

**Holy Cross  
Catholic School  
2017-2018  
Parent/Student Handbook**



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# Board of Directors

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## MEMBERS

Andrew Ondo *	Christine Wright
Hillary Avitia*	Caroline Harrington
Karen Hand	Patricio Quintana
Kelly Burnham	Rosemary Crawford*
Fr. Richard Catanach (LCCS Chaplain)	

\* Parent

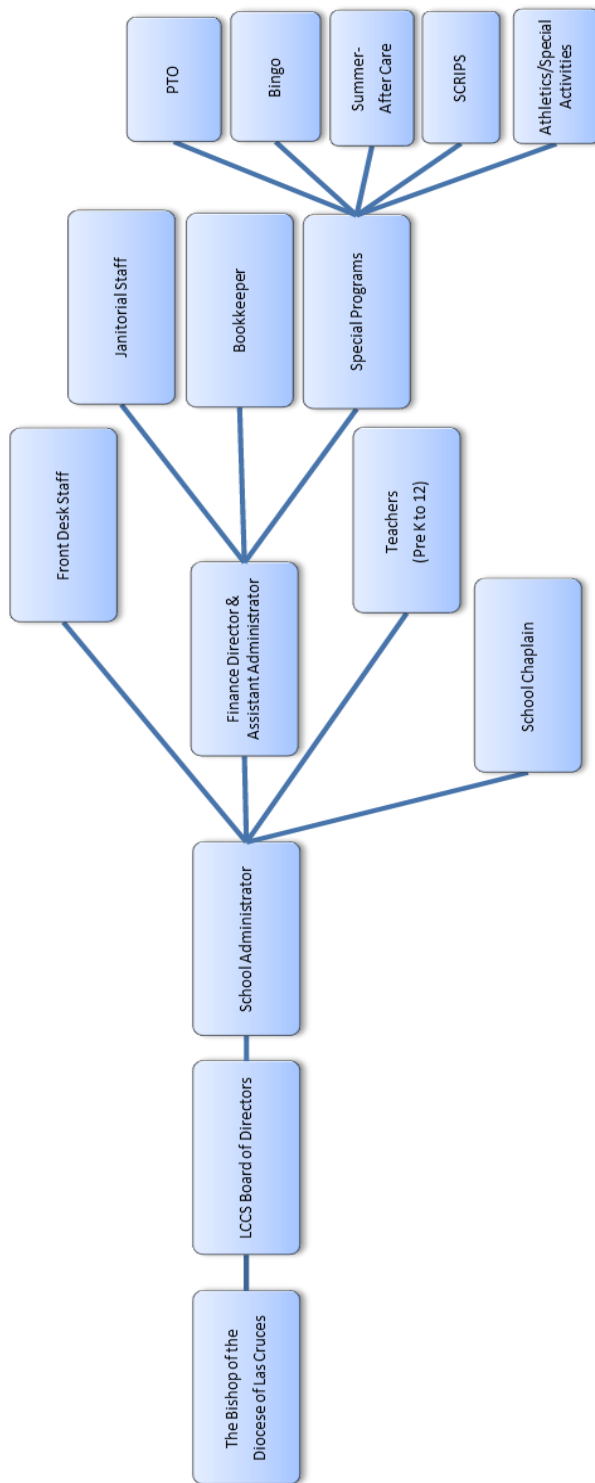
## EX-OFFICIO

Fr. Richard Catanach, Pastor  
Mrs. Connie Limón, Principal  
Mr. Adrian Galaz, Assistant Principal  
Mr. David McNeill, Legal Consultant

*Las Cruces Catholic School Board meetings are held on the second Wednesday of the month in the LCCS Middle School building. If you wish to attend, you are welcome. If you wish to be on the agenda, please notify the administration or a board member before the first Tuesday of the month. If you are interested in becoming a board member, please contact the Board President.*

# Las Cruces Catholic School Organizational Chart

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# Vision & Mission Statements

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## ~VISION~

It is envisioned by Las Cruces Catholic School (LCCS) that the truly ideal educational mission, philosophy, setting, processes, and stakeholders of a Catholic school are those that will enable and require the school to:

- ✦ promote and achieve the highest possible levels of academic excellence for all its students, as determined by widely accepted national and international standards of educational quality;
- ✦ provide all its students the strong foundation of values and virtues--rooted in the Catholic faith--that are essential for their ongoing formation both as life-long leaders of the Catholic Church and their communities, and as truly responsible citizens;
- ✦ support and augment the parents' role as "first teachers and mentors" of their children.

## ~MISSION~

Rooted in Roman Catholic Tradition, Las Cruces Catholic Schools promote excellence in education, and foster Christian spiritual, intellectual and moral virtues in our students.

# Profession of Catholic Identity

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Catholic identity is at the core of our mission at Las Cruces Catholic Schools. This means that our schools must be readily and unmistakably identifiable as Catholic schools, working hand and glove with the Church in moving children and their families toward their salvation in Christ. This identity will be evident in the following ways:

- ✦ Las Cruces Catholic Schools will be distinctly Catholic and Christ-centered and this purpose/mission will be evident in both schools.
- ✦ LCCS will work collaboratively with the parents/guardians as primary educators to ensure quality faith formation, active participation in the life of the Church through Eucharistic liturgy, prayer, and Christian service, and a sound academic education.
- ✦ The Catholic character of LCCS will reflect the beauty and tradition of the Church and her liturgy, including her sacramental life and the lives of the Saints.
- ✦ LCCS will provide programs of faith formation where Sacred Scripture, Sacred Tradition and Magisterial teachings and values will be taught and integrated into all aspects of school life.
- ✦ Catholic moral formation and moral teaching will be integrated appropriately at every grade across subject areas.
- ✦ The student population of LCCS will be required to participate in community service so that they might be given the opportunity to practice Christian charity as an integral part of their Catholic education.
- ✦ LCCS will utilize the guidance and leadership of a school chaplain in order to ensure proper instruction of Catholic doctrine.
- ✦ The Principal/Administrator of LCCS, under the guidance of the school chaplain, will schedule retreats and other spiritual opportunities regularly for the faculty, staff, students, and school board members, to deepen their personal faith commitment and foster growth of the faith community within the school.
- ✦ LCCS Will be an effective means of evangelization in our Catholic community and the extended Las Cruces community which we serve.
- ✦ The Principal/Administrator of LCCS will identify ways to maintain and strengthen meaningful connections with the home parishes of its students.
- ✦ The Principal/Administrator will seek ways to promote the mission and purpose of LCCS through appropriate avenues of communication and media in the Las Cruces community at large.
- ✦ The LCCS Board of Directors will support all stakeholders in the continued foundation and growth of our Catholic Identity.

# SIP Goals for 2017-2018

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*as determined by the LCCS School Board*

- **Goal 1: Demographics**
  - 1.1-LCCS will serve students from all religions, including the non-religious, ethnic backgrounds, and economic status.
- **Goal 2: Student Achievement**
  - 2.1-All students will reach high academic performance, attaining a score above the mean average in all academic areas tested.
  - 2.2-Students experiencing difficulty will be provided with effective and timely assistance, and successfully transition from elementary to middle school, middle school to high school and high school to post-secondary.
- **Goal 3: School Culture and Climate**
  - 3.1-LCCS will foster respect for prayer, reverence, understanding, and active participation at mass and in all aspects of spiritual life throughout the day.
  - 3.2-All students will be educated in learning environments that are appropriate, safe, drug and violence free, and conducive to learning.
- **Goal 4: Staff Quality, Recruitment and Retention**
  - 4.1-Qualified and highly effective personnel will be recruited, developed, and retained.
- **Goal 5: Curriculum, Instruction and Assessment**
  - 5.1-The LCCS curriculum, instruction and assessment will be aligned to the standards and benchmarks of the Archdiocese of Santa Fe.
- **Goal 6: Family and Community Involvement**
  - 6.1-Parents and community members will support and contribute to efforts that all students reach high academic standards.
- **Goal 7: School Context and Organization**
  - 7.1-Student and Teacher handbooks will outline policies and procedures to assist in running an organized, effective and efficient educational environment conducive to learning for all students.
- **Goal 8: Technology**
  - 8.1-Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.
    - Computers for lab and the middle school portable lab were purchased.

# Admission & Retention Policies

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## Admissions

1. Parents/Guardians and students must agree to uphold the Catholic and patriotic values and traditions that form the basis of education at our school, and to abide by the policies and regulations of the school. The policies include the participation in prayer and in the Pledge of Allegiance.
2. New and transfer students will be interviewed with their parents by the administrator and may be required to meet with a faculty committee to determine the appropriateness and the compatibility of this school for each particular student. Students transferring from local schools and students whose academic and/or discipline records from a previous school appear ambiguous will be placed on nine (9) weeks of probation. Student must be in good standing and take a placement exam for admittance.
3. Space is available based on the state mandated policies for class size.
4. The parent/guardians of the student(s) to be admitted agree to pay tuition and other required fees recommended by the Board of Directors, and agree to participate with the school in their student(s) education by providing fifty (50) hours of service to the School Service Program per school year. 12.5 service hours must be completed at the end of each 9-week grading period. Report cards will be held at the front office for all service hours not up-to-date. For every service hour not completed by the end of the school year, a \$10 per hour charge will be assessed and added to tuition fees.
5. The State of New Mexico requires that pre-school classrooms have an open door policy and are supportive of family involvement. As per state regulations, we invite children three to five years of age (who are toilet trained) to be part of the program.
6. New Mexico State compulsory attendance law and Catholic School policy dictates that children must be five (5) years old on or before September 1<sup>st</sup> to enter kindergarten and six (6) years old on or before September 1<sup>st</sup> to enter first grade. The only exception for early admission to grade 1 is when documentation is presented showing that a child has successfully completed an accredited kindergarten. In this case, the parents must agree to additional evaluations by a LCCS teacher during a probationary period. Kindergarten children are given a school readiness test during the first week of school. Maximum enrollment is twenty (20) students per kindergarten classroom.
7. The Board of Directors approves the guidelines, rules, and regulations implemented by the faculty, administration, and staff of the Las Cruces Catholic School. The Las Cruces Catholic School reserves the right to deny admission and/or continuance to any student who cannot in good faith demonstrate that he/she will comply with values, academic processes, policies, or rules and regulations of the school. Second semester eighth grade students will not be permitted to enroll.
8. The Administrator will make the final decision of admission.

## Probation

Probation is a specified time during which the student will be observed as to his/her willingness and ability to follow the behavioral and academic norms of the school

- Probation applies to:
  - a. A student who is having difficulty following the school's code of student behavior.

- b. A student transferring to the Las Cruces Catholic School.
  - c. A student who has become academically deficient in most or all areas.
- During a period of probation, all requirements, outlined in writing, of the probation must be met.
- The decision to recommend withdrawal or allow the student to continue will be made at the end of the probation period based on the recommendations of teachers and the Administrator.
- Based on these recommendations, the student:
  - a. May be removed from probation status.
  - b. May continue for one more quarter (but no longer) on probation.
  - c. May be asked to withdraw from the school.
- A decision of withdrawal can be reconsidered only in the instance of a student who leaves due to academic failure. If the student wishes to reapply to the Las Cruces Catholic School at a later date, he/she must have done well for at least two semesters elsewhere before his/her request will be reviewed.

## Termination

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

## Withdrawals

If parents/guardians plan to, or are required to, withdraw student(s) prior to the end of the school year, a withdrawal form from the school office must be circulated among the teachers and staff to obtain grades and fees/charges owed. All textbooks, library books, and other school property must be turned in.

**Tuition/fee issues will be settled with the bookkeeper before records or report cards will be released.**

## Due Process

Parents/Guardians and students are entitled to Due Process, which allows a hearing about decisions made. Parents/Guardians shall have an opportunity to present their views and may ask the board to review the Administrator's decision.

Due Process Procedures:

1. The request for a Due Process hearing must be made in writing and sent to the president of the Board of Directors.
2. The Board of Directors will set a date for the hearing.
3. The parties concerned must appear in person at the hearing before the Board of Directors and make their plea.
4. The Board of Directors will consult in closed session to make their decision, which will be presented in writing to the party making the appeal.
5. The decision of the Board of Directors will be binding.

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

## Extended Day Program

The Extended Day Program operates from 7:00 AM to 7:45 AM and from 3:10 PM to 6:00 PM, Monday through Friday during the school year on a FEE BASIS. Elementary and Middle School students who arrive before 7:45 AM or stay after 3:20 PM must report to the Extended Day Program. There will be no

exceptions! Families are responsible for fees assessed for any time spent by their child at the Extended Day Program.

On early dismissal days, the program operates from the time of dismissal to 6:00 PM. The program is open during most school holidays so as to provide a year-round day care option. The particulars of the program, including fee options and enrollment procedures, will be sent home with the students at the beginning of the school year. Playground rules for the school extend to the Extended Day Program participants.

## Registration

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### Registration Fee

In order to process registration, all school fees, payments and service hours must be up-to-date. The registration fee is non-refundable and due at the time of registration. **Currently enrolled student** registration fee is \$175.00 per student during early registration and \$225.00 per student thereafter. **New student** registration fee is \$325.00 per student. Registration fees are used to cover the following costs:

- State/Diocesan Standardized Testing program costs
- Religion textbooks and worship resources
- Library/Networking costs
- Processing of student records

### Current Students

Parents/Guardians must register to readmit their child/children each year in February to reserve class space. State statutes govern class size for each elementary grade.

The following information is required for registration of current students:

1. The registration fee is due at the time of registration. The registration fee is \$175.00 or \$225.00 per student and is non-refundable.
2. Health records must be updated and current.
3. Current parent/legal guardian's address(es) and telephone number(s) must be provided.
4. Current emergency contact information must be provided.
5. All prior debt to the school must be eliminated before current registration can be accepted.
6. Proof of service hours--completed and/or purchased--must be provided. 12.5 hours is due each quarter, and 50 hours must be completed by the end of the school year.
7. The student's teacher has made a positive recommendation for continuation at LCCS.

### New Students

All new students registering **MUST** bring their ORIGINAL or CLEAR COPIES of the following documents:

1. Birth Certificate
2. Current Immunization Records
3. Baptismal Certificate (if Catholic)
4. First Holy Communion certificate (if Catholic)
5. Grades/Academic Record from previous school (if transferring)
6. Report of Special Education Testing (if applicable)
7. Decree of Custody in case of divorce, adoption, etc.
8. The new student's registration fee is \$325.00 per student, which is non-refundable and must be paid at time of registration/enrollment.

## Health Records

It is the parent's responsibility to inform the school officials and the child's teacher about any health problems such as epilepsy, asthma, intestinal problems, migraine headaches, etc. which affect their child. Please put this information in writing with specific instructions. This information should be written, and regularly updated on the Emergency Procedure Card.

## Immunizations

The State Health Department mandates that all students have their immunizations up-to-date. A copy of the immunization record is mandatory upon registration and updated as necessary each year. Students without proof of immunization records or without updated records will not be allowed to register.

## Tuition & Fees

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### Rates

The LCCS Board of Directors sets tuition rates and policies annually. The approved 2017-2018 tuition rates and payments for students in Preschool through 12th grade are:

	YEARLY	MONTHLY (10)	MONTHLY (12)
<b>K - 8th</b>			
1st Child	\$5,950.00	\$595.00	\$495.84
2nd Child	\$5,450.00	\$545.00	\$454.17
3rd Child	\$5,150.00	\$515.00	\$429.17

Las Cruces Catholic School/St. Mary's High School bases its tuition policy on the premise that tuition payments are an investment in your child's education and Catholic formation. It is the duty of the school administration, in the spirit of Christian stewardship, to ensure that adequate financial resources are available for the school and that enrollment is as affordable as possible to all families.

### Tuition Payment Plans

Tuition is paid by enrolling in the FACTS Tuition Program. The payment plans are as follows:

- **OPTION 1:** Full payment is due August 1st, processed by check, credit card, or cash in the tuition office. 1.5% discount applies for full tuition payments received by August 5th.
- **OPTION 2:** First half of tuition is due August 1st, and the second half is due December 1st. Payment is processed by check, credit card, or cash in the tuition office. .75% discount applies when first semi-annual payment received by August 5th.
- **OPTION 3:** Four equal installments processed by FACTS with payments due August 1st, November 1st, February 1st, and April 1st.
- **OPTION 4:** Ten monthly payments processed by FACTS with payments due on the 5th of every month (August - May).
- **OPTION 5:** Twelve monthly payments processed by FACTS with payments due on the 5th of every month (July - June). *This option is only available if the first payment is received by July 5th.*

### Request for Exemption

In the event that a family cannot choose one of the payment plan options, the family is required to meet with the Financial Administrator so that suitable arrangements can be made and monitored.

**Exemptions require that the family demonstrates a significant need for an alternative payment plan to be implemented in order to meet the tuition responsibility.**

## Late Registration

Tuition for students registered late shall be prorated over the number of months they will be enrolled with the final payment scheduled for May 5th. A student enrolled for one day during the month is considered enrolled for the entire month.

## Late Payments

Should circumstances arise that may cause delay in payment, suitable arrangements must be made with the Financial Administrator at least five days before a scheduled payment date. Missed payments due to insufficient funds will automatically be charged a \$30 missed payment fee by FACTS. Missed payments will be re-attempted on the next payment date in addition to the scheduled payment for that month.

Students whose accounts are two months behind will be held out of class until arrangements to pay are discussed with the Financial Administrator. Three missed monthly payments in a single semester may result in automatic disenrollment.

Report cards, transcripts and access to Gradelink will not be released for any student whose tuition, extended care, service hour accounts or any other school fee are not current until a mutually agreeable arrangement has been approved by school administrators.

## Delinquent Tuition From Previous Year(s)

All previously unpaid tuition, extended care, and service hours must be up-to-date by August 1st in order to be eligible for re-admission. School families failing to pay outstanding balances according to the tuition and extended care agreements or if unwilling to make suitable alternative arrangements, will be informed that their child(ren) may not be readmitted.

Outstanding balances for students no longer enrolled in the school will be given a 30-day period to contact the Financial Administrator and arrange a payment plan. Failure to arrange a payment plan within 30 days of disenrollment will lead to the outstanding balance to be turned over to a collection agency.

## High School Credit Courses

8<sup>th</sup> graders will be given the option to take the following high school classes:

- **New Mexico History-** This course explores New Mexico's history from 1500 to the present. The contributions of and interactions between Native Americans, Hispanics, Euro-Americans, and others receive special attention.
- **High School Health**
- **High School PE-** During the fall semester, this co-ed course covers the basic skills for Soccer, Flag Football, Basketball, Physical Fitness, Weight Training, Fitness Walking, and Aerobics. During the spring semester this course covers the basic skills for Volleyball, Softball, Basketball, and Fitness. Emphasis will be placed on physical training and other important fundamentals for competitive and non-competitive activities. Physical fitness tests and evaluations will be given throughout the semester.
- **Spanish I-**In this course, students study the basics of Spanish grammar including the present, imperfect, and preterit. Four communication skills are developed – speaking, listening, reading, and writing. Students will be exposed to the similarities and differences in the culture of the people who speak the Spanish language.

**There is a \$50 fee for each class taken (high school math courses are excluded).**

## Other Fees

Certain activities may require a fee, and payment will be dependent upon each specific activity. The principal and the activity sponsor will make the determination for other fees. Parents will be notified of any additional fees before they become due.

## Assistance

Tuition assistance applications are accepted in March. Families may pick up a packet at the front office. A selection committee will review all applications and make the final determinations.

New families are eligible for tuition assistance starting with the second semester of their enrollment. Application must be filled out at the time of registration. You may also apply for Educate New Mexico scholarships. Check out the website at [www.educatenm.org](http://www.educatenm.org) for more information.

## School Service Program Requirement

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As a way to keep tuition costs down, and in the spirit of Christian charity, the Las Cruces Catholic School has a program of School Service Hours to generate the required fifty (50) hours of volunteer assistance per family, per year. Individuals provide valuable services to the school while demonstrating to their children the importance of service, education, and the community.

Fifty (50) service hours must be completed annually by the parents in order to assure registration the following year. A total of 12.5 hours **MUST** be completed by the end of each 9 weeks. Parents who have difficulty providing service time to the school have the option of purchasing these hours at the rate of \$10 per hour. Within the service hour requirement is participation in class bingo assignments each semester.

## Student Records

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Permanent student records are housed in the administrative office. The Las Cruces Catholic School shall maintain the following education records of students:

1. Religious Education
2. Academic
3. Personal and Family Information
4. Attendance
5. Health
6. Assessment
7. Standardized Testing
8. Disciplinary

According to the Unlimited Access Act, the following individuals will have access to student records:

1. Parents/guardians of students under eighteen (18) years of age
2. Parents/guardians of students over eighteen (18) years of age, if such student is a dependent as defined in the Internal Revenue Code
3. Eligible Students (eighteen years of age or older)
4. School administrator(s)
5. School secretary
6. Superintendent of Instruction
7. Teachers (for current students only)

Limited Access to Education Records requires authorization prior to release of records for:

1. New Mexico State and local officials to whom information is required to be reported such as auditors, case manager, legal counsel
2. Recognized testing organizations
3. Accrediting organization teams during review visits
4. Appropriate and duly authorized persons in connection with an emergency
5. Subpoena or court order (not applicable to friendly request)
6. Persons with the written consent of the parent/guardian of a student under eighteen (18) years of age, or the written consent of the student over eighteen (18) years of age

7. School or schools in which a student intends to enroll.

## Transfer of Records

1. Requests from other schools need to be transacted from office to office, i.e. forms or a phone call from secretary and/or Administrator.
2. We will mail copies of permanent records directly to the school.
3. No records will be released or transferred unless all tuition and fees have been paid in full.
4. **Transcript Fee-First copy is free, thereafter \$5 per copy.**

## Attendance

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1. The school year requirement, according to New Mexico State Law, must equal 1080 teaching hours.
2. The school office is open from 7:45 AM to 3:45 PM, including the lunch hour. All registrations and other business transactions will be handled through the school office during these hours, unless otherwise specified.
3. The first bell rings at 8:00 AM. Classes begin at 8:05 AM. Students will be dismissed at 3:10 PM and all students must be picked up by 3:20 PM, or they will be sent automatically to the Extended Day Program. (See Extended Day Program section for details.) Students should not enter the building until the bell rings at 8:00 AM. Students must be off the grounds by 3:20 PM unless they are performing some specific duty under the direct supervision of a faculty member. Otherwise, students are to report to the Extended Day Program before 7:45 AM in the library and immediately after 3:20 PM. Parents will incur the cost charged by the program. Any student dropped off early, picked up late, or walking to and from school, **MUST** adhere to these guidelines.
4. The school is a closed campus. Once students have arrived on the school grounds, they must remain there until 3:10 PM. Students **MUST** be signed in and out at the front office by a parent/guardian or their designee in order to enter or leave school grounds after 8:00 AM or before 3:10 PM.
5. Students who walk, drive (high school students driving themselves), or use a bicycle to travel to and from school must have a parent's written permission maintained in the school office. Students using bicycles must park them on arrival. Students are not allowed to ride bicycles on the premises at any time. Students must follow all state and city regulations pertaining to the use of bicycles and motor vehicles. To drive to school, students must be fully licensed and a copy of the auto insurance information must be provided to the school office.
6. In case of bad weather, we will follow the decision of the Las Cruces Public School system in regard to the closing of school. Parents should listen to the local radio broadcasts for information, check email and phone messages, and look for updates on the website.
7. Regular attendance at school is essential for all students. The school adheres to the official school calendar.
8. **PLEASE DO NOT PICK STUDENTS UP BETWEEN 2:45 AND 3:10 PM! THE SCHOOL DAY ENDS AT 3:10 PM.** Unless it is an emergency or related to a doctor's appointment, students will not be released from class until 3:10 PM. No one is allowed to be in the hallways during this time. Students must be picked up in the designated area.

# Absence & Tardiness

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## Absences

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Parents are discouraged from taking students from their classes before dismissal time. This is a disruption to the learning process for all students. Therefore, after 5 of these disruptions parents will be fined \$10 each subsequent violation.

1. For your child's protection, we request that parents notify the school office between 8:00 AM and 8:30 AM of the student's absence on any given day. Upon the student's return to school a written note must accompany the child and be given to the office. The student is responsible for obtaining the **absence/tardy** form from the front office. The student must then obtain each teacher's signature. This form must be returned to the front office at the end of the school day.
2. Medical, dental and other appointments during school time are strongly discouraged, except in cases of emergency. Please do not schedule appointments during Terra Nova testing.
3. Consistent absenteeism adversely affects a student's work and is discouraged. School related and sponsored functions are counted as excused absences (field trips, retreats, school sponsored activities, etc.).
4. **Excessive unexcused absences: If a student has five or more unexcused absences per semester, this is defined as excessive absences. A fine of \$10 will be assessed after the 5<sup>th</sup> unexcused absence and for each subsequent absence.**

## Make-Up Work:

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

## Family Trips and/or Vacations

1. Family trips and/or vacations should be planned to coincide with school vacations, especially at Christmas and spring break. Students should not ask for extra days at these times. Should a family choose otherwise, it must be understood that the student bears full responsibility for all work while he/she vacations. No extra instruction or extensions will be given for the completion of assignments or projects.

## Tardiness

1. It is the parent/guardian's responsibility to make sure students arrive at school on time. Students arriving after 8:05 AM must be accompanied and signed in by a parent/guardian. When a child is signed in at the front office, they will be given a tardy slip. Without a tardy slip, they will not be admitted to class.
2. Tardiness is when a student is not in his/her classroom when the late bell rings. If a student is tardy because of unforeseen circumstances, the office will send an excused tardy slip to the teacher.
3. Excessive tardiness: If a student is tardy five or more times per school year, this is defined as excessive tardiness. A fine of \$10 will be assessed after the 5<sup>th</sup> unexcused tardy and for each subsequent tardy.
4. Students with five or more unexcused tardy slips will not be eligible for any awards or honors.

## Student Check-Out Policy

Teachers begin their end of day activities around 2:25 each day and this is a busy time for them. The school will be a closed campus each day from 2:25 until regular dismissal at 3:10. Anyone picking up children after 2:25 will be asked to wait until parent pick-up opens.

1. It is the policy of the school that students will not be allowed to leave during the day. When the parents bring students to school, the students will remain on campus until they are picked up at the end of the school day or at the designated hour from the Extended Day Program.
2. Students who must leave for scheduled appointments or other business will follow the steps listed below: (Liability and safety dictate these rules.)
  - a. The parent/guardian must physically present him/herself at the office to request that the student be dismissed.
  - b. The parent/guardian will sign out the student in a permanent records book at the office.
  - c. The student will then be called by intercom system to the office for the parent/guardian to assume custody of the student. Students must not leave the building unaccompanied.
  - d. Anytime a student is brought to the school between 8:05 AM and 3:10 PM, the student will be signed-in by parent/guardian to ensure that school authorities have taken custody.
3. In the event that any other person, not the parent or legal guardian, wants to pick-up a student, the following rules will be followed:
  - a. The individual(s) must fully identify themselves to the front office personnel and state their reason for being there. Individual identification will be examined, and the person must be named on the student's Emergency Procedure Card.
  - b. If the individual(s) fit the criteria established, the student will be called by intercom to report to the office for the stated business.
  - c. The person responsible for the student must sign the student out.
4. In the event that legal authorities wish to pick up a student, the following will prevail:
  - a. The legal authorities will identify themselves and provide the proper identification materials. Once this has been done, the legal authority's home office will be contacted in order to assure the legality of the authorities present and their business.
  - b. The parents will then be contacted and asked to come to the school to assure that parental permission is duly given. Legal authorities should not resist the time delay if their cause is just.
  - c. If the parent approves of the legal authority's picking up the student(s), the parent and legal authority will sign-out the student. The student will then be called to the office by intercom.
  - d. If the student is returned the same day, the parent will sign-in the student in order that the school may again take custody of the student.

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

## Visitors

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### General

We welcome parents and visitors to our school. Parents and other visitors are required to check-in with the school office and obtain a visitor's badge. Parents and visitors are not allowed to interrupt classroom activity for any reason. In order to avoid disruption of classes and of the teachers' preparation time, entering the classroom or hallways is contingent upon specific permission from the office and prior knowledge of the teacher. A request from a parent or visitor can be categorically denied.

### Classroom Observation

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

## Requirements for Volunteers

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

*NOTE: Please refer to "Parent Volunteer Dress Code" section.*

## Health Program

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The health of our students is a basic concern. Parents are primarily responsible for the care of their children's health, but the school provides certain services to aid them in fulfilling this important obligation.

1. For the protection of all students, the following rules must be followed at all times. Whenever a student exhibits one or more of the following symptoms, the parents will be contacted, and the student must be picked up within thirty (30) minutes:
  - a. A fever of 99.6 degrees or higher
  - b. Suspected contagious disease
  - c. Vomiting
  - d. Diarrhea
  - e. Severe cold symptoms
  - f. Discomfort lasting thirty minutes or longer
  - g. Head lice
2. If your child has any of the above symptoms in the morning before coming to school, please keep him/her at home. A child with a serious cold or with a rash or fever should be kept at home for observation. If you send your children to school, they will be expected to follow the class routine including P.E. and recess. Emergency first aid will be administered to cuts, scratches, and minor playground accidents.
3. The parent/guardian, or the person named on the Emergency Procedure Form, will be notified if a child must be sent home. For the safety of the child, parents are asked to sign out the student. It will be the parent/guardian's responsibility to obtain medical attention for the student.
4. If an emergency occurs which is so great that the student must be medically transported from the school, the parent/guardian will be notified as soon as possible. The hospital emergency room will not give emergency care without the parent/guardian's permission and presence.

## Requirements for Returning to School

To determine when your child will be permitted to return to school:

- Respiratory infections: Doctor's note
- Fever: 24 hours after fever breaks
- Strep Throat: 24 hours after antibiotic treatment begins
- Pertussis: 5 days after initiation/doctor's note
- Skin Infections: 24 hours after treatment has been initiated
- Pink Eye: 24 hours after antibiotic treatment begins
- Diarrhea/Vomiting: 24 hours after it resolves
- Cut or sore leaking body fluid: Excluded from school until cut or sore is scabbed over or healed
- Chicken Pox: 6 days dried and crusted

This list is not all-inclusive. Please use your best judgement when choosing to have your child return to school. The health and wellbeing of all teachers and students is our priority, please abide by these guidelines. If your child is going to be out due to any illness, please contact their teacher or the front office.

## Head Lice

Head lice are a common problem in schools and can easily be eliminated with proper procedures and treatment. Parents need not be embarrassed or ashamed if their child becomes afflicted with lice. It is of utmost importance that parents give their children regular inspections for head lice before they spread to classmates at school.

The staff at LCCS will also periodically check for head lice. If it is determined that a child has head lice, the following procedures will be followed:

1. Any siblings of the child affected, who are also students at LCCS, will be checked for lice.
2. Parents will be notified and the affected student(s) must be picked up within 30 minutes.
3. Parents of classmates will be notified that a child in the class has been determined to have lice.
4. A thorough cleaning of the affected classroom will take place, especially all soft surfaces (rugs, stuffed animals, etc.).
5. All students in the affected classroom will be asked to clean coats, backpacks, and any other surface that might foster the growth and spread of lice.
6. The student(s) will be allowed to return to school 24 hours after the parent has rendered treatment at home. A staff member will check the student before he/she is allowed back into the classroom.
7. The student(s) will have a follow-up check up to two weeks after the initial incident to ensure that all lice have been eliminated.

*NOTE: If you discover that your child has head lice, please notify the school office immediately so that proper precautions can be taken.*

## Medication

1. **NO** medication will be administered to any student at any time. Parents/guardians must come to school to administer medications. The only exceptions are asthma inhalers or the EpiPen medication which must be self-administered, kept in the office medical box, and must be in the original prescription bottle/package with:
  - a. Your child's name on the bottle/package
  - b. The name of the medication/drug
  - c. The dosage amount
  - d. The date and the time to be given
2. No child of any age may keep medication or cough drops on his/her person, in his/her backpack or book bag, or in his/her locker or classroom.

## Change of Parent/Guardian Information

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

- Emergency contact information
- Address
- Telephone number
- FACTS bank account information
- Changes in legal status regarding parental custody of student(s)

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

## Classroom Parties

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- Students are welcome to bring cupcakes or similar treats on their birthday. These may be enjoyed at 2:00 PM. Please notify the classroom teacher one week in advance.
- Home party invitations may not be passed out in school unless ALL members of the class are to receive an invitation.
- Balloons, flowers, and gifts are strongly discouraged, and will remain in the office until dismissal time.
- Holiday parties will be organized by the home room teacher and the home room parents. Administrative approval is required for any deviation from the regular school-day schedule.
- No noon time pizza parties are allowed.

## Lost & Found

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A depository for lost and found items will be maintained inside the MPR. Items will be kept for a two-week period and then be donated to charity.

## Arrival & Departure Procedures

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1. All students are to be dropped off and picked up in the designated area of the SOUTH parking lot between 7:45 and 8:00 AM and between 3:10 and 3:20 PM. In the morning, no students are allowed into the buildings until 8:00 AM when the bell rings. Any student(s) arriving at school before 7:45 AM must go to the Extended Day Program. Any student remaining on the school grounds past 3:20 PM (unless they are reporting to a school-sanctioned activity) must go to the Extended Day Program. Students must go to their appropriate areas immediately when they arrive at school.
2. Students and parents are required to walk from the parking lot along designated crosswalk areas and avoid crossing between vehicles.
3. The speed limit in the parking lot is 10 mph.
4. Students are not allowed to be dropped off or picked up from the street in front of the school before or after school.
5. **PLEASE DO NOT PICK STUDENTS UP BETWEEN 2:25 AND 3:10 PM! THE SCHOOL DAY ENDS AT 3:10 PM.** Unless it is an emergency or related to a doctor's appointment, students will not be released from class until 3:10 PM. No one is allowed to be in the hallways during this time. Students must be picked up in the designated area.
6. Parents wishing to enter the school to discuss a school-related matter between 7:45 and 8:05 AM or 3:10 and 3:20 PM are to park in the south parking lot.

**PLEASE FOLLOW THESE RULES FOR THE SAFETY OF EVERYONE!**

## Communications

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### School/Home Communications

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

- Principal emails
- The Weekly Joust (school newsletter)
- Gradelink

- PTO emails
- Monthly calendars which are distributed through the children
- Parent meetings called to disseminate or discuss information

## Chain of Command

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

1. Teacher
2. Administrator
3. Board of Directors

## Concerns and Complaints

Everyone at Las Cruces Catholic School is dedicated to providing an excellent Catholic and academic education for students. Please contact your child's teacher during the teacher's working hours if, for any reason, you become dissatisfied with a procedure or event at the school. (Teachers' hours are 7:50 AM to 3:20 PM.) **Parents cannot go directly to the teacher's classroom unless approved by the front office and/or administration and must obtain a visitor's pass.** If you are not satisfied with your communication with the teacher, you may contact the Administrator. (Administrator's hours are 7:30 AM to 3:45 PM.) If, after communicating with the teacher and administrator, you feel that an adequate solution was not arrived at, your concerns should be brought to the Board of Directors. (Please refer to the Due Process section for instructions.)

## Student/Teacher Conflicts

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

## Cafeteria/Hot Lunch Program

### Lunch Schedule

	GRADES	LUNCH PERIOD
First Lunch:	Kindergarten through 5th Grade	11:15 AM - 11:45 AM
Second Lunch:	Pre-School, MS, and HS	11:55 AM - 12:25 PM

### Sack Lunches

Those students not using the hot lunch program may bring a sack lunch. For safety reasons, the sack lunch should not include any glassware or canned carbonated soft drinks. If lunch is forgotten, parents are to bring the lunch to the school office, not the student's classroom.

### Lunch Tickets

- The cost of lunch is \$3.75 per day (which includes milk). The weekly cost is \$18.75.
- Lunch tickets are sold in the mornings only, in the extended Day Program room, between 7:30 and 8:30 AM. Tickets may be purchased daily, weekly, or monthly.
- Extra milk and additional beverages are available for 50¢ each.
- If your child is allergic to milk, a note from the child's doctor must be provided and an alternative drink will be provided at no extra charge.
- Students on fee and reduced lunch must pick up tickets in the morning with the Extended Day Program room (library).
- Tickets may be pre-paid and the child may pick up a ticket any day they would like to have a cafeteria lunch in the Extended Day Program room (library)

- To avoid lunch ticket lines, parents may send an envelope with the student's name, grade days they would like to purchase lunch, and the amount enclosed. Parents can drop the envelope off in the lunch ticket box in the Extended Day Program room. The tickets will be sent to the child's classroom.
- If the student forgets his/her lunch or money, he/she may charge a lunch.

## Cafeteria Regulations

1. Lunch-time prayer: A prayer is recited in each classroom before dismissal for lunch. A prayer after the meal is recited in the cafeteria at the end of lunch.
2. All students must exhibit good manners and be courteous to fellow students, cafeteria staff, parent volunteers, and the faculty on duty.
3. All toys and sports equipment **MUST** be deposited in the designated area upon entering the cafeteria for lunch.
4. Students will arrive at the cafeteria in staggered time intervals.
5. Each grade will sit at assigned tables. Students will sit only at the table assigned for their grade.
6. Students are expected to use care not to create an undue mess while eating, and clean their places before leaving.
7. Students may talk quietly, using inside voices.
8. Each student is expected to eat his/her own lunch.
9. No one is allowed to return to the classroom for any reason during the lunch period.
10. No one is allowed to get up to visit a friend.
11. Students must raise their hands for permission to buy a snack or to use the restroom.
12. At the end of the lunch period, the students are to stand, push in their chairs, and wait quietly for after-meal prayer.
13. Lunch boxes and portions not consumed at lunchtime are to be put on the designated carts.
14. Students may purchase snacks **ONLY** after consuming their regular lunches.

## Curriculum Information

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### Overview

The Las Cruces Catholic School offers a full academic curriculum for students in pre-kindergarten through twelfth grade. The required core subject areas for all students include religion, mathematics, language arts, social studies, and science. Other required life skills include physical education, health education, art, music, library skills, computer literacy, foreign language, guidance, and Christian sexuality. The school follows the curriculum prescribed by the New Mexico Public Education Department. The New Mexico Public Education Department and the North Central Association currently accredit LCCS and St. Mary's High School.

### Christian Sexuality and Family Life

This is a required part of the school curriculum. All materials adhere to Roman Catholic teachings on Christian sexuality and family life. The subject is taught in such a way as to promote home discussion and strengthen both the family's values and the student's future moral decision making. Parents will be invited to view the materials during the Fall Semester and to sign a form giving permission for their child's participation in the class. A child not having permission to participate in the program will be given an alternative assignment to complete while they are out of class for that lesson.

### Textbooks

Textbooks are the property of LCCS and provided by the New Mexico Public Education Department based on the Fortieth Day Enrollment. Textbooks are provided to the students by the school on a loan basis. The student is responsible for the textbook and **MUST** protect its condition. Textbooks must be covered when issued at the beginning of the school year. If a student loses a textbook, he/she must pay for the textbook before he/she will be issued a replacement. Any damage to the textbooks will be charged

to the student at the end of the school year. Students may be required to purchase books above and beyond the state textbooks provided, i.e. a Bible, literature paperbacks, science magazines, etc.

## Federal Programs (Title Programs)

LCCS participates in the following programs offered for students in conjunction with the Las Cruces Public School System:

- Title I
- Title II
- Title IV
- Title VI

Please see the Administrator for additional information.

## Field Trips

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

**Students will not be allowed to take part in field trips without a school signed permission slip from their parents/guardians.** Parents/guardians will always be notified of a planned field trip prior to its occurrence. All students are expected to participate. Transportation for field trips is provided for all students by parents in private vehicles and/or school van. All parents who volunteer to drive must have a faith environment clearance. Service hours will be awarded if parents drive more than one student.

**Please note: Field trips may only be attended by students who are members of the participating class. (However, siblings who are not school-age may attend field trips with volunteer parent chaperones.)**

## DVD and Video in Classroom

Some commercial video productions can greatly enhance curricular topics. Films that are not rated G or PG will require parental permission for the students guided in-school viewing. Prior administrative approval is required.

# Religion

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## Class

Religion is taught as an academic course. All students, Catholic and non-Catholic, are required to take the class and all students will be graded. Religion includes attendance at the school community's weekly Mass and participation in other devotional activities.

## Mass

All students, Catholic and non-Catholic, at LCCS and St. Mary's High School will attend Mass once a week. The current Mass is scheduled for Wednesday mornings at 8:15 in the church. Teachers are expected to attend Mass with their students. Seating is pre-arranged and is assigned by grade level. Mass uniforms are required on Mass days. Parents are invited to attend Mass with the children. (Please sit towards the back of the church to allow room in front for the students.)

## Prayers

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

## Science Fair

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- The Las Cruces Catholic School Science Fair, grades six and up, is affiliated with the International Science and Engineering Fair and abides by all their rules and regulations. The Science Fair is MANDATORY for students from kindergarten through eighth grade. From kindergarten to third grade, students will prepare a class project. Beginning in fourth grade, students must do an individual project.
- The Science Fair provides an opportunity for the students to grow in scientific knowledge, independent thinking, research skills, and self-direction. The fair provides an opportunity to reward student curiosity, investigation, creativity, problem-solving, and scholarship. The fair also serves to demonstrate to other students and the community what our students are doing in science. Planning and meeting a schedule of requirements are some of the objectives in preparing a science project; therefore, grades may be attached at each checkpoint. Elementary students are not evaluated across grades, but compete only with students at the same level. The teacher will share schedules and more specific guidelines with the students and parents at the appropriate time. The Science Fair takes place annually in January.

## Library Media Center

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The Library provides books as a supplement to the curriculum and also provides books for enjoyment. Library skills will be taught at all levels. Students are responsible for books in their possession. Students are expected to return books on time. Books are checked out for a one-week period and may be renewed for a second week. Fines are levied at 5¢ per school day at the discretion of the librarian. Lost or damaged books or other media must be paid for or replaced by the end of each semester or a report card will not be issued. (See the Student Responsibilities section.)

## School Supplies

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Students are given a list of school supplies at the time of registration or prior to the commencement of school. These supplies are to be obtained and labeled by the first day of school, and maintained as needed throughout the school year. Individual classroom teachers may require additional supplies after the beginning of the school year.

## Grading

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### Homework

The assigning of homework is a policy of the school. Homework is an extension of particular concepts taught in the classroom. It helps the student develop independent work habits, as well as a sense of responsibility and given at the discretion of the classroom teacher.

Parents can assist in this important task by:

- Setting aside a regular study time each evening for homework.
- Providing a quiet study place at home.
- Restricting use of the radio, TV, DVD player, video games, telephone, etc. during homework times.
- Providing all required materials.
- Calling by 8:30 AM for absences and homework requests to give ample time to gather homework needed. Please do not ask for homework if you don't have time to pick it up, or if your child is too

sick to complete the work. If homework is requested, it must be picked up at the office from 3:00 PM to 3:45 PM.

- Checking GRADELINK regularly for their child's progress. (Parent passwords for GRADELINK are available at the front office. Also, parents who do not have access to a home computer may have access to GRADELINK in the media center at the school.)

**Approximate daily time requirement for homework is:**

**Grades K-2; 15-30 minutes,**

**Grades 3-5; 45-60 minutes,**

**Grades 6-8; 60-90 minutes.**

## Report Cards

In a continuing effort to make the reporting of student progress both appropriate and useful to students and parents/guardians, the report cards and grading systems are subject to annual review and revision. Report cards assist with but cannot substitute for regular communication between parents and teachers.

Report cards are distributed on a quarterly basis; mid-October, early January, mid-March, and at the end of May. These dates are noted on the school's annual monthly calendars.

*NOTE: Report cards may be held, at the discretion of the Administrator, for failure to remain current on tuition payments or failure to comply with parent/guardian service hour requirements.*

## Grading and Conduct Scale - Pre-School and Kindergarten

### ACADEMIC GRADE

E = Excellent

G = Good Performance

S = Acceptable Performance

N = Needs Improvement

U = Unacceptable Performance

### CONDUCT

O = Outstanding

G = Good

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

## Grading Scale - Grades 1 through 8

<b>GRADE LEVEL</b>		<b>PERFORMANCE INDICATED</b>
<b>1<sup>st</sup> through 3<sup>rd</sup> Grade Assigned</b>	<b>4<sup>th</sup> through 8<sup>th</sup> Grade Assigned</b>	
E	A = 90-100%	High Quality Performance
G	B = 80-89%	Good Performance
S	C = 70-79%	Acceptable Performance
N	D = 60-69%	Unacceptable Performance
U	F = below 60%	Non-passing Performance. (No Credit Given)

*NOTE: In 4<sup>th</sup> through 8<sup>th</sup> grades, report cards reflect letter grades only (percentages are not reported).*

## Conduct Scale - Grades 1 through 8

### CONDUCT

#### GRADES 1 THROUGH 8

E = Excellent

G = Good

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

## Parent/Teacher Conferences

Required parent/teacher conferences are held at the Las Cruces Catholic School during the school year. Teachers may request additional conferences with parents/guardians as needed. Parents/guardians are free to call the school office for additional conferences with specific teachers; however, we ask that teachers be contacted only at school, and during working hours. If parents would like additional conferences, they can be scheduled if the Administrator or the teacher deems it necessary.

*NOTE: Please do not phone or text teachers while they are at home.*

## Character Counts Awards

The Character Counts honor is given to 1<sup>st</sup> through 5<sup>th</sup> grade students to recognize qualities of Christian character that exemplify the goals of the Las Cruces Catholic School. It is helpful to hold up models for the student community by periodically giving recognition to individuals who are outstanding among their peers. Teachers select students based on the pillars of Citizenship, Respect, Responsibility, Farness, Caring, and Trustworthiness.

## Honor Roll

Honor Roll Cards are awarded at each nine-week grading period to students in 4<sup>th</sup> through 8<sup>th</sup> grades.

- **"Gold" or "A" Honor Roll** ~ Students must have earned an "A" in all subject areas. Their conduct grades must not be lower than "S" and in good standing (middle school students).
- **"Silver" or "B: Honor Roll** ~ Students must have no less than a "B" in any subject area. The conduct grade must not be lower than "S" and in good standing (middle school students).

## Renaissance Program

The Renaissance Program is designated to reward students in grades six and up at the end of each semester for academic achievement beyond the honor roll cards.

- **Gold Renaissance Award** ~ Students are eligible for the Gold Renaissance Award if they have maintained "A's" in all subjects and earned conduct grades not less than "S" and in good standing for the entire semester.
- **Silver Renaissance Award** ~ Students are eligible for the Silver Renaissance Award if they have maintained "B's" in all subjects and earned conduct grades not less than "S" and in good standing for the entire semester.

## Testing Program

LCCS follows a Standardized Assessment Program as follows:

1. The new Comprehensive Tests of Basic Skills, Terra Nova, is administered each spring to grades one through **seven**. All students are required to participate in the testing program. No testing modifications will be made without a recognized IEP authorization of modifications.
2. **8<sup>th</sup> graders will be taking the PSAT 8/9.**
3. Test reports are reviewed with both students and parents/guardians. Test results help to track the instructional progress of the school as a whole.
4. A school readiness test is given to entering kindergartners at the start of the school year.
5. Formative assessments are given to all students throughout the school year to track academic progress and to inform teachers of student progress.
6. A placement test is given to all new and/or transferring students.

## Promotion and Retention

Parents will be notified about student progress with parent/teacher conferences, progress reports, and report cards. If a student fails a class, he/she must attend a summer program and be certified at grade level prior to the beginning of the next school year to be promoted to the next grade.

## Graduation Ceremonies

- **Kindergarten:** LCCS celebrates the commencement of kindergarten students as they begin their Catholic faith and further academic journey, on a relatively small scale. The teachers and parents plan the celebration.

## Safety

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The Las Cruces Catholic School makes the safety of our students a top priority. Parents/guardians can assist with this important task by reading and becoming fully aware of all the safety procedures of the school.

### Sexual/Physical Abuse

- School administrators and educators are bound by law to report suspected child abuse.
- All school personnel are required by the state and the Diocese of Las Cruces to attend the Sexual Misconduct Workshop as provided by the Diocese.

### Disaster Planning and Drills

1. **Fire Drills:** The Administrator is responsible for conducting monthly fire drills. If you are present during a drill, please follow all guidelines and map exit plans. A teacher report is due from each classroom following each drill, and the reports are filed for examination by the fire department or other authorized officials.
2. **Emergency Actions and Standard Operating Procedures:** Each building maintains a Disaster Preparedness Handbook that is available in the office for parent/guardian review. The following table contains the actions that students and staff will take in response to specific emergencies. In the event that the listed emergencies or disasters occur, the Administrator and certified and non-certified personnel will direct the orderly movement of students to safe areas while the extent of the disaster is determined. The Department of Public Safety will be contacted as soon as possible in the case of any event.
3. **Evacuation:** This action, which is authorized by the Administrator, consists of vacating a site and transporting students and staff to another predetermined location. Parent notification will be made by phone, public announcements, radio, television, and other means to inform them of the location of the evacuation site.
4. **Convert School:** This action prepares the school for conversion to a congregate care center, first aid station, or feeding center, as a part of the school's arrangement with other community agencies. If appropriate, students will be sent home; if not, they will remain at school under the care of the teacher(s) and await further information.

*NOTE: Please see the following table for an outline of Emergency Disaster Procedures.*

## Emergency Disaster Procedures Table

EVENT	PROCEDURE	ACTION
BOMB THREAT	Leave building	Orderly movement of students and staff from inside the school building to an outside area of safety
FIRE	Leave building	Orderly movement of students and staff from inside the school building to an outside area of safety
SEVERE WEATHER	Duck, Cover, and Hold	Duck to knees underneath tables or desks, away from windows. Hold on to desk or table leg with both hands. (Initiated by the school warning system, voice or intercom.)
WEAPON(S) ON CAMPUS	Code Red	Lockdown. (CODE: " INITIATE CODE RED")
UTILITY OUTAGE	Go Home	Students are dismissed from classes to return home by the most expeditious means. This action will be authorized by the administration only if there is time to transport students to their homes. Early dismissal will occur only if time permits adequate notification to parents or guardians. (Initiated by voice or written communication.)
CAMPUS UNREST	Secure Building	This action is taken when danger is outside the classrooms. Classroom and external doors will be locked. (Initiated by the ringing of five (5) long, evenly-spaced bells for by voice stating "Initiate Code Red".)
EXPLOSION	<u>Classrooms:</u> Duck, Cover, and Hold	Duck to knees underneath tables or desks, away from windows. Hold on to desk or table leg with both hands. (Initiated by the school warning system, voice or intercom.)
	<u>Open Areas:</u> Drop	When students and staff are in open areas such as the playground and athletic fields, drop to the ground and shield face and eyes with arms. (Initiated by school warning system or by voice.)
	Leave Building	Orderly movement of students and staff from inside the school building to an outside area of safety
FALLEN AIRCRAFT	To be determined	Administrator will determine action.
HAZARDOUS MATERIALS ACCIDENT	To be determined	Administrator will determine action.

# Student Responsibilities & Expectations

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1. Students must complete their school work, follow the rules, and fully participate in the learning process, which includes coming to school with paper, pencils, books, and completed homework assignments.
2. In the spirit of Christian love and charity, students must make an effort to get along with and be considerate of others, be responsible for their own behavior, and do everything possible to contribute to a positive learning environment.
3. Students must listen and follow directions.
4. Students must respect school property and the property of other students. This includes taking care not to disturb, write upon, or take anyone else's property.
5. Please leave music/audio equipment, video games, hard balls, toys, knives, etc. at home. **Cell phones may not be used during school hours.** Any of these devices found in use during school hours will be confiscated and returned at the end of the day. If this behavior continues, parents will be required to pick up confiscated items. (Jump drives may be used, with permission, for academic purposes only.)
6. Students should refrain from engaging in verbal or physical fights and are prohibited from hitting, striking, kicking or in any other way harming another person. Bullying, hazing, or harassment in any form will not be tolerated. LCCS has a **ZERO TOLERANCE** policy for harassment/bullying in any form, by or towards employees, students, volunteers, parents, or guardians.
7. All students must use appropriate language at all times. Cursing and swearing are unacceptable.
8. Always use bathrooms assigned for students, only. Do not use the teachers' bathrooms or lounge area at any time or for any reason.
9. A student must never approach a loiterer at school, but report the presence of strangers to the most immediate adult supervisor in the vicinity.
10. Students must use courtesy and good manners at all times, including extracurricular activities. Remember to make visitors feel welcome and greet them with kindness and respect.
11. Always remember to be a positive role model for younger students.
12. Students should show concern for the physical and mental health of themselves and others and never knowingly possess, transmit, or be under the influence of a drug not specifically prescribed for them by a licensed physician.
13. Students may only call parents/guardians for emergencies. (Not forgotten homework.) If any student needs to contact a parent/guardian in a non-emergency situation, he/she must obtain permission from the office, and the call will then be placed by a staff member.

## Electronic Devices

This includes (but is not limited to) phones, phone watches, iPods, iPads, etc.

1. Must be in the off mode between the **ENTIRE** hours of 7:45 AM-3:10 PM.
  - a. This includes during:
    - i. Lunch
    - ii. Between classes
2. If in use during these hours it will be confiscated.
  - a. A \$25 fine will be charged to parent/guardian to reclaim the electronic device at the front office.
3. May be used for academic purposes only (if requested by teacher or administrator).

# Discipline

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If a student is referred to the Administrator for disciplinary action, the teacher will submit a Disciplinary Referral for Student Form to the school office. This will be kept on file for the remainder of the year. Infractions and discipline imposed will be cumulative, if necessary.

## Moral Issues

Students are expected to adhere to Roman Catholic moral teachings and tradition. Morality issues and concerns will be addressed on an individual case-by-case basis.

## Disciplinary Actions

### **Category 1 - Minor Offenses:**

1. Excessive, unexcused absences and/or tardiness
2. Failure to abide by the Dress Code, including not dressing out for P.E. **Procedure will be the following:**
  - a. Call parents/guardians to drop-off proper uniform attire.
  - b. School will attempt to provide proper uniform.
3. Any behavior which demonstrates inappropriate physical affection within the school environment.
4. Failure to follow cafeteria and playground rules.
5. Inappropriate behavior in Mass or during religious devotions.
6. Use of foul and/or obscene language, profanity, and/or name-calling.

**Consequences:** Minor offenses are those actions which directly involve only one individual student. The consequences of these actions can include loss of free dress privileges, isolation, assignment to school clean-up, lunch or after-school detention, exclusion from activities, academic loss of classroom time, and if continued, SUSPENSION and PROBATION. (See full Disciplinary Referral Form.)

### **Category 2 - Major Offenses:**

1. Habitual misconduct which upsets the learning process of the school, the safety of students and staff, or the moral well-being of the school.
2. Making threats, bullying, insolence, rudeness, and/or disrespect towards any student or adult.
3. Mistreatment of or damage to the school building or property, or destruction of textbooks or other learning materials.
4. Engagement in any activity or conduct which is in serious violation of Roman Catholic teachings or morals, and which attempts to promote teachings contrary to those of the Roman Catholic Church. In this regard, any rings, jacket emblems, t-shirts, or any other items which incorporate satanic symbols are never permitted and will be confiscated and destroyed.
5. Refusal to obey the reasonable directives, rules, and regulations of the school as established by the Board of Directors and administration, and which are contained in this HANDBOOK.
6. Insubordination and/or failure to respond to the directives of a teacher, the Administrator, or any staff personnel, including the school secretaries, the librarian, and the custodians.
7. Fighting which may have, or does, result in bodily injury to another person, student or adult.
8. Theft of property, or deliberate misplacement of someone else's property even if done as a prank.
9. Violation of any penal law or ordinance, or adjudication by a court as a delinquent child.
10. Possession, use, or transmission of alcohol, tobacco, drugs, or any harmful substance on school premises will result in immediate termination. Even the PRETENSE of the use or transmission of drugs or other harmful substances is prohibited.
11. No student of the school shall bring a weapon onto school property, nor carry or keep ANY weapon on school property, or while attending or participating in any school activity, including during transportation to or from such activity. Possession of ANY weapon will result in immediate termination and any other discipline required under the law.
12. **Inappropriate Use of Technology. Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing,**

**damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment.**

**Consequences:** Major offenses are actions that affect the well-being of others and the school as a whole. The consequences of these actions can include the academic loss of classroom time, SUSPENSION, PROBATION, and possible TERMINATION depending upon the seriousness of the offense or the endangerment of others. (See Disciplinary Referral Form - beginning at step four.)

**NOTES:**

- *Corporal punishment is not permitted in the schools in the Dioceses of Las Cruces.*
- *Students with repeated suspensions, for whatever cause, will be terminated or asked to withdraw from school.*

**Las Cruces Catholic School  
School Discipline Referral Form**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Offense Number:    1       2       3       4       5

**Location:**

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Classroom  | <input type="checkbox"/> Church       |
| <input type="checkbox"/> Playground | <input type="checkbox"/> Library      |
| <input type="checkbox"/> Cafeteria  | <input type="checkbox"/> Bathroom     |
| <input type="checkbox"/> Hallway    | <input type="checkbox"/> Other: _____ |

**Incident:**

Problem Behavior	Teacher Interventions	Administrative Action
<b>Minor</b> <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Physical contact <input type="checkbox"/> Insubordination <input type="checkbox"/> Disruption <input type="checkbox"/> Property misuse <input type="checkbox"/> Uniform <input type="checkbox"/> Tardy <input type="checkbox"/> Other _____  <b>Major</b> <input type="checkbox"/> Abusive language <input type="checkbox"/> Fighting/ Physical aggression <input type="checkbox"/> Overt Defiance <input type="checkbox"/> Harassment/bullying <input type="checkbox"/> Truancy <input type="checkbox"/> Other _____	<input type="checkbox"/> Redirection <input type="checkbox"/> Student warning <input type="checkbox"/> Loss of privilege <input type="checkbox"/> Conference with student <input type="checkbox"/> Recess/lunch detention <input type="checkbox"/> Parent contact <input type="checkbox"/> Phone call <input type="checkbox"/> Parent Conference <input type="checkbox"/> E-mail <input type="checkbox"/> NOTES: _____   <input type="checkbox"/> Other _____	<input type="checkbox"/> Conference with student <input type="checkbox"/> Detention <input type="checkbox"/> In-school suspension _____ hour(s) <input type="checkbox"/> Parent Contact <input type="checkbox"/> Out-of-school suspension _____ day(s) <input type="checkbox"/> Other _____

**Others involved in incident:**

☐ None    ☐ Peers    ☐ Staff    ☐ Teacher    ☐ Substitute    ☐ Other \_\_\_\_\_

**Description of Incident:** \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All minors are filed with classroom teacher. Five minors equal a major.  
All majors require administrative decision and parent conference.

# Playground Rules

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All rules apply to school time and extended day care use of facilities. Before or after school hours students are not allowed in the playground area without adult supervision.

## General Recess

1. Adults/teachers on duty should facilitate taking turns on equipment and games.
2. Soccer, kick ball, and touch football may be played at recess. Hard bats and balls are limited to P.E. time or directed play with a teacher.
3. Students may not engage in dangerous games.
4. Students may not engage in games that leave or single out a student.
5. Do not disrupt games in progress or get in the way of P.E. classes.
6. Do not bounce balls against the building.
7. Students should not pick up or throw rocks, wood chips, sand, mulch, or any other object.
8. No rough play or karate kicking will be tolerated.
9. Line up immediately when the bell rings (or the whistle blows).
  - a. Once the bell or whistle is blown to line up, students should line up quietly until dismissed to go inside.
10. Pick up and return all equipment to proper storage areas.
11. The soccer fields are for organized play, and only for grades 3-8.
12. Any portion of the playground not visible to the staff on duty is off limits, including the middle school and behind the middle school.
13. The pre-school playground is for the use of pre-school students only.

## Slides

- The slides are for the use of students in Pre-K through 5 only.
- Students should always take turns when using the slide or other playground equipment.
- Do not walk up or down the slide or stand in front of the bottom of the slide.
- Do not push others on the slide.
- Do not use the slide if there are puddles at the bottom of the slide.

## Climbing

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

## Swings

- Do not stand too close to swings that are in use.
- Do not jump from moving swings.
- Do not stand in swings swing double, twist chains, or swing too high.
- Saving of swings is not allowed.

## Lockers

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Students with lockers will purchase a lock and turn the combination or an extra key in to their home-room teacher. This will help students who have misplaced their combination or key, and assist when parents need to retrieve books for absent students. Lockers are to be kept neat and in order at all times. The Administrator or his/her designee has the right to inspect student lockers with the student present. The school will not be responsible for items lost or taken from lockers when those lockers are carelessly left open or unlocked.

# Search and Seizure Policy

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The school has the right to search a student, person, locker, backpack, or other personal property in order to recover stolen property and/or to maintain a safe school environment.

## Procedure

1. The search will be conducted in private by the Administrator or designee and an adult witness of the same sex, if the Administrator or designee has a reasonable suspicion that stolen property, weapons, or prohibited substances/materials will be found.
2. Strip searches are not allowed.
3. For the purposes of this policy, any one of the following is considered a weapon:
  - a. Any firearm, knife, explosive, or object, even if manufactured for a non-violent purpose, which has a potentially violent use.
  - b. Any object used in a threatening manner.
  - c. Any object able to inflict harm to person or property.
  - d. Look-a-like objects that resemble an object which has a potentially violent use.
4. Any person willfully possessing such items, or engaging in related behaviors on school property or at school-sanctioned activities, will be subject to appropriate disciplinary action, including discipline under the law, suspension, probation, and termination.

## Uniform Ordering Information

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### Dennis Uniforms:

- Online at [www.dennisuniforms.com](http://www.dennisuniforms.com)
- Our school code is A4Z
- LCCS receives a percentage of all uniform sales
- The Blackwatch Plaid skirt and jumper are the ONLY approved styles
- The skirt and jumper must be a maximum of 2 inches above the knee

### Lands' End:

- Online at [www.landsend.com/school](http://www.landsend.com/school)
- Our school code is 900133695
- LCCS receives a percentage of all uniform sales
- The classic Navy Evergreen Plaid skirt and jumper are the ONLY approved styles
- Orders may be returned to any Sears store, even those items with a logo
- The skirt and jumper must be a maximum of 2 inches above the knee

Polo shirts purchased at a retailer other than the uniform companies need logos applied. Comet Cleaners to have the logo embroidered onto the garment before it is worn to school.

# Uniform Policy/Dress Code

## Kindergarten through Grade 5

GIRLS	BOYS
<u>Girls' Basic Uniform</u> <ul style="list-style-type: none"> <li>Plaid knee length skort or skirt (bike shorts must be worn under skirts), navy blue knee-length walking shorts, or navy blue pants</li> <li>Brown or black, plain belt</li> <li>Hunter green polo shirt. (LCCS logo mandatory).</li> </ul>	<u>Boys' Basic Uniform</u> <ul style="list-style-type: none"> <li>Navy blue pants, or navy blue walking shorts</li> <li>Hunter green polo shirt (LCCS logo mandatory)</li> <li>Brown or black, plain belt</li> </ul>
<u>Girls' Mass Uniform (Wednesdays)</u> <ul style="list-style-type: none"> <li>Plaid knee length jumper, skirt, or skort worn with a white Peter Pan blouse. (Bike shorts must be worn under skirts)</li> <li>Navy blue crossover tie</li> <li>No pants or shorts</li> <li>Navy blue or hunter green sweater vest over white shirts are allowed for Mass</li> </ul>	<u>Boys' Mass Uniform (Wednesdays)</u> <ul style="list-style-type: none"> <li>Navy blue pants</li> <li>White, button-down collar, oxford-cloth shirt</li> <li>Brown or black, plain belt</li> <li>Tie: Solid navy or plaid (blue/green)</li> <li>Navy blue or hunter green sweater vest over white shirts are allowed for Mass</li> </ul>

### Kindergarten through Grade 5 Boys and Girls:

- Cold Weather:**
  - Sold navy blue jackets, sweaters, or sweatshirts with LCCS's logo may be worn in the classroom.
  - LCCS's hooded sweatshirts may be worn in the classroom (except during the months of August, September, April, and May).
- P.E. Uniforms:** Not required for K-3
- Socks:**
  - Socks must be visible, above tops of shoes
  - Socks, knee highs, and tights are to be solid white, hunter green, or navy blue (No design of any kind is allowed)
  - Leggings of navy blue, white, or hunter green may be worn under dresses during the months of November to February (No designs allowed)
- Shoes:**
  - Tennis shoes or leather shoes may be worn with uniform
  - Dress shoes may be worn with visible socks with Mass uniform
  - No open toe shoes, flip flops, high heels, boots, or fad shoes at any time
  - Sandals will be allowed for formal free dress days (pictures), but tennis shoes must be available for P.E.

## P.E. Uniform (Optional) - Grades 4 and 5

### P.E. Uniforms:

- Navy blue athletic short
- Any LCCS approved t-shirt, i.e. community service, team shirts, school club shirts
- Navy blue athletic sweatpants - cold weather
- LCCS approved sweatshirts - cold weather

## Middle School

GIRLS	BOYS
<u>Girls' Basic Uniform</u> <ul style="list-style-type: none"> <li>Plaid knee length skort or skirt (bike shorts must be worn under skirts), <b>khaki</b> knee-length walking shorts or pants</li> <li>brown or black, plain belt</li> <li><b>Navy blue</b> polo shirt. (school logo mandatory).</li> </ul>	<u>Boys' Basic Uniform</u> <ul style="list-style-type: none"> <li><b>Khaki</b> pants or walking shorts</li> <li><b>Navy blue</b> polo shirt (school logo mandatory)</li> <li>Brown or black, plain belt</li> </ul>
<u>Girls' Mass Uniform (Wednesdays)</u> <ul style="list-style-type: none"> <li>Plaid knee length skirt, or skort (bike shorts must be worn under skirts)</li> <li>white, button-down collar, oxford-cloth blouse</li> <li>Navy blue crossover tie</li> <li>No pants or shorts</li> <li>Navy blue sweaters over white shirts are allowed for Mass</li> </ul>	<u>Boys' Mass Uniform (Wednesdays)</u> <ul style="list-style-type: none"> <li><b>Khaki</b> pants (no shorts)</li> <li>White, button-down collar, oxford-cloth shirt</li> <li>Brown or black, plain belt</li> <li>Tie: Solid navy or plaid (blue/green)</li> <li>Navy blue sweaters over white shirts are allowed for Mass</li> </ul>

### Middle School Boys and Girls:

- **Cold Weather:**
  - Sold navy blue jackets, sweaters, or sweatshirts with LCCS's logo may be worn in the classroom.
  - LCCS's hooded sweatshirts may be worn in the classroom (except during the months of August, September, April, and May).
- **P.E. Uniforms:**
  - Regular Weather:
    - Navy blue or white P.W. t-shirt or Catholic Schools' Week t-shirt
    - Navy blue athletic shorts
    - Navy blue sweatshirt or Catholic School's Week sweatshirt
  - Cold Weather:
    - Navy blue sweatshirt or Catholic School's Week sweatshirt
    - Navy blue sweatpants
    - Navy blue athletic pants
- **Socks:**
  - Socks must be visible, above tops of shoes
  - Socks, knee highs, and tights are to be solid white, hunter green, or navy blue (No design of any kind is allowed)
  - Leggings of navy blue or white may be worn under dresses during the months of November to February (No designs allowed)
- **Shoes:**
  - Tennis shoes must be worn with uniform at all times
  - Closed-toe dress shoes may be worn with Mass uniform ONLY. Socks or no-show socks are required (Tennis shoes must be available for P.E.)

## Dress Code Guidelines

- Faded slacks, shorts, or shirts are not allowed.
- No cargo shorts or pants are allowed.
- Pants, skirts, shorts, and skirts are never to be worn below the waist.
- Boy's pants hem must cover the ankle.
- Skirts and skorts will fit properly at the waist and finished with a manufactured hem.

- Only LCCS jackets and sweaters or solid navy blue sweaters and sweatshirts may be worn in the classroom. Jackets, sweaters and sweatshirts are not allowed in Mass, but sweater vests are allowed on mass day over white shirt.
- No outside jackets may be worn during class.
- No long-sleeved shirts under short sleeved uniform shirts. Long sleeve uniform shirts are available.
- No open-toe shoes, flip flops, high heels, boots, or fad shoes are allowed at any time.

## Grooming

### Boys:

- Hair must be neatly combed
- No fad style haircuts: mushroom haircuts, shaved heads, spiked, mohawks, etc.
- Hair length must be short, clean, and tapered/layered with bangs above eyebrows
- No colored hair
- No facial hair

### Girls:

- Hair must be neatly combed
- No fad style haircuts: mushroom haircuts, shaved heads, spiked, mohawks, etc.
- No unnatural looking colored or streaked hair (i.e. blue, red, green, etc.)
- No white tip nails, acrylic nails, or colored nail polish (clear polish only)
- No make-up may be worn

## Accessories

- No purses in the classrooms or at church
- Scarves and gloves may be worn during colder weather outside only
- Bandannas and any fad accessories are not to be worn at any time
- Caps and hats are not to be worn at any time in the building
- Jewelry--Students may wear the following:
  - A Christian religious symbol on a small chain around the neck
  - A watch or religious bracelet
  - One pair only of post (stud) earrings (girls only)
- Boys are not allowed to wear earrings
- Hair accessories must be white, navy blue, or huntergreen

## Free Dress Days (Photos)

### Girls:

- Dresses, skirts/slacks, no denim of any color
- Dress blouses only
- Sandals can be worn with a dress, but appropriate shoes must be available for P.E.

### Boys:

- Slacks, no denim of any color
- Dress shirts only

## Casual Free Dress Days

Students must dress in good taste. The following items are not permitted:

- Halter and spaghetti straps
- Strapless, low-cut dresses or partial or bare midriffs
- Cut-off tops, see-through clothing
- Clothing with slogans, wording, or pictures of a questionable nature
- Short shorts (shorts must be below the finger tips)
- Tight or baggy clothes

- long belts
- Clothing with holes
- Muscle shirts or sleeveless shirts
- Open-toe shoes

## Dress Code Violations

The Board of Directors has established a dress code for all students. Parents/guardians accept responsibility for their children's adherence to the dress code. If students are not in proper uniform, parents will be called to bring proper uniform items. Students will not be allowed to attend class, field trips, or other school functions until proper attire arrives. Continued failure to follow the uniform requirements will result in suspension and/or removal from the school.

## Parent/Volunteer Dress Code

Parents or volunteers coming to the school in a supervisory capacity must maintain a professional image and dress modestly and appropriately for the environment. Please do not wear casual clothing, such as old jeans or jogging suits. Please do not wear revealing attire, as it is important to set an acceptable example for the children of the school.

## Extracurricular Activities

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Student participation in extracurricular activities (athletics, student council, yearbook, etc.) can play a significant role in personal and educational development and shall be used as a means of developing wholesome attitudes and good human relations as well as knowledge and skill. Such participation is a privilege --not a right. Students earn the privilege to participate by adhering to high standards of personal conduct and academic performance. Students participating in extracurricular activities represent the school, depict its character, and serve as role models to other students. Accordingly, participants may be subject to a high standard of academic performance and to high standards of conduct both in and out of the school setting. Continued participation in extracurricular activities may be conditional upon observing and maintaining such standards.

## Academics and Eligibility

For the immediate previous grading period and during the current semester, a student must maintain a cumulative grade point average of a 2.5 GPA or better for all academic classes. Additionally:

1. The student must be officially enrolled at Las Cruces Catholic School.
2. Rude, crude, or criminal behavior will make a student immediately ineligible.
3. Misbehavior in classrooms, school affiliated programs and/or activities will make a student ineligible.
4. The Administrator will make the final determination of eligibility.

## Conditions of Athletic Participation

Prior to participating in any practice session, in-season or off-season workout program, summer workout session, or school approved athletic class, each student-athlete must:

1. Be officially enrolled at Las Cruces Catholic School.
2. Be eligible in all areas of athletic eligibility according to the rules and guidelines of the Catholic Schools Activities Association and NMAA.
3. Have the following forms (available from the Athletic Coordinator) on file:
  - a. Physician's and Parent's certificate for Athletics
  - b. Release of Liability Form
  - c. Role of Parent/Guardian/Spectator Form
  - d. Role of Student Athlete
  - e. Emergency Information Card (with current information)

## **Organizations and Clubs**

To form a club, the following procedures must be followed:

1. The club must be approved by the administrator.
2. The club must have a sponsor.
3. The club members must write a constitution to include:
  - a. Election of officers
  - b. Duties of officers
  - c. Selection of membership
  - d. Meeting procedures
  - e. Grade policy/academic standing
  - f. Membership qualifications

## **Student Council**

The Student Council exists to provide opportunities for leadership, school improvement, and to promote an atmosphere of justice, harmony, and love within the school. Student Council members receive copies of the Constitution of the Student Council at the beginning of the school year. Membership in the council is by the vote of peers and the approval of the administration. Students in grades six through eight may serve on the council as officers.

## **Community Service**

School-wide community service projects outside of school grounds are completed three times per semester. All students are required to participate in the out-of-school service projects. Various in-school community service projects are completed throughout the year.

## Forms

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### Acknowledgment Form - Parent copy

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

Dear Students and Parents:

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

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

#### **NOTICE OF FEE SCHEDULE**

- **Excessive Tardies:** Tardies become excessive when a student is tardy 5 or more times (unexcused) in a school year. (An excused tardy is one accompanied by a doctor's note.) A fee of \$10 will be assessed after the 5<sup>th</sup> unexcused tardy and for each subsequent tardy.
- **Uniform Infractions:** Violations of the uniform policy will result in notification being placed in the student's file. The fee of \$10 will be assessed after the 5<sup>th</sup> uniform infraction and for each subsequent uniform infraction.

For each violation, the student will be sent home with an infraction sheet (see sample) which will require your signature before your child is allowed to return to class.

**TO: THE ADMINISTRATOR OF THE LAS CRUCES CATHOLIC SCHOOL**

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

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

\_\_\_\_\_  
**Date**

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

**Grade** \_\_\_\_\_

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

**Grade** \_\_\_\_\_

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

**Grade** \_\_\_\_\_

## Acknowledgment Form - School Copy

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

Dear Students and Parents:

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### **NOTICE OF FEE SCHEDULE**

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For each violation, the student will be sent home with an infraction sheet (see sample) which will require your signature before your child is allowed to return to class.

**TO: THE ADMINISTRATOR OF THE LAS CRUCES CATHOLIC SCHOOL**

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

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

\_\_\_\_\_  
**Date**

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

**Grade** \_\_\_\_\_

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

**Grade** \_\_\_\_\_

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

**Grade** \_\_\_\_\_

*NOTE: Please sign both forms and return this page to the school office by the first Tuesday after Labor Day.*