fatima School is accredited through the North Central Association (NCA.) The following subjects are included at the elementary and mid-school levels: Science, Language Arts, Mathematics, Social Studies, Religion, Health, Library, Physical Education, Music, Computer Science, Spanish and Art. As appropriate, each teacher's curriculum will address library and research skills.

The curriculum is based on standards developed by the Archdiocese of Santa Fe. All of our teachers are certified by the State of New Mexico.

Sexuality education and programs on AIDS and Drug Abuse Prevention are integrated into the curriculum at appropriate grade levels.

1.1 FINE ARTS

We will foster the fine arts by actively involving the students in the process of creating art, music, drama, etc., through participation and exposure to these areas. Student activities may include State Fair student art projects, talent show, holiday performances, performing arts, field trips, and guest performances.

1.2 PHYSICAL EDUCATION

Teachers will develop skills of good sportsmanship through sports activities, class competitions, modeling good behavior, positive reinforcement for class participation, and choosing cooperative team games. Teachers will also expose students to a variety of sport activities encouraging interest in lifetime physical fitness.

1.3 LIBRARY

Our curriculum offers students an opportunity to learn research and library skills and fosters a lifelong appreciation of books. We encourage all students to check out books regularly.

Students are responsible for paying the replacement cost of lost or damaged materials.

1.4 EXTRACURRICULAR ACTIVITIES

Teachers will provide students with opportunities for extracurricular activities by:

1. Encouraging students to develop interesting hobbies.
2. Getting children involved in positive activities.
3. Promoting student planning of and participation in luncheons, dances, parties, and talent and spirit assemblies.

4. Making students aware of sports events and intramural activities which they can participate in or attend.
5. Sponsoring student organizations such as the Student Council, National Junior Honor Society, Math Club, Science Club, Faith Challenge Bowl, and Mid-School Study Hall.

1.5 REPORT CARDS

Our Lady of Fatima follows the grading system established by the Catholic Schools Office.

APPROVED GRADING EQUIVALENTS

Teachers use a variety of methods for assessing student performance, which may include examinations, student portfolios, homework assignments, oral presentations, participation, and self-paced studies, etc. Grades are recorded on students' permanent record cards and may not be altered.

- Grade Pre-K
 - S=Successful
 - T=Trying & having some success
 - N=Not at this time
 - NA=Have not worked on yet
- Grades K-1
 - E=Excellent
 - G=Good
 - S=Satisfactory
 - U=Unsatisfactory
- Grades 2-8
 - A=100-93 Superior
 - B=92-85
 - C=84-76
 - D=75-70
 - F=Below 70 Failure

STUDENT PERFORMANCE ASSESSMENTS

OLF follows the standardized testing program chosen by the Archdiocese. Other accepted methods of achievement and/or diagnostic testing may also be used at the recommendation of the teacher and/or at the discretion of the principal.

Since assessment methods serve as the basis for major decisions, including promotion/retention and, in some cases, the suitability of a student's continued enrollment, teachers are required to keep careful and accurate records of students' performance on the individual permanent record cards. Parents must be notified in a timely manner when their student fails to meet the expectations for the grade, including failing tests and other assessment procedures, failure to complete a homework assignment, tardiness, excessive absenteeism, and misbehavior in the classroom. A copy of any such notices is to be included in the student's file in the school office. Teachers are also encouraged to discuss issues with the school principal in order to mitigate any potential problems.

The school uses Sycamore classroom management software, allowing parents and students to monitor grades and assignments. Teachers post grades every Tuesday night. Parents will have access to grades, via Sycamore, on Wednesday morning.

2. ADMISSION, REGISTRATION, AND TUITION

Our Lady of Fatima does not discriminate. Students of other religious faiths are welcome with the understanding that all students attend Mass and religion classes on a regular basis.

2.1 ENROLLMENT PREFERENCE

The Catholic Schools are religiously oriented and operate under the auspices of and in compliance with the policies of the Archdiocese of Santa Fe. Thus, admission preference is given to practicing members of Catholic parish communities. Students from the general community are welcome after the needs of the parishes are met.

In some cases, the school may decline to accept a student for admission or re-enrollment based on the best interests of the school and its students. A student may also be denied admission, if he/she has special needs that the school cannot meet.

If placement tests are used, these will also be a factor in the admissions process. Once classes or grades are filled, the school will offer the option of a waiting list and advise the family about other Catholic schools in the area. A student expelled by any other school—Catholic, private, or public—is generally disqualified from being accepted into our school system.

2.2 REGISTRATION

REGULAR REGISTRATION

Regular registration for the next school year takes place in the spring semester of the preceding year. Priority is given to

1. Families currently attending Our Lady of Fatima School.
2. Families registered in Our Lady of Fatima Parish.
3. Catholic families from other parishes.
4. Other applicants.

Registration must be completed by the scheduled due date in order for your student to be placed. The registration fee is due at the time of registration and is non-refundable. If the registration fee, all registration paperwork, and the financial agreement have not been completed within the designated time frame, your student will NOT be placed.

Reminder: PLAN AHEAD. The registration fee for each child is due at registration.

All checks are to be made out to Our Lady of Fatima School.

ONGOING REGISTRATION

Registration will continue after the regular registration deadline, until classes are full.

PARENT AGREEMENT

To demonstrate their full understanding and support of the school community, parents are asked to read and sign the Parent Agreement (Appendix A) and turn it in at registration.

2.3 TUITION

Families have the option of paying the tuition in one of three ways:

1. Full payment in advance by check or money order
2. Ten-month Fast Automated Transaction (FACTS)
3. Twelve-month Fast Automated Transaction (FACTS)

FULL PAYMENT

Tuition payments in full must be paid by July 15. This option allows a \$100.00 discount per family. A contract stating the intention to pay in full must be signed at registration.

TEN OR TWELVE MONTHS FACTS PLAN

The FACTS Plan for those choosing to pay monthly is an automatic payment plan made through a checking or savings account; participants will authorize their bank to make automatic

payments to FACTS on either the 5th or the 20th of each month. FACTS will automatically process the service fee upon receipt of the application. Only one fee is charged per family.

SUBSIDY

Subsidy is the fee that is paid to OLF for those families that are “participating members” of their parish. Currently, the subsidy is \$500 per student (K-8) per year. A “participating member” is defined as a family that is registered and gives of its time, talent, and treasure. This includes regular attendance at Mass, volunteer work, and financial support of the church. The subsidy application is included in the registration packet. Each family is responsible for completing it and submitting it to the pastor for approval before registration. If it is approved, your parish pays the fee directly to the school. If a parish does not pay the subsidy, the family is required to pay this amount at registration.

OLF SCHOLARSHIP

A scholarship of \$250 will be awarded to all families who submit a signed, approved Archdiocesan subsidy application from their parish at the time of registration. This \$250 scholarship will be deducted from the total charged for tuition.

FINANCIAL OBLIGATION

If the financial obligations listed below are not current, students may not be allowed to take exams and will receive an incomplete until the situation is remedied. In addition, the school may opt to withhold the student’s final report card.

1. Tuition, parish subsidy, cafeteria fees, service hour fees.
2. Return of all borrowed library materials.
3. Return of all textbooks.
4. Return of all equipment, etc.
5. Fees for attendance at the After-School Program.

Students will be required to replace damaged library materials, textbooks, and athletic materials.

TUITION AND SUBSIDY REFUNDS

Students who have paid their tuition in full and withdraw prior to the beginning of the school year will be charged one month’s tuition and the balance will be refunded. If the subsidy has

been paid, it will be prorated and refunded either to the student's family or the parish, as appropriate.

Students who have paid their tuition in full and leave as a result of disciplinary action will be charged one month's tuition. The subsidy is not refunded under these circumstances.

MISSED TUITION PAYMENTS

According to Archdiocesan policy, a student is subject to dismissal at any time if his/her account with the school is delinquent or if any payments are deferred without approval in writing from the principal's office and the financial aid committee. Should the tuition remain past due until the 15th day of the second month, the child will be dis-enrolled from the school. When the FACTS withdrawal is not current, two monthly payments will be required until the account is in good standing.

FACTS will charge a fee for any tuition check that (1) is returned for non-sufficient funds or (2) is 10 or more days delinquent. The banking institution against which the check is drafted may charge a fee of its own. Please note that FACTS will continue to resubmit the check for payment on the 5th and the 20th of the month; a fee is charged for each return due to non-sufficient funds.

3. COMMUNICATION BETWEEN HOME AND SCHOOL

3.1 NEWSLETTERS AND SCHOOL HANDBOOKS

The school office will e-mail weekly and monthly newsletters to inform parents and students of school activities. Families without access to e-mail may pick up a copy of the newsletter in the School Office. Parents are responsible for making sure the school office has a current e-mail address in file in the office. For the most up-to-date status on activities, please visit the school web site at www.fatimaschoolabq.com.

The Student Handbook is available on the school website for download. Parents without access to a computer should contact the school office to make arrangements for viewing or purchasing a hard copy. Parents and students should familiarize themselves with all policies and information provided in the handbook.

3.2 PARENT CONFERENCES

Parent-teacher conferences are scheduled in the fall for all students. A second conference may be scheduled in the spring as needed. The conference provides an opportunity to discuss the student's work, abilities, conduct, and potential. During the year, parents may call the office to

make an appointment for additional conferences. Anyone wishing current grade information may access it through their family's Sycamore account or call the office to request it from the teacher.

Some teachers provide families with their home phone numbers or personal e-mail addresses. Please respect their family time by not calling them after 8:00 pm.

3.3 VISITORS TO CAMPUS

OLF follows a strict visitor policy, which controls access to the school campus. ALL visitors, including parents and other family members of currently enrolled students, are required to sign in at the school office and to wear an official name badge while on school property. Parents may only visit classrooms either as a parent-observer or parent-volunteer. Such visits must be planned in advance with the teacher and confirmed with the principal. Except for special activities, no more than one parent on a given day at a specific time may serve in this capacity. This is to safeguard the teaching and learning structure of the class being visited.

3.4 OFFICE TELEPHONE

Students will not be excused from class to receive a phone call except in an emergency. The office telephone is a business phone and not for student use; students will be allowed to use it for emergency situations only. Forgotten homework and lunches are not emergency situations and students will not be allowed to call home for them. Individual teachers will determine whether late homework will be accepted.

3.5 CLASSROOM INTERRUPTIONS

Parents who wish to confer with teachers or the Administration should make an appointment through the front office. To obtain a visitor's pass, all parents and visitors must check in through the front office before entering any classroom, the cafeteria, or the principal's office. Please do not enter classrooms and disrupt teaching. Parents of intermediate and middle school students (2-8) are asked to refrain from walking to students to class if they arrive late. Students should report directly to class after parents/students sign in at the office.

3.6 CELEBRATING SPECIAL EVENTS

Each class has traditionally held a short classroom celebration for Halloween, Thanksgiving, Christmas, and Valentine's Day. The Archdiocesan nutritional guidelines prohibit sodas and encourage nutritious snacks at these events.

Although students may not have classroom birthday parties, parents may send in treats for distribution. Please do not send birthday party invitations for distribution at school unless they include the entire class or all the boys or all the girls, as appropriate. If it is not possible to include everyone, please be considerate of other students' feelings and mail or e-mail the invitations.

3.7 RETENTION POLICY

Should a student's grades be such that he or she may be considered for retention, the following steps will occur:

1. At the end of the second quarter, a conference will be held with the family and teacher(s) indicating the possibility of retention and possible remedies.
2. If the student's grades continue to be low at the end of the third quarter, a written notice will go to the family.
3. At the beginning of May, a second conference will be called with the teacher(s), principal, student, and family to discuss retention.

4. ATTENDANCE

4.1 DAILY SCHEDULE

1. Opening bell rings at 7:50 a.m. (See Section 6.4 for drop-off guidelines.)
2. After 7:55 a.m., students are considered tardy and must go directly to the office for a tardy slip. The classroom teacher will not admit any child after 7:55 a.m. without a tardy slip.
3. Lunch is served in shifts between 11:20 and 12:20 p.m.
4. Middle school students and teachers engage in Sustained Silent Reading in the course of each day.
4. Dismissal (See Section 6.5 for pick-up guidelines.)
 - Regular dismissal is at 3:00 p.m.
 - Early dismissal occurs on the first Friday of every month at 1 p.m. Other early dismissal days are noted on the school calendar. On those specially marked days, lunch will be served, but the After-School Program will not operate.

4.2 EMERGENCY CLOSING OF SCHOOL

For bad weather closings or cancellations, OLF follows the Albuquerque Public School (APS) announcements aired over the local radio (KOB 770 AM and 93.3 FM) and local network television stations. If APS has a 2-hour delay, class will begin at 10 a.m. Since OLF has students who live in many different areas, the weather may not always affect each area equally. Always use your best judgment when considering the road situation in your area.

If school is closed after the school day has already started, the office will use the telephone numbers on the Emergency Information cards (see Section 6.1) to contact parents. It is the parents' responsibility to make sure that the office has all current contact numbers plus a list of approved persons allowed to pick up your child.

Discuss the following with your children ahead of time and develop a workable plan of action:

WHERE WOULD YOUR CHILD GO IF THE SCHOOL HAD TO BE CLOSED DUE TO AN EMERGENCY THAT DEVELOPED AFTER THE STUDENTS ARRIVED AT SCHOOL?

4.3 EARLY DISMISSAL PROCEDURE

Should it be necessary for your child to be dismissed before the end of the day, or for a short time during the school day, please make arrangements with the school office and teacher prior to the time the student is to be picked up. If someone other than a parent picks up the student, proper identification will be required. Please stop at the office to sign the student out, and wait while we call the student from class. Officially dismissing at the office is less disruptive and better protects students. Please do not go directly to the classroom or wait in the hallways during the school day.

4.4 BEFORE-AND AFTER- SCHOOL PROGRAM

OLF offers a Before- and After-School program for our students. The Before- School program is from 6:45 to 7:45 a.m. There is no charge, although pre-registration is required. The After- School Program runs from 3:00 to 5:30 p.m. on regular school days and from 1:00 to 5:30 p.m. on scheduled early dismissal days, except for those days noted as "no After-School available." Students receive a snack, indoor and outdoor playtime, an opportunity to do homework, and arts and crafts. Fees for the After- School Program are payable at the After-School Program facility, which is located at 500 Morningside (just south of the main school building).

If your child is absent from school and also regularly attends the After- School Program, please mention that when you call the attendance line so the After- School Program staff will be alerted. If your child is absent for more than one day, please alert the staff each day.

4.5 ATTENDANCE POLICY

Regular attendance is necessary for students to succeed in school. Absentees miss valuable class instruction, discussion, and continuity of work. The school discourages missing school for trips or vacations and other activities that could wait until after school hours, on weekends, or during scheduled holidays because the student misses valuable material resulting in diminished achievement levels.

Students are expected to be in school on all class days. Any time a student is not in school, with the exception of a school-related function, the absence will be included on (1) the class attendance record, (2) the report card, and (3) the permanent student record card. The school has the right to request that any absence be substantiated by an official document, such as a letter from a physician. State law requires reporting of student absences and recommends that a student be retained after TEN absences, excused or unexcused, during a school year. In addition, state law provides that no student may be absent from school for a school-related, extra-curricular activity in excess of 15 days per semester, and no class may be missed more than 15 times per semester. This school will, if necessary, enforce these recommendations. See NMSA §§ 22-8-2B & 22-12-2.1 and NMAC §§ 6.10.8.7 & N, 12-30-04.

Absences may be excused for the following reasons:

- Personal illness. If more than three days, the student also needs to present a doctor's note indicating the reason for the absence and permission to return to school.
- Death in the family
- Family emergency
- Doctor's appointment
- Diagnostic testing
- Suspension
- Religious commitment
- School-sponsored activity

- Extenuating circumstances as agreed to by the administration priortotheabsence.

An unexcused absence is an absence for which no appropriate excuse is provided by a student's parent or guardian. Vacations, ski trips, and the like are considered unexcused absences and teachers will not be required to gather missing assignments for students.

Make-up Homework & Tests: Students are given one day for each day absent to turn in their make-up work. Teachers may extend this time at their discretion. See Section 5.1 for make-up homework guidelines. Students must confer with teachers in the event a test is missed and arrange for an appropriate make-up time.

Excuse notes from parent/guardian: Please send in an excuse note every time your child is absent. If your child is absent for three or more days, we also need to have a doctor's note excusing your child and allowing him or her to return to class.

Notifying school about absences: On the day of the absence, a parent must call the office or attendance line (255-6391 or 260-9601) by 9 AM to report that a student will not be in attendance. Absences that are not reported will be counted as unexcused. Please report absences every day that your child is absent. If we do not hear from you by 9 AM, we will contact you.

Illness: We encourage parents to follow the guidelines listed in Section 7.2 in determining whether a child is ill and unable to attend school. Please do not send your child to school unless he or she can take part in the total school program. This includes the outdoor as well as the classroom portions of the normal school day. A student may not remain in the classroom during recess or noon lunch periods, as he or she would not be supervised.

Vacations: Family vacations should not be planned during the school year. Both the principal and the teacher must approve any rare exceptions at least one week in advance of expected leave. Consultations with the teacher, grade review, and the total number of absences will be taken into consideration prior to absence approval. Students may not miss school during the week the Iowa Tests of Basic Skills (ITBS) are administered. Please remember that final academic testing occurs the last two weeks of school and early vacations can result in missed tests and low grades.

Half-day absences: A student arriving at school after 11 a.m. or leaving school before 12 noon is considered to have missed a half-day of school. These absences will be recorded as such on the student's report card.

Release of students during the school day: If someone other than the parent/guardian is assuming responsibility for the student at the time of release, the parent/guardian must inform the school in writing. There are no exceptions to this rule. The parent/guardian must be called to ensure that the individual is authorized to remove the student from school and photo identification of the individual must be examined. The student will only be released when it has been established beyond all reasonable doubt that the release is authorized by the parent/guardian. No requests will be accepted from anyone other than the parent/guardian. Students may not ask to go home with another student or be sent home to collect homework, books, lunches, etc. No student may be released early from school by him or herself for any reason.

4.6 TARDY POLICY

1. Students must report to the office for a tardy slip when arriving after 7:55 a.m. Teachers will not accept a tardy student into class without a pass.
2. Parents must accompany their son/daughter to the school office if student arrives after 8:00 AM.
3. Please do not walk intermediate- or middle-school (2-8) students to class when they are tardy.
4. Parents will receive notification of excessive tardies (no more than ten per year) at all grade levels. Students who continue to be excessively tardy risk not being allowed to remain at Our Lady of Fatima School.

5. GENERAL SCHOOL GUIDELINES

5.1 HOMEWORK

Students in grades K to 5 should have no more than one hour of homework per night unless they have make-up work or daily work not completed during the day.

Students in grades 6 to 8 should have no more than 2 hours of homework per night. The goal is to teach them to plan ahead and not to leave big projects to the last minute.

Makeup homework. Students are entitled to request make-up work for excused absences (see Section 4.5). Students or parents should request make-up assignments by 9:00 a.m. of the day on which they wish to pick up the assignments. This request may be made via the attendance line. Homework will be ready to be picked up by 3:00 p.m. that day and not sooner, unless a special request has been made. Alternatively, students may request make-up work when they return to school.

5.2 LUNCH PROGRAM

1. Students may bring their own lunch or take advantage of the hot lunch program.
2. The hot lunch program is administered by A KayTaRing. Meals are ordered and paid for in advance through the Sycamore classroom management program. Students who forget their lunch may purchase lunch, at a higher price.
3. Free and reduced lunches are available to qualifying students.
4. Proper table manners, voice level, and general conduct should reflect a pleasant dining atmosphere.
5. Students are required to clean up their table prior to leaving the cafeteria.
6. Parents may come to eat lunch with their children. If you are bringing lunch for your child, please make sure it is a healthy, nutritious lunch. Federal and Archdiocesan guidelines prohibit soda. OLF also prohibits all types of energy drinks (Red Bull, Monster, etc.). Please stop by the office to sign in as a visitor and pick up a visitor's badge.

5.3 PERSONAL BELONGINGS

All coats, sweaters, lunch boxes, and all other personal articles should be labeled with the student's name. There is a "Lost and Found" barrel near the front office. Articles not claimed by the last Friday of the month will be donated to the St. Vincent de Paul Society.

No toys (except for classroom show-and-tell) may be brought to school.

No personal electronic devices—including, but not limited to, CD players, iPods, MP3 players, laser pointers, cell phones, and pagers, are allowed, either at school or on field trips. These devices can be easily broken or lost, but most importantly, they disrupt teaching. Any such devices will be confiscated, and held at the school office where a parent may retrieve them after 24 hours.

5.4 FIELD TRIPS

Field trips are designed to provide educational or cultural experiences for students. Field trips will be approved only after proper planning and only after it is determined that the objectives are appropriate for the grade level of the students. Parent(s) or legal guardians(s) must give

written permission for their student to participate in a field trip. A parent or guardian may refuse to give permission without their children incurring any penalty.

Parent chaperones must have completed the Archdiocesan Abuse Awareness training workshop and background check.

Teachers are solely responsible for discipline on a field trip. Volunteers are not responsible for discipline and must refer any discipline problems to the teacher on duty. Volunteers, however, are responsible for remaining with their students. Volunteers may not bring under-age siblings on any field trip; this is a liability issue for the school.

Students may not bring any personal electronic devices on field trips.

City buses or contract buses will be used for field trips whenever possible

6. SAFETY

6.1 EMERGENCY INFORMATION

Emergency information cards. All students must have an emergency card filed in the school office. All information on these cards must be current and correct. Parents should provide any updated information to the school immediately. Please always be sure we have every possible telephone number including home, work, and cell numbers.

If you or your spouse is not available at the numbers provided on your emergency cards, notify the school office as to where you can be reached. This is very important. Accurate and current information on the emergency card will ensure prompt and proper care of your child(ren) in case of an emergency.

Emergency protocol. If a child is injured or becomes ill at school, the following protocol will be followed.

1. Parents will be notified.
2. If parents cannot be reached, the emergency contact person listed will be notified. Please be sure adequate contact information is available so your child can be picked up from school if ill or injured.
3. If necessary, 911 will be called for acute emergencies. Expenses incurred with an emergency response are the family's obligation, not that of the school or the parish.

6.2 PLAYGROUND RULES

1. No throwing rocks, sand, pine cones, etc.
2. No climbing up on or over the fence or trees
3. No sitting at the top of the slides and blocking traffic
4. No fighting and no foul or inappropriate language
5. No students are allowed behind the gym or the utility building east of the church
6. Students may not remain in a classroom unless supervised by a teacher.
7. Swing only back and forth, no jumping from the swings, no underdogs, no hanging or climbing on the poles surrounding the swings. Only one at a time on a swing and no holding hands.
8. No hard balls, including golf balls and baseballs. The school supplies playground balls.

6.3 PETS

No pets from home are allowed on campus. This protects the physical safety of our students.

6.4 DROP-OFF GUIDELINES

Opening bell rings at 7:50 a.m. Monday-Friday. Students are considered tardy at 7:55 AM. Teachers will greet their classes at the school door.

Please remember, families are responsible for their student(s) prior to the 7:50 a.m. bell unless they are enrolled in the Before-School Program. On cold or rainy days, the gym foyer will be open for students to stay out of inclement weather.

Families may choose to park in the east lot and walk their children to the school grounds or use the drive-through drop-off lane. In all cases, PLEASE DRIVE SLOWLY!

Un-escorted children may not be dropped off in the EAST parking lot. Parents must walk children to crosswalks if parking in EAST lot.

*Parents: Please permit your son/daughter to walk from the office to his/her classroom unescorted. There are special times (delivering birthday goodies, assisting with large projects, etc.) where parents are permitted to escort children. We believe that students (2nd-8th grade) are fully capable of going to class independently.

DRIVE-THROUGH DROP-OFF PROCEDURES

1. **Enter:** Begin by entering the school grounds from Morningside. Use the northwest driveway that is between the school and the church. (Please note: the morning drop-off route varies from the route used for the after-school pick-up.)
2. **Drop-off line may only unload children between the northwest end of the school building (inside the orange cones) and Fatima-Gallagher Hall.** As you enter the school grounds, please proceed as far east as possible before stopping to unload your children. Parent volunteers are located each morning at drop-off to assist with this procedure.
3. **Exit:** Traveling east, exit between Fatima-Gallagher Hall and the church office, through the east path in the small parking lot, and east onto Lomas. Please watch for parents and children crossing from parking lot to school ground.
4. Please do not park along the driveway of the school on Morningside, in fire zones, church staff parking, or neighbors' driveways.

Current maps showing the path for drop-off and pick-up are located at www.fatimaschoolabg.com.

6.5 PICK-UP GUIDELINES

School dismissal is at 3:00 p.m. and all students are to be picked up by 3:15 p.m. Neither the school nor the parish accepts any responsibility for students on the premises after school hours. If students are not picked up by 3:15 p.m., they will be sent to the After-School Program. If the student is not already registered with the Program, the family will incur a \$25 registration fee and additionally, \$10 will be charged per incident.

Parents may park in the east parking lot and enter the school grounds to pick up their children or use the drive-through pick-up zone.

PICK-UP ZONE PROCEDURES

Enter: Begin the line by entering from Morningside into the driveway behind the south part of the school. (Please note: The afterschool pick-up route differs from the route used for the morning drop-off.)

1. Gates are opened at 2:45 p.m. for parents to form a pickup line on the inside of the school premises.
2. Students may load into car if it is in the parking lot in line (must be past sand playground).
3. Parents, students, and teachers are responsible for making sure students proceed directly to cars when students are released. Please be sure that all students are wearing a seat belt before proceeding.
4. West gate is opened at 3:05 PM for all cars in lot to exit.
5. As a vehicle advances to the front of the line, teachers or parent volunteers will supervise the loading. Please pull all the way forward during pick-up to maximize the number of cars that can line up behind you.
6. Exit: Traveling west, exit between the church and school to Morningside.
7. Please do not park along the driveway of the school on Morningside, in fire zones, church staff parking, or neighbors' driveways.

Students are not allowed to walk off campus to a vehicle parked in the east lot or Morningside without being escorted by a teacher or parent.

Current maps showing path for drop-off and pick-up are located at www.fatimaschoolabq.com.

6.6 FIRE PROCEDURES

Fire drills are held regularly throughout the school year at various times of the day. The following procedures would be followed in the unlikely event of an emergency.

FIRE DRILLS

1. Under the direction of the teacher, children will move to the designated area in an orderly, quiet manner.
2. Person in charge will be the last one to leave the room, making sure doors and windows are properly closed and lights turned off.
3. Teachers will take their roll-call book with them in order to report any student who is not present at their designated area.

4. Teachers will return their class to the building on proper signal only.
5. All are required to keep driveway clear for emergency vehicles.

6.7 EMERGENCY PROCEDURES

CONTAINMENT INFORMATION

1. Announcement: "This is a containment drill. This is a containment drill." (It is of upmost importance that staff remain calm at this time)
2. Staff will:
3. Close doors (Be sure both are locked)
4. Close windows and blinds all the way
 - a. Turn off lights
 - b. Students are to get under their desks immediately and stay quiet
5. DO NOT ANSWER DOOR FOR ANY REASON
6. Staff: should you have a student missing, simply press your call button on the wall. That will let the office know something is not right in your room and someone will get to you to find out what is wrong, who is missing and where they may be.
7. If the perpetrator is with you or in your area, press your call button as well! There is no need to say anything. When we come to respond to your call button, we will be able to hear what is going on.

If there is an actual threatening situation the announcement will be:

"THIS IS AN EMERGENCY CONTAINMENT!"

The Containment Drill/Emergency will end with an announcement from the office.

EMERGENCY EVACUATION--EXIT TO MCDUFFIE PARK (HIDDEN PARK)

In the event of an emergency evacuation, students and teachers will proceed to McDuffie Park (Hidden Park) as follows:

1. Elementary students in the main building and music building should move directly to the flag pole area and line up on the Morningside sidewalk .

2. Middle school students move directly to the Morningside sidewalk area just west of the St. Francis grotto.
3. All students located in Gallagher Hall (PE, Cafeteria, Pre-k) move directly across playground through driveway to Morningside sidewalk.
4. Teachers will take attendance. All OLF personnel will walk north in single file to cross at the light on corner of Morningside and Lomas.
5. All personnel will walk west on Lomas to the alley. Turn right, moving north through alley to Mesa Verde. Turn left heading west to Solano. Turn right on Solano heading north. Turn left heading west through alley (between first and second house on Solano).
6. Student safety is of utmost importance. Parents and guardians will be notified in a timely manner, after student safety is ensured.
7. Please note that there is no need for parents or guardians to come to Hidden Park.

7. HEALTH

7.1 IMMUNIZATION RECORDS

Each student must have a current immunization record on file. State law mandates that any child who does not have a current, completed, and signed immunization record will be excluded from the classroom until he or she is in compliance with the law. Check with your physician to determine the required immunizations for your child.

The State Health Department recommends that students in grades 1, 4, and 7 receive a physical examination.

7.2 HEALTH REGULATIONS

Because of close contact with other children and the possibility of communicating contagious diseases, the State Health Department recommends that children who show any of the following signs or symptoms be kept at home: a cold, fever, a sore throat, swollen glands, excessive coughing, discharging nose, skin eruptions, excessive sneezing, red or watery eyes, stiff or rigid neck, vomiting, or any other signs of illness.

A student suspected of having a communicable or infectious disease will be sent to the office. Parents will be notified to come and take the child for the necessary doctor's examination.

When determining when to return your child to school, please comply with the following:

1. Children who have been absent due to measles, whooping cough, mumps, diphtheria, chicken pox, scarlet fever, or poliomyelitis are required to have a release from the doctor before returning.
2. Children who have been absent with the following illnesses should observe these guidelines before returning to school:
 - German Measles One day after rash disappears and temperature is normal
 - Measles Seven days after the rash disappears
 - Mumps When swelling is gone
 - Chicken Pox Six days after appearance of vesicles, or when there are no new wet eruptions
 - Impetigo (Strep) When all crust has gone
 - Strep Throat A student may return to school after being on antibiotics for 24 hours
3. State law does not require a student with Conjunctivitis (Pink Eye) to remain out of school, provided that he or she is receiving treatment for the infection.
4. If a child is sent home with a fever or vomiting at school, he or she may return after 24 hrs.

7.3 MEDICATION POLICY

Students who take medication during the school day must bring the medication to the school office along with directions for the dosage and time(s) prescribed. Parents must complete and sign an authorization before their child can receive the medication. These forms are available in the school office.

In general, students may not keep medication, including over-the-counter painkillers and inhalers, either on their person or in the classroom. The only exception is when required by the student's condition. In that case, the condition must be duly documented and the student must not leave the medication unsecured or accessible to others.

All medications brought to school must be in the original pharmacy-labeled containers. In all but extreme cases, the student should bring only one day's supply of medication to school. In the case of multiple doses, the medication is to be stored in a locked closet or cabinet that is only accessible to authorized persons. Students are not allowed to share medication.

8. SCHOOL RECORDS

8.1 RECORDS REQUIRED FOR EACH STUDENT

Students should have the following records on file in the school office:

1. Birth Certificate
2. Immunization Record
3. Current Emergency Information Cards (see Section 6.1)
4. Parent Agreement (Appendix A) (for each school year)
5. Acceptable Use and Internet Agreement (Appendix B) (for each family, for each new school year. (Either Access or Non-Access Agreement must be on file.)
6. Permission to Publish on the Internet Agreement (Appendix C) (for each family, for each new school year)
7. Baptismal Certificate (Catholic students only)
8. First Communion Certificate (as applicable)

8.2 PROCESSING AND HANDLING

Our Lady of Fatima School complies with the applicable laws and Archdiocesan policies regarding the processing and handling of school records. In all cases, OLF strives to respect the privacy of students and their families. The detailed Archdiocesan policy is set forth in Appendix F.

9. DRESS CODE

The following dress code describes allowable apparel for students in K-8 for mass days, non-mass days, Spirit Days, and Color Days. All uniform items are available at Roadrunner Custom Apparel, 6611 Lomas Blvd. NE, Albuquerque (505)-266-7623. Students in Pre-K must comply with a modified dress code. In general, all clothing must be in good condition and fit properly.

9.1 MASS DAYS

GIRLS

- Plaid jumper (grades K-3)

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- Plaid skirt (grades 4-8)
- White short- or long-sleeve Oxford or Peter Pan collar blouse
- Navy blue sweater (cardigan or pull-over) with school logo (October – April)
- Plaid criss-cross tie (grades K-5)
- Navy blue or plaid long tie or criss-cross tie (grades 6-8)

BOYS

- Navy Dickies school uniform pants, flat or pleated only. No shorts on Mass Days.
- White short or long sleeve Oxford shirt
- Navy blue sweater (cardigan or pull-over) with school logo (October-April)
- Navy blue clip-on long tie (grades K-5)
- Navy blue or plaid long tie (grades 6-8)

PRE-K GIRLS

- Dress or skirt.
- Tennis shoes or dress shoes with white socks.
- No sandals.

PRE-K BOYS

- Nice shirt with collar
- Nice pants
- Tennis shoes or dress shoes with white socks
- No sandals

9.2 NON-MASS DAYS

- Pants: navy blue Dickies school uniform pants, flat or pleated only
- Shorts: navy blue Dickies school uniform shorts (August, September, April, and May)

- Shirts: navy blue or white polo shirt with school logo
- Plaid skirts or jumpers may be worn with either the white blouse or polo shirts with logo
- Sweatshirts: navy blue sweatshirt with school logo

PRE-K

- Shirts must have sleeves, long or short, depending on the weather (No tank or strappy tops).
- Athletic shoes worn with plain white socks only. Sandals & high heeled shoes are not allowed.
- No sweats.
- Navy Dickies school uniform shorts may be worn during August, September, April, and May.
- Clothes must be weather appropriate. Please send your children with jackets when needed.
- No temporary tattoos.
- No nail polish

9.3 OTHER UNIFORM REQUIREMENTS

- Belt (navy, black or brown) required with pants and shorts (Grades 1-8)
- Shirts must be tucked in.
- Shoes & socks: Athletic shoes with plain white or navy blue socks. No stripes or other markings. Students may wear low-cut socks, provided that they are clearly visible above the shoe. Girls may wear plain white or navy blue tights on cold days.
- Undergarments: Plain white only
- Outerwear (Jackets, coats, rain gear, etc): Outerwear may only be worn outside of the school building. No professional, collegiate, or high school sports jackets.
- Head coverings: Hats may only be worn on the playground for cold weather or sun protection. Students may not wear hats, bandanas, or scarves in the school building. No sport teams' insignia allowed.
- Hairstyles: Natural hair color only. No extreme styles. No unnatural streaks or highlights
- Jewelry/earrings: For safety, only post-style earrings may be worn. Boys are not allowed to wear earrings.

- Makeup: Middle-school girls may wear nail polish and clear lip gloss. Other makeup products are not permitted.

9.4 SPIRIT DAYS

Spirit Days are usually the 2nd and 4th Wednesday of every month. Check school calendar and website for exact days.

- Traditional blue jeans in good condition (no holes, tears etc.) No overly tight, skinny, bikini, or overly loose jeans allowed. No denim shorts.
- Navy uniform shorts (August, September, April, and May)
- School spirit shirt (the navy blue t-shirt with Fatima logo purchased from the school office) or other designated Fatima shirt.
- Navy blue or white polo shirt with school logo (short or long sleeve)
- Shirts must be tucked in.
- Students in Grades 1– 8 must wear a navy, black, or brown belt.

9.5 COLOR DAYS

The Principal may declare a Color Day for special occasions. In the past, these have included class pictures and Field Day. The dress code for these occasions will be determined by the Principal, depending on the event. The following items are never allowed:

- Sleeveless or spaghetti strap tops
- Low-cut, tight, short, or revealing clothing
- Clothes with suggestive, improper, or offensive writing
- Clothes with insignia or logos of professional, collegiate, or high school athletic teams

Additional information will be provided in advance of the Color Day.

9.6 PHYSICAL EDUCATION DRESS CODE

All upper elementary and middle-school students (grades 4-8) are required to wear an OLF Physical Education t-shirt and comfortable shorts or sweatpants, white athletic socks, and athletic shoes. Shorts must reach the knee or slightly above for boys and girls. Socks must be visible above the ankle. No denim or sports team apparel of any kind is permitted.

Athletic shoes are a required part of the regular dress code for all grades so that every student will always be able to participate in PE (unless a doctor excuses the student and a record of the excuse is on file with the PE teacher and the office).

9.7 SCOUT UNIFORMS

Students are encouraged to wear their Scout uniforms to school on the day they have their Scout meetings as well as on special Scouting days, such as Girl Scout Thinking Day. This applies even if the troop is not directly affiliated with Our Lady of Fatima School or Church.

BOY SCOUTS:

Official Cub Scout or Boy Scout shirts

Official Scouting pants or Fatima uniform pants

Scout shorts (Aug/Sep and Apr/May only)

Official Scouting belt or brown, black, or navy belt

May wear badge sash with Boy Scout or Fatima uniform

GIRL SCOUTS:

Official Daisy, Brownie, or Girl Scout shirt with collar or Fatima uniform shirt

No t-shirts

Official Daisy, Brownie, or Girl Scout pants or Fatima uniform pants

Scout skorts (August, September, April, and May)

May wear badge sash or vest with Girl Scout, Brownie, or Fatima uniform

9.8 EIGHTH GRADE PROMOTION CEREMONY DRESS CODE

Dress for boys and girls should be appropriate for mass. Girls should wear nice dresses, which are modest in design, length, and style—no low-cut, strapless, backless, or spaghetti straps. Boys should wear a shirt with collar, tie, and dress pants. A jacket is optional.

10. DISCIPLINE

10.1 GENERAL DISCIPLINE GUIDELINES

Our Lady of Fatima staff is committed to the development of discipline policies which stress a positive self-concept for all students. The factors of effective discipline are fairness, firmness, and consistency. Teachers may use different classroom management techniques.

Teachers, administrators, and parents work together in a team approach. Our aim is to help students learn to manage their behavior in a positive and productive way. Good discipline is essential for effective learning in any school. It is our goal to encourage appropriate behavior at

all times. When students are sent to the office for behavior reasons, the principal will work with each student individually. The principal and student work through a problem-solving process, which involves solutions and ways of preventing behavior from recurring. We reserve the right to respond to situations on an individual basis.

Please see Appendix F for more detailed information regarding discipline and conduct expectations.

10.2 THE RIGHT TO SEARCH

Lockers and other school property remain under the control of the school at all times. School officials reserve the right to search students and the contents of lockers and/ or desks whenever it is deemed necessary for the welfare of the school community. The search of a student's person is to take place in the privacy of the principal's or Administration office with another adult present. The adult who searches a student must be the same gender as the student.

10.3 EXPECTATIONS FOR CONDUCT

Students must conduct themselves responsibly and consistently with Catholic values. Defiant or inappropriate behavior, as defined by the teacher/principal will be subject to disciplinary action. In addition, please be aware that adults under the influence of drugs or alcohol are poor role models and will be banned from campus and school activities.

Although no list can be comprehensive, the following behaviors are examples of actions that lead to disciplinary consequences:

1. Foul language used in school, gym, playground, or any school function on or off campus or directed at a teacher, staff member, or visitor
2. Defiance or insubordination toward a teacher or other adult personnel
3. Misconduct or disruptive behavior in church, class, recess, lunch or at extracurricular activities (sports, concerts, field trips, etc.)
4. Harassment, bullying, or fighting before, during, or after school. This includes words or actions that may hurt or injure others.
5. Theft or destruction of school, church, or personal property, including graffiti
6. Leaving the school grounds during school hours and athletic events

7. Use or possession of drugs, alcohol, tobacco, firearms or weapons
8. Any gang-related or satanic activity
9. Excessive absenteeism and tardiness
10. Forging signatures or cheating
11. Pornography
12. Possession of pagers, cell phones, MP3 players, iPods, CD players, laser pointers or other personal electronic devices
13. Dress code violation

Possible consequences for breaking the rules will be:

1. Loss of athletic participation, or Spirit Day, or other school privileges.
2. Conference with parents.
3. School service (chores) during or after school hours may be assigned.
4. Restitution or detention as defined by the teacher or principal.
5. Parents called to pick student up from school.
6. Home or in-school suspension.
7. Expulsion. When a student is asked to leave the school, he/she has a right to appeal to the Pastor.
8. Police may be called.

10.4 DETENTION POLICY

THE SCHOOL HAS THE DISCRETION TO IMPOSE DETENTIONS IF DEEMED WARRANTED BY TEACHERS AND THE ADMINISTRATION

Kindergarten through eighth grade students may be given lunch detentions for academic reasons (homework not completed, etc.) or for minor discipline issues.

10.5 EXPULSION

The principal has the discretion to decide whether immediate expulsion is warranted. Infractions that may result in immediate expulsion (see also Section 10.3) include the following:

Theft or destruction of school, church, or personal property

1. Graffiti and arson

2. Leaving the school grounds during school hours and athletic events
3. Excessive absenteeism and tardiness
4. Words or actions which may hurt or injure others (this includes threats in any form)
5. Use or possession of drugs, alcohol, tobacco, or any illegal substances
6. Use or possession of fire arms or weapons
7. Any gang-related or satanic activity

10.6 GRIEVANCE AND DISCIPLINE PROTOCOL

Should a student or parents have any difficulty with schoolwork, peers, classroom procedures, or any other problem, the following procedure should be followed:

1. Contact the homeroom teacher.
2. If the problem cannot be resolved, the teacher, student, and/or parent should ask the principal for assistance. The principal shall make the final determination.
3. Parents, students, and faculty have the right to appeal to the Pastor for final resolution. The Pastor may consult with members of the School Advisory Council, principal and other school personnel to gain insight for final resolution of the matter.

11. EXTRACURRICULAR ATHLETICS

OLF is a member of the Albuquerque Parochial and Independent Athletic League (APIAL). The mission of the APIAL is “to promote the spiritual, academic, and physical welfare of its youth and good sportsmanship and fair play through all activities sponsored by the Albuquerque Parochial and Independent Athletic League.”

11.1 GUIDELINES

As a member of the APIAL, there are certain requirements that must be met before a child will be allowed to participate:

1. Fifth, sixth, seventh, and eighth graders may participate in any of the sports.
2. In order to be eligible to play sports during the year, all interested students must have a completed physical dated after June 1st. Evidence of the completed physical must be on file in order for your child to practice or play. All physicals must be completed by September 15, 2011 for all sports.

3. A parental permission form must be signed and turned in to the coaches.
4. A driver's information form must be completed on any parent who will (or might) drive other children to or from a game.
5. The participation fee is \$50.00 per student per year. This fee goes primarily for the cost of officials. In addition, students must pay a \$25.00 deposit for the uniforms and sign the Athletic Uniform Responsibility Form. This amount will be refunded if the uniform is returned in reasonably good condition.
6. Practices will normally be Monday through Thursday from 3:15 to 5:30 p.m. In fairness to all participants, the practices are mandatory and those who do not make all of the practices between games can expect to see some reduced playing time regardless of their ability.
7. If an athlete is absent from practice the day before a game, he/she will not be allowed to participate in that game.
8. A player may only participate at one level; for example, a varsity player may not move down to junior varsity for a game. Likewise, a junior varsity player may not play on the varsity for one game. (If a player on the junior varsity is "moved up" to the varsity, he/she must remain on the varsity for the remainder of the season.) Games in which this rule is violated must be forfeited.
9. The sports schedules will be determined at the beginning of each year as the league sets up game schedules. Sports/schedules will alternate every two years. The following is an approximate season schedule:

Cross Country	Sept. & Oct.	Boys' Basketball	Jan. to Feb.
Girls' Volleyball	Sept. to Oct.	Flag Football	Sept. to Oct.
Tennis	Sept. to Oct.	Track	March to May
Girls' Basketball	Nov. to Dec.		

All students who meet eligibility requirements are welcome to join our teams; however, if a larger than normal number of students try out for a particular sport, then facility limitations and safety become concerns. The principal and athletic director will then decide if a tryout format is used.

Please remind your children that they are representing Our Lady of Fatima School and should always take pride in their appearance and their behavior.

11.2 ELIGIBILITY

All student athletes must maintain at least 2.7 GPA, with no overall failure assessments (F's) in all classes. Student athletes who fall below the required GPA will be suspended from the team until such time as the teacher(s), principal, and athletic director feel the student has improved his/her grades(s). During the suspension, the student athlete will be required to attend in-practice study hall. These study halls will allow the students to improve their grades and not fall behind their teammates in practice.

1. All student athletes will be expected to show appropriate conduct and effort.
2. All student athletes' grades will be checked weekly on Wednesdays to determine eligibility.

11.3 ADDITIONAL INFORMATION

The role of the parents is essential. Parents need to be positive role models for their child(ren). Sportsmanlike conduct must be exhibited at all times. Academics should not become a second priority. We want the students to have fun and improve their skills, but stressing the importance of academics is priority. Players as well as attendees should always exhibit good sportsmanship, fair play, and Christian values.

Anyone acting in an inappropriate manner (parents, family members, friends, etc.), toward their own child, coach, or another person, may be asked to leave the game.

Volunteers at sporting events are necessary to keep the costs down and the program accessible to everyone. Parents may volunteer to work in concessions, ticket sales, as scorekeepers, and as time keepers. Please remember that if we do not get volunteer time, we will have to raise the fees to help cover the costs.

Students may not attend the games without adult supervision. Staff members will not be required to supervise students and the school cannot be responsible for student safety, whereabouts, or behavior. Students who are attending a game must go into the gym immediately after school and may not leave the gym unless they are with a parent. The school reserves the right not to allow a student to attend games unless accompanied by his or her own parent. This will occur in the case of students not following the rules for staying in the gym or students exhibiting poor behavior or sportsmanship.

Tuition includes free admission for all students to home games. Come support our Fatima Falcons. See you at the games!

12. SCHOOL GUIDANCE/SUPPORT ORGANIZATIONS

12.1 SCHOOL ADVISORY COUNCIL

Fatima's School Advisory Council (SAC) is an advisory group consisting of parent and parish representatives, the principal, and the pastor. The SAC meets on the second Tuesday of every month during the school year at 6:00 p.m. Parents and parishioners are welcome to attend meetings. Visitors who wish to bring an issue before the SAC should notify the principal or the president by e-mail or in writing one week in advance. This requirement exists to assure that meetings are devoted only to those items within the SAC's areas of responsibility as well as to provide adequate time to prepare for the issues raised

Please check www.fatimaschoolabq.com for current board members for the school year

The major duties and areas of responsibility of the SAC include:

1. To advise in the formulation of goals and objectives that will provide for a program that is educationally sound and in accord with the three-fold ideal of Catholic education, proclaiming the Christian message and fostering Christian community and service.
2. To review, with the principal, the educational program of the school in order to verify the implementation of its own policies and to advise on improvement and development of existing programs.
3. To represent the parents of the students in matters pertaining to the school and its educational programs.
4. To promote the school and Catholic education in general; to create a better understanding and a wider support of the Catholic school within the local community.
5. To advise in determining policies relating to the planning, operation, and maintenance of school facilities and equipment.
6. To advise in the development of educational policies in accord with these goals and objectives and within the framework of the policies of the Diocesan Board of Education and respective state agencies.
7. The SAC does not hear grievances or handle disciplinary issues.

12.2 PARENT-SCHOOL ORGANIZATION

Our Lady of Fatima Parent-School Organization (PSO) is a support/service organization whose main purpose is to facilitate community activities within the school and parish, provide avenues to complete service hours, and fund-raising activities to help meet the needs of the school. The

PSO is not an advisory or policy making body, but it will attempt to help parents with needs or concerns and identify the appropriate contact or recommend a course of action. The PSO does sit on the SAC board as non-voting member.

Activities that parents can support with their service hours include the following events occurring during the school year:

Parish Picnic	Spring Art Show	Scholastic Book Fair
Madre's Angels	Spring Raffle	Science Fair
Halloween Carnival	Homeroom Parent	Sports Physicals
Thanksgiving Luncheon	Event and Sports	Picture Day
Popcorn Day	Concessions	Talent Show
Holiday Craft Fair	Christmas Musical	Catholic Schools Week
Box-Tops Collection	Sports Coaching	Las Posadas
Talent Show	Traffic Coordinator	
Faith Challenge		
Bowl		
Fall Raffle		

The PSO meets monthly to discuss up-coming events such as include holiday parties in classrooms, traffic duty, and anything requiring pre-planning by either homeroom parents or committee chairpersons. The PSO consists of a two-member team to lead the PSO with all homeroom parents as members of the board. The PSO is open to all parents/family members at Our Lady of Fatima School who would like to be more involved in school activities and are highly encouraged to attend meetings. For the 2011-2012 school year, the PSO will meet in the Library on the second Tuesday of each month at 8:15 a.m.

All parents are welcome to attend both SAC and PSO meetings

12.3 SERVICE REQUIREMENTS

All families of Our Lady of Fatima School students are considered to be members of the PSO. There are no membership dues, but each family is required to complete 20 service hours for the school year (chairing some committees fulfills the 20-hour requirement; completing hours over the summer also fulfills this requirement). All hours must be completed by the last day of school.

If this commitment is not honored, \$20.00 per hour will be billed to your FACTS account for each hour under the required hours. WE NEED YOU!

All volunteers must comply with the Archdiocesan Abuse Awareness policy. The Archdiocese requires that all employees and volunteers serving in Archdiocesan and affiliated Catholic schools attend an Abuse Awareness Workshop and undergo a background check. These workshops are sponsored by the Archdiocese of Santa Fe. Please pre-register with the Victims Assistance Coordinator's Office at 505.831.8144. Please note that due to the nature of the issues discussed, no one under age 18 is allowed in the workshop.

We hope that all families can satisfy their volunteer requirements. In order to accommodate those families with time constraints, \$20.00 will be billed for every hour not completed by the end of the year. This allows full participation by all families in offsetting school costs.

In addition to the service hour requirement, families are required to sell \$200 worth of raffle tickets each year. Tickets are distributed in the spring; the money is due at Orientation.

13. HARASSMENT POLICY

Our Lady of Fatima School does not tolerate harassment by or toward employees, students, volunteers, or parents/guardians. Harassment is unacceptable conduct, is prohibited by law, and is contrary to Christian principles. The school makes every effort to protect its students from harassment by adults and other students. Care must be exercised to ensure that the school is free from all forms of harassment.

The full Archdiocesan statement setting forth its policy against harassment is set forth in Appendix G. Our Lady of Fatima School strictly enforces this policy. Any student, parent, staff member, or faculty member who experiences harassment must report the problem in writing to the principal within ten days so that the problem may be addressed promptly.

APPENDIX

APPENDIX A PARENT AGREEMENT

OUR LADY OF FATIMA SCHOOL PARENT AGREEMENT

INTRODUCTION

We, the faculty and staff of Our Lady of Fatima School, welcome you and your family to our school. You will find that each of us is firmly committed to the formation of a cohesive community which will provide a strong academic education within the framework of Catholic beliefs, values, and traditions.

Belonging to our school community demands the commitment and dedication of the faculty and staff to the philosophy and goals of the school. It is likewise necessary for each parent to accept the philosophy and goals and to support the efforts of the administration to implement and achieve them.

It is also necessary for you, the primary educators of your child(ren), to understand fully your part in the structure of the school community. We ask you, therefore, to read the following Agreement and to sign it as an indication of your acceptance of your obligation to our school community.

AGREEMENT

1. We understand that the Catholic schools fall under the jurisdiction of the Roman Catholic Archdiocese of Santa Fe. We accept, therefore, that:
 - a. The pastor of the parish is the ex-officio chief administrative officer and carries out the policies and points not covered by Archdiocesan policy, as well as determining policy in collaboration with the principal and the local school board.
 - b. The principal is responsible for the immediate direction and supervision of the school program.

2. We understand that certain responsibilities require our continuous support if the school is to achieve its goals. We agree, therefore:
 - a. To worship with our child(ren), to participate actively in sacramental preparation programs, to make an effort to expand our own knowledge and the practice of our faith in order to help religion be an integral part of our child(ren)'s life, rather than merely a subject that is taught during one segment of the day.
 - b. To encourage our child(ren) to learn by providing an environment suitable for home study.
 - c. To abide by the decisions of the principal regarding suitable grade/teacher placement and advancement/retention of our child(ren).
 - d. To abide by all school and Archdiocesan regulation and policies (see Student/Parent Handbook) and to accept all disciplinary action, suspension, or dismissal of our child(ren) for non-compliance with these regulations and policies and/or any behavior deemed disruptive to the learning process.
3. We understand that tuition covers only part of the cost of educating our child(ren). We agree, therefore:
 - a. To support our school through regular tuition payments.
 - b. To assist in making up the deficit by assuming a share of the duties for fundraising activities sponsored by the school.
 - c. To abide by the decision of the Scholarship committee an/ or pastor, should circumstances require us to request financial aid.

We understand that we may be asked to withdraw our child(ren) from Our Lady of Fatima School if we fail to fulfill our responsibilities under this agreement. We agree, therefore, that our signatures below indicate our willingness to fulfill our obligations under the provision of this Agreement, and to actively support the philosophy and goals of the school as well as its programs.

Student's Name _____

Mother's Signature _____

Father's Signature _____

Guardian's Signature _____

Date _____

APPENDIX B SCHOOL CALENDAR

APPENDIX C PARENT AND STUDENT RIGHTS TO PRIVACY

Notice of Parent and Student Rights to Privacy

8.3 Archdiocesan Policy FAM-504 Access to Student Records and Information

Rights of Parents and Students. An educational agency or institution shall give full rights under the Amended Family Education Rights and Privacy Act (FERPA) to either parent, unless evidence is produced that there is a court order, state statute, or other legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights (39 CFR 99-

4). When a student becomes an eligible student, as defined above, the rights according to and consent required of the parents under FERPA transfers from the parents to the student (39 CFR 99.5).

The school is to give annual notification of these rights (included in the “Rights of Parents and Students” paragraph above) to parents of currently enrolled students. This may be done through the school student/parent handbook; the parent is required to sign verification that he/she has read its contents and of his/her agreement with its conditions (see Appendix A of this Handbook).

Notice to Parents and Students. As required by the Amended Family Education Rights and Privacy Act of 1974, the Catholic Schools System gives this public notice to parents/guardians of students under the age of 18 and to the students 18 years or older; the following notice is to be included in the school’s Student/Parent Handbook.

The Archdiocesan Catholic schools keep the following student educational records; academic, personal data, disciplinary actions, attendance, student health records, grades, and standardized test scores. These records are retained based on the information in FAM-503 and the schedule in Appendix B Records Retention.

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

The right to inspect records, which contain information about more than one student, is extended to that portion only that pertains to the particular student and in accordance with

appropriate procedures outlined in this policy. Copies of educational records will be made available to eligible persons based on the provisions outlined in this policy.

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

Archdiocesan policy for Catholic schools dictates that educational records are kept to an essential and relevant minimum. Records are reviewed at the end of the school year and non-essential and outdated materials are destroyed.

APPENDIX D ARCHDIOCESAN DISCIPLINARY POLICIES

FAM-509 SUPERVISION OF STUDENTS, DISCIPLINE, AND DISCIPLINARY ACTIONS

Disciplinary Actions. When a student's conduct warrants a formal disciplinary action, the pastor and or school administrator are authorized to impose the discipline, which is to be based on the nature and degree of the offense as well as previous violations, and must be just and consistent with each student. Archdiocesan policies regarding disciplinary actions supersede school policies and are to be incorporated into the school's policies for the Student/Parent Handbook.

For serious disciplinary action, the administrator is to call a conference, which includes the student, the parent or guardian, and any other individuals appropriate to the incident. Written reports will be kept of disciplinary conferences and signed by those in attendance with a copy given to the parent/guardian and another copy kept by the school in a file separate from the student's permanent record.

Probation. Probation is a status (not to exceed 9 weeks) during which the student's conduct is supervised and evaluated. A probation agreement will be put in writing and will describe what progress will be considered satisfactory, whether academic or behavioral. This form will be signed by teachers, parents, and student and all parties will be given copies. At the end of the probation period, a determination will be made as to whether the student has made satisfactory progress toward the stated goals or is in need of further evaluation or action.

Suspension. Suspension restricts a student from attending some or all school activities (not to exceed 3 school days for elementary school or 5 school days for mid-school students). When a student is suspended from attending classes, he/she may be required to report to school during normal school hours, but is separated from his/her ordinary classes; otherwise, the student

may be required to fulfill the suspension at home. In both cases, the student is expected to continue schoolwork on an independent or private-study basis.

During suspension, a student (and/or the parent/guardian) may be restricted from attending a school-related activity, such as a field trip or extra-curricular activity, until such time as it is deemed that he/she has earned the right to participate in the activity again.

Suspension is considered a serious measure and will be utilized judiciously. As soon as it is determined that the student will be suspended, the principal immediately summons the parents/guardian to a conference, which may also include the student's teacher, the school pastor, or other appropriate persons. All evidence in the case is to be carefully reviewed with the parent/guardian. A written summary of the conference, signed by those in attendance, is kept on file at the school.

Required voluntary withdrawal. A student may be asked to leave the school for various reasons. In this case, the parent/guardian is given the opportunity to voluntarily withdraw the student to avoid having the student expelled; however, if the parent/guardian refuses to do so, the principal, in coordination with the pastor, will expel the student.

Expulsion. This is such a serious punishment that it will be invoked only as a last resort. The fact that a student is a disciplinary challenge is not necessarily justification for expulsion. The principal, in coordination with the pastor, is to use every means available to discover the cause of the problem and exhaust all appropriate means to correct it, such as conferences, and/or the imposition of other, more progressive disciplinary actions. In spite of the school's best efforts, there are situations that demand that a student be expelled. The documentation supporting this action must reference the conferences that have been held with the parent/guardian to discuss the problem. Expulsion may also be imposed when a student willfully and deliberately disobeys school rules or behaves contrary to stated norms. Notice of expulsion must be given, in writing, to the parents/guardian, with one copy kept in the student's file. The date of determination and reason are recorded on the Permanent Student Record Card.

Conduct Resulting in Immediate Expulsion. Certain offenses may result in immediate expulsion. The following examples are intended to provide guidance for situations where a student will incur disciplinary action. This list is not all-inclusive:

It is a violation of Archdiocesan and school policies to possess, sell, distribute, be under the influence of, or use DRUGS or drug paraphernalia in any manner (except as medically prescribed) while on school property or while involved in or attending school activities, on or off campus. At a minimum, violators will be suspended immediately. The pastor and

principal will make the final determination regarding the student's continued enrollment within 3 school days.

A violation involving DRUGS AND/OR ALCOHOL may require that the police be notified and involved in the investigation (Refer to the Archdiocesan Crisis Management Plan for more information). Alcohol is defined as any liquor, wine, beer, or other beverage containing alcohol content. Drugs are illegal or controlled substances, marijuana, inhalants, and legal prescription and over the counter drugs, including counterfeit (look-alike) substances, which are used or distributed for unauthorized purposes. Drug paraphernalia includes any equipment or apparatus designed or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs.

No student/parent may have any WEAPON in his/her possession on school property (on his/her person or under his/her control in a locker, desk, or vehicle) or at a school-related function. "Weapon" is defined as any object that could be used to threaten or inflict harm on others. A violation of this policy is justifiable cause for suspension and/ or expulsion. Threatening to bring a weapon to school or to use a weapon on any other person-student or adult - is a form of harassment and will be subject to disciplinary actions.

THREATS are taken seriously, whether verbal, written, or implied.

Students who destroy or VANDALIZE school or parish property or the personal property of another will be required to pay for losses or damage. A student who willfully engages in such behavior is subject to suspension and/or expulsion. Other consequences such as legal or criminal prosecution will depend on the severity and nature of the offense and restitution costs.

Physical attack, bullying, or verbal or sexual ABUSE, constitute harassment of a school employee or student, whether on school property or at a school-related activity. This will not be tolerated.

Any student who engages in such behavior must be referred to professional counseling, which may be conducted by a qualified school employee or an outside agency.

FAM-519 POSSESSION/DISTRIBUTION/UNDER THE INFLUENCE OF
ALCOHOL/TOBACCO/OTHER DRUGS

Policy

Students are not permitted to possess, distribute, or be under the influence of Alcohol, Tobacco, or other drugs while on or near school property or at school-sanctioned activities. In addition, Archdiocesan schools are drug-free zones. Therefore, involvement on or near school grounds with tobacco, alcohol, or drugs in any form is strictly prohibited. Any student who fails to comply with this policy will be subject to appropriate disciplinary action.

Definition

We define possession of alcohol, other illegal drugs or inhalants as on a student's person, in a student's body or bloodstream, in an item belong to a student, such as, but not limited to, a backpack, locker, purse, or car, or being held by another person. Under the influence of alcohol, other illegal drugs or inhalants is defined as having alcohol or drugs in the bloodstream or the body, and/or suspicious behavior.

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

We encourage and support our students in their efforts to be drug and alcohol free. Any student seeking help for himself or herself, or for a friend, from a teacher, administrator, counselor, or other member of the staff will be given help without penalty. When a student is seeking help for a friend or acquaintance, a request for anonymity will be honored. We see this as mature and caring, and we fully support it.

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

Disciplinary Action

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

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

Provisions of Substance Abuse/Use Probation

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

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

APPENDIX E ARCHDIOCESAN PROHIBITION OF HARASSMENT

FAM-518 Prohibition of Harassment

Policy. The Archdiocese of Santa Fe will not tolerate harassment by or toward employees, students, volunteers, or parents/guardians. Harassment is unacceptable conduct, is prohibited by law, and is contrary to Christian principles. The Catholic school makes every effort to protect its students from harassment by adults and other students. Care must be exercised to ensure that the school is free from all forms of harassment.

Definition. As it is used here, “harassment” means to knowing use of a form 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 (NMSA 30-3A02 Harassment and Stalking Act.) Anyone who engages in such behavior is in violation of this policy when on school property, at school-sanctioned activities, or in vehicles dispatched for school purposes. This policy must be included verbatim in the school’s Student/Parent Handbook.

Student Harassment. No student may employ such conduct, verbal or physical, that denigrates, intimidates, threatens, or shows hostility or aversion toward another student or a pastor, teacher, administrator, coach, or other employee. Such behavior may include, but is not limited to, making comments or remarks directly or indirectly, violent action toward, name calling, staring, glaring, or gestures (whether obscene or not), or other expressive behaviors which have the purpose or effect of creating an intimidating, hostile, or offensive academic environment, interfering with student’s academic performance, or otherwise adversely affecting an individual’s academic opportunities.

Parent/Guardian Harassment. Such behavior may include, but is not limited to a parent/guardian or other person who upbraids or insults volunteers or school employees in the presence or hearing of a student or other individual at a place which is on or off school premises in which the individual is required to be in connection with assigned school activities.

Sexual Harassment. Sexual Harassment includes, but is not limited to, threatening adverse actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted and unnecessary physical contact; a pattern of offensive remarks, including unwelcome comments about appearance, obscene jokes, or other inappropriate use of sexually explicit or offensive language; the display of sexually suggestive objects or pictures; and unwelcome sexual advances by vendors or other visitors if the advances are condoned explicitly or implicitly by the school.

Harassment on the Basis of Race, Color, Religion, Gender, National Origin, Age, or Disability. Such harassment would include verbal or physical conduct that denigrates, intimidates, or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of unreasonably interfering with the educational environment; or (3) otherwise adversely affects student’s ability to attend school.

Reporting Harassment. Any student who feels that he/she is a victim of harassment shall promptly bring the problem, in writing, to the attention of the principal. If the student is uncomfortable for any reason with discussing the matter with the principal, he/she may report the matter, in writing, to the pastor or superintendent. Retaliation in any form against an employee, student, or parent/guardian who exercises his or her right to make a complaint under this policy is strictly prohibited and will, in itself, be cause for disciplinary action

Investigation of Allegations. The school must make every effort to educate the school community about its intolerance of harassment. Administration (or the pastor or superintendent) shall investigate in a confidential manner. To ensure due process, all persons involved must have opportunity to be heard. The investigation will proceed and be documented following the instructions in PER-420, Conflict Resolution. If the complaint is not satisfied after bringing this matter to the attention of the administration, he or she may use the appeals process outlined in PER-420-3. Any allegation of sexual harassment must be reported to the Archdiocesan Case Manager at the Catholic Center.

Policy Enforcement. Any student or employee who is found, as a result of an investigation, to have engaged in harassment in violation of this policy will be subject to appropriate termination. In the case of a parent/guardian, the archdiocese makes every attempt not to deprive a child of a Catholic education because of the attitude of a parent/guardian; nevertheless, if his or her uncooperative or disruptive attitude so diminishes the effectiveness of the school that allowing the student to remain enrolled is impossible, the student may be expelled. Anyone found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including expulsion and termination.

In the event that law enforcement personnel become involved in a criminal investigation of harassment charges, parish, school, and Archdiocesan authorities are expected to cooperate fully with the investigation. Confidentiality will be maintained in all investigations and only those persons with a “need to know” will be informed about the investigation.

APPENDIX F PROHIBITION OF HARASSMENT BY SUPERVISORS, EMPLOYEES, STUDENTS, AND PARENTS/GUARDIANS

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

Harassment

For purposes of this policy, the term “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. (NMSA 30-3A-2)

Harassment may constitute a form of employment discrimination when:

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

Sexual Harassment

Sexual harassment includes, but is not limited to, threatening adverse actions if sexual favors are not granted, promising preferential treatment in return for sexual favors; unwanted and unnecessary physical contact; a pattern of offensive remarks, including unwelcome comments about appearance, obscene jokes or other inappropriate use of sexually explicit or offensive language; the display of sexually suggestive objects or pictures; and unwelcome sexual advances by vendors or other visitors if the advances are condoned explicitly by the school.

Parent/Guardian Harassment

Under normal circumstances, a student is not to be deprived of a Catholic education on grounds relating to the attitude of parents/guardians; nevertheless, it is recognized that a situation could arise in which the uncooperative or disruptive attitude of parents/guardians might so diminish the effectiveness of the school acting in loco parentis (in place of parents) that continuation of the student could be morally impossible. Such situations include but are not limited to:

Any parent, guardian, or other person who upbraids, insults, or abuses any teacher, administrator, or coach of the school in the presence or hearing of a student.

Any parent, guardian, or other person who insults or abuses any teacher in the presence of other school personnel or students and/or at a place that is on school premises or at some place where the teacher is required to be in connection with assigned school activities.

Harassment on the basis of race, color, religion, gender, origin, age, or disability

Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, and that demonstrates the following:

1. Purpose or effect of creating an intimidating, hostile, or offensive work environment
2. Purpose or effect of unreasonably interfering with an individual's work performance
3. Purpose or otherwise adversely affects an individual's employment opportunities

Enforcement of the Policy

Complaints are to be addressed either to the Principal or Pastor within (10) days of the incident. The principal shall investigate complaints and take appropriate corrective action through such ways as to bring the complaint to the attention of the person involved, through mediation, or in-service on the meaning of harassment. Any person who feels that he or she has been a victim of harassment shall bring the problem in writing to the immediate attention of the principal. If the complainant is uncomfortable for any reason with discussing such matters with the principal, or, in the alternative, if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report in writing the matter promptly to the pastor or superintendent. If there is still no reasonable solution, then the Archdiocesan grievance procedures should be followed. (PER-414.1) In the event that law enforcement personnel become involved in a criminal investigation of harassment charges, the parish and school authorities shall cooperate fully with the investigation.

The school will investigate all allegations of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

Any employee or student who is determined, as a result of such an investigation, to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action (PER-418.1, PER-419.1, STU-527) and may include termination of employment in the case of an employee and dismissal in the case of the student.

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

exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

NOTE: All complaints involving any form of sexual harassment must be reported to the superintendent and the Vice-Chancellor and Case Manager at the Catholic Center.

APPENDIX G FAMILY DIRECTORY

Please consult the Sycamore Classroom Management program.

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