

The Organization of the Archdiocese of Santa Fe Catholic Schools

Saint Mary's of Belen

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www.stmarysbelen.com

ARCHBISHOP OF SANTA FE

Most Rev. John Wester

SUPERINTENDENT OF CATHOLIC SCHOOLS

Ms. Donna Illerbrun

PASTOR OF OUR LADY OF BELEN PARISH

Rev. Clement Niggel

PRINCIPAL OF SAINT MARY'S SCHOOL:

Ms. Melanie S. Chavez

Teachers and Staff at Saint Mary's School

Pre-K	Ms. Rose Trent	Computer Tech/IT	Ms. Sohaila Lucero
Kindergarten	Ms. Theresa Sanchez	MS Math/8 th SS/8 th Religion	Ms. Vera Gibson
1 st Grade	Ms. Charlene Baca	MS ELA/7 th SS/7 th Religion	Ms. Elsie Prevot
2 nd Grade	Ms. Elena Padilla	MS Science/6 th SS/6 th Religion	Ms. Alexandra Carrillo
3 rd Grade	Ms. Carmen Chavez	PE	Ms. Rose Baca
4 th Grade	Mr. John Martinez	Spanish	Ms. Leah Brown
5 th Grade	Ms. Kristy Cordova	Art	Ms. Breanne Rocco
Office Manager	Ms. Janet Montoya	Educational Assistant	Ms. Susan Barela
Maintenance/Janitorial	Mr. Felipe Sanchez	Bookkeeper	Ms. Deidra Garcia
		Cafeteria	Ms. Susie Armijo & Ms. April Foster

Philosophy: We at Saint Mary’s Catholic School actively strive to teach as Jesus taught. In the tradition of our patroness, the blessed Mother, we recognize parents as the primary educators of their children and want to assist them in their role in teaching and guiding their children to live their Catholic faith. We are committed to providing:

- a. activities that allow students to experience prayer and liturgy;
- b. quality educational opportunities for students of varied academic abilities;
- c. financial aid programs to assist those families unable to assume full financial responsibility for tuition;
- d. opportunities for students to serve others in order to fulfill the mandate of the Gospel and the demands of justice, and to recognize that society requires the cooperation and contribution of each of its members.

We believe this will provide the foundation for our students to become faith filled and productive members of our community.

Mission: St. Mary’s Catholic School prepares students to be leaders in worship, work, and the world through Roman Catholic teachings, rigorous academics, and service to others.

Theme: And the greatest is LOVE. Matthew 22:37-39

2022-23 Student Learning Expectations

Faith

- I will learn about my faith.
- I will pray throughout my day.
- I will make good choices.
- I will share my faith with others.

Excellence

- I will explain what I am learning.
- I will track my progress.
- I will use technology responsibly.
- I will solve problems.

Service

- I will learn about social justice.
- I will be a peacemaker.
- I will serve others.
- I will follow the Golden Rule.

POLICY NO. 1050

SUBJECT: THE ROLE OF THE PASTOR/RECTOR IN PARISH/REGIONAL PRESCHOOLS AND ELEMENTARY SCHOOLS

The Pastor/Rector is the Canonical leader of the parish/deanery of which the school is a part. In collaboration with the Superintendent, the Pastor/Rector has the responsibility for both the spiritual and administrative leadership of the Parish/Regional school. The administrative supervision of the Parish/Regional school is delegated to the Principal/Preschool Director. In addition to the Pastor's responsibilities, as described in other sections of this handbook, the Pastor/Rector in collaboration with the Superintendent is responsible for hiring and supervising the Principal/Preschool Director of the Parish/Regional preschool and elementary school, promulgating school policies, and approving local school consultative council recommendations. As the primary administrative and spiritual leader for the Catholic school, the Pastor/Rector consults and cooperates with the Superintendent and Principal/Preschool Director in matters concerning educational policy, administrative practices, and formation of the Catholic school community. He works closely with the Superintendent of Catholic schools and Principal/Preschool Director in areas such as law, personnel, and the administration of the school.

POLICY NO. 1050

SUBJECT: THE ROLE OF THE PRINCIPAL POLICY NO. 1060

Under the supervision of the Pastor/Rector and the Superintendent, the Principal is responsible for the general administration and operation of the school as specified in the Archdiocese of Santa Fe Principal Competencies and in accordance with Archdiocesan and local school policies, applicable state laws and the policies and standards of the accrediting association designated by the Superintendent. S/he functions as the school's spiritual leader and chief administrator and provides leadership in all phases of the educational programs of the school.

RIGHT TO AMEND

Circumstances may arise in which St. Mary's School determines that changes are required to these guidelines and procedures. For this reason, St. Mary's reserves the right, at any time, to modify, terminate, rescind, or supplement any or all the

guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Handbook.

A-ADMISSION POLICIES

Enrollment in a Catholic school in the Archdiocese of Santa Fe (elementary or secondary) is an annual process and is open to students who sincerely seek a Catholic, Christian-oriented education. Although we welcome all students interested in a well-rounded, academic education, practicing Catholics will feel the most at home in our faith-based atmosphere. Students will not be refused admission to Catholic schools because of race, color, gender, or national origin. (FAM-501) St. Mary's Catholic School operates under the direction of the Archdiocese of Santa Fe. We also attest that Saint Mary's does not discriminate based on sex in its admission policies, treatment of students, or its employment practices.

Age requirements:

St. Mary's Pre-K accepts children from ages 3½ to 4 years. Students must be 3 1/2 by August 31 of the school year. Children entering Kindergarten must be 5 years old by August 31 of the school year [NM Law 22-8-2M]. (Completion of a pre-school program does not replace the minimum age requirement.) Children entering First Grade

must be six years old by August 31 of the school year [NM Law 22-8-2M].

New students seeking admission to St. Mary's Catholic School and their families will meet with the principal. Screening assessments may be scheduled for kinder through 8th grade. When necessary, these tests may be used as a consideration for admission. Previous behavior records, reasons for seeking admission, and commitment to the rules, regulations and traditions of St. Mary's Catholic School will be considered. A student expelled by another school (Catholic, private, or public) is generally disqualified from admission to St. Mary's. Admission and/or re-enrollment may be denied based on the best interests of the school and its students. Admission may also be denied if a student has special needs that cannot be met at St. Mary's Catholic School.

Re-admission of a student who previously voluntarily withdrew from St. Mary's Catholic School is at the discretion of the Principal. Students who leave St. Mary's and attend another school for a semester or more may be asked to take a placement test upon returning to St. Mary's to insure the grade level status.



AFTER SCHOOL ACTIVITY PROGRAM

Saint Mary's seeks to offer after school opportunities for students. We would like to have at least one club, class service project or other activity Monday through Thursday from 3:20 to 4:30PM. Students will be able to sign up for the days of the week that they want to stay and participate. It is possible that there will be a materials fee in some cases, but for the most part, these classes will be just for fun. **Only students signed up for the activities will be allowed to stay after school.**

ATHLETICS

Saint Mary's offers competitive team sports for students in grades fifth through eighth. Only students with their physicals up to date and registered in the sport will be allowed to stay after school. **Siblings of students in sports cannot be unattended on the premises during practice and/or game times.** Please refer to the athletic handbook for information regarding sports at Saint Mary's.

St. Mary's and APIAL offers elementary sports for first through 4th graders as well. These are not competitive, and all students can sign up to play for a fee. The sign up is usually done on-line through APIAL. The games will be scheduled either here in Belen or in Albuquerque. The Athletic handbook will contain more information about sports.

ATTENDANCE POLICIES

Excused absences are illness, family emergencies, religious commitments, death in the family, diagnostic testing, school sponsored activities and doctor's appointment. All family vacations are unexcused absences.

It is the responsibility of the parent or guardian to notify the school when the student is absent. Notification is to be made to the school office by 9:00 AM. Absences not reported will be counted as unexcused. If a child has five unexcused absences in a 20-day period, state truancy officers could be notified or other state agencies in accordance with the New Mexico Compulsory School Attendance Law for educational neglect [NM Law 22-12-2].

A student must be present for most of the day to receive credit for the day. If a student is out any part of the day,

it will be marked a tardy (up to 2 hours at the beginning or end of the day). After that, it becomes a half day.

If a student misses up to ten days excused or unexcused during the school year, a parent conference will be held, and the student may be ineligible for continued enrollment.

Twenty (20) days of absence, or the equivalent of 20 days of absence including tardies, early dismissals and or absences in the middle of the day (whether excused or unexcused) can be cause for a student to be retained in the current grade for another year.

Tardies: Excessive tardies are a disruption to the class and are to be avoided at all costs. If a parent signs out a child from an afternoon field trip to take them home, the child will not be counted tardy or suffer any penalty provided they leave the field trip at the same time as the other students. If a student arrives at school after two hours, attendance is recorded as a half day. If a child leaves before 1:15 PM, the attendance will be recorded as a half day present. Students in sport activities will not be counted tardy but won't be released before the designated time. **Also, students who are absent from school a full day on the day of a game or practice, may not participate in the sport that day.**

School Tardy Penalties (By Grading Period):

- 1) First & Second Tardy in a Grading Period: Warning
- 2) Third Tardy: Warning and Written Notification
- 3) Fourth Tardy: Parental Contact & Written Notification
- 4) Fifth Tardy: Meeting with Principal
- 5) Continued Excessive Tardies: State truancy officers could be notified or other state agencies in accordance with the New Mexico Compulsory School Attendance Law for educational neglect [NM Law 22-12-2].

Release of Students during the School Day

Please try not to disrupt your child's school day. If the need arises, you will need to personally come to the office when picking up students early and complete a Student Release Form. If the student returns to school that same day, the parent must accompany him/her to the office and complete the second half of the form. Please, do not just drop the child off without checking into the office and signing him/her in. If someone other than the parent/guardian is assuming responsibility for the student at the time of release, that person must be listed on the student's "emergency contact list and early release" form and the parent/guardian must inform the school ahead of time by phone or email. We cannot legally release your

child to someone who is NOT on the list. Students will be released from the classroom once you sign into the office.

Students who have received Financial Aid from the school for the school year could have that scholarship rescinded if there are excessive absences and tardies.

AWARDS

There may be an all-school awards ceremony at the end of the year to recognize outstanding achievements during the 2022-23 school year. Students may also be recognized individually and/or in groups throughout the school year for certain academic, athletic, and/or Catholic/Christian character accomplishments.

B - BIRTHDAYS AND CLASS PARTIES

Snacks and treats will be up to the classroom teacher. Birthday lunches for the whole class are not allowed. Because we have so many students with allergies to various foods, we would prefer that these students do not participate in class party snacks. Parents of students with allergies should provide a safe snack for their child. Please do not hand out or have your student hand out birthday invitations to parties in the classroom. This

causes many issues for us when some students are not invited.

BUS

St. Mary's will be offering bus service from the Los Lunas Railrunner Station to the school. All families wishing to use this service must fill out the proper transportation forms and pay a monthly fee of \$100.00 per student regardless if used both ways or one way. We prefer the bus to be prepaid and that you stay ahead of your child's fees. If your account falls behind, we will notify you and draw your balance from your account using FACTS.

BUS POLICIES FOR STUDENTS

While riding the bus, students are expected to act responsibly and in accordance with school policies. They should exhibit Christian character and behavior towards each other, the driver and follow the following rules:

- Obey the driver's instructions
The driver of the school bus is in complete charge of the passengers while they are aboard. The bus driver has the authority to assign seats. All complaints should be brought to the attention of the principal.
- Be seated immediately and remain seated while the bus is in motion

- Do not extend arms, legs, head, or objects out of the bus
- In case of an emergency, students shall remain in their seats and wait for directions from the bus driver
- Do not tamper with the emergency door, fire extinguisher, or other equipment on the bus
- Do not mark or deface the bus, or the seat coverings in any manner
- No eating or drinking on the bus (water is the only liquid students can have)
- Only registered and paying students are allowed on the bus unless previous arrangements are made with the school for emergency type instances
- Students are only allowed to leave the bus at their regular designated stop (LL Railrunner Depot & St. Mary's School)
- Never cross the road at the rear of the bus, even if it is stopped

Responsibility of the parents whose student(s) ride the bus:

- Report any alleged misconduct on the bus to the principal

- Encourage your student(s) to observe all safety and conduct regulations established for a safe and efficient operation of the bus
- Observe extreme caution when approaching a bus stop, a moving bus, or a stopped bus

*Offenders will be subject to disciplinary action and/or restitution.

C—CELEBRATIONS (MAJOR)

Pre-K and Kindergarten

Pre-K & Kindergarten end-of-year promotion ceremonies will be held the last week of school. For the most part, the celebration will consist of songs, presentation of certificates and refreshments at the end. The event will be held in the school gymnasium. The teacher oversees the event and may ask parents for assistance.

EIGHTH GRADE PROMOTION

A fee of \$120 is charged for all 8th graders during registration. This fee takes care of some of the activities for the 8th grade week at the end of May. They will have an important retreat, Buddy Picnic, with the week culminating in the Mass and small gathering. This exciting week has been a tradition for Saint Mary's 8th graders for

many years. It is not to celebrate the achievement of completing eight years of school, but the celebration of friendships and memories made over the past years at Saint Mary's. It is of high importance to the staff, administration, and the priest that these events reflect the joy and spirituality that they deserve. The eighth-grade sponsor and the principal will work together in the planning of the event.

CELL PHONES, I-PADS, SMART WATCHES and TABLETS

Students **may not** use cell phones during the school day. The teacher collects them in the morning, and they are taken to the office until the end of the day. If a student is found to be using a cell phone, or the phone rings during the day, indicating that they didn't turn it in, the student will receive a referral and surrender the phone until the parent picks it up. If this is habitual, the student will be asked not to bring a phone at all. At no time should a student have earpieces or headphones other than those distributed by the teachers.

We have enough computers, Chrome Books, and iPads within the school therefore, students are not to bring in any electronic devices to school. At no time will students be

allowed with their cell phones on the playground or photograph other students. The new wearable technology will be limited to devices that do not connect to internet, make, or receive calls, send texts, or emails. **Wearable cell phones/Smart Watches are not** allowed and will need to be turned in at the beginning of the school day along with cell phones. The school cannot be held responsible for the theft or vandalism of the device. (See acceptable use form for more information which students are required to sign and observe.)



CHEATING

Cheating of any type (including plagiarism) will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

COMMUNICATION BETWEEN HOME AND SCHOOL

FACTS is the major source of information for our school. To maintain open communication, St. Mary's School will provide all parents with log in information.

Parents will be able to access information regarding upcoming school events, calendars, grades, and announcements by visiting FACTS. Phone calls or texts are made through FACTS to notify parents of important events and changes in the school calendar events. Very few hard copies will be sent home with students.

Monthly newsletters will be sent home by hard copy and distributed in the church bulletin.

Every Sunday evening or Monday morning the principal will send "Monday Notes" to parents via email regarding weekly activities.

Saint Mary's has an active website at www.stmarysbelen.com as well. All newsletters "The Bird Word" will be posted on the website each month.

Since we, as Catholics, want to be good stewards of our natural resources, we want to eliminate paper as much as we can. Please become familiar with FACTS. This will be the place to find daily announcements for things like jeans days, morning sales, emergencies, etc.

CONFERENCES

Parent Teacher conferences will be held twice a year: once in October and once in March. Report cards for these quarters will be given to parents at the conferences as well as important information concerning students' progress. Appointments for these conferences will be scheduled as the time draws near.

CRISIS MANAGEMENT

We are always looking for ways to make our children safer. As you know, we keep all school doors locked and always secured. We have an entry system that requires parents/visitors to ring the exterior bell for admittance. We put a window in the front office to have a direct line of vision with the front door. All classrooms can be locked from the inside preventing an intruder. We have perimeter fencing with gates that are locked during the school day. Rest assured, we are required to and we will have regular drills to practice these procedures so that in the event of the "real thing" the children will know what to do in each situation. Please communicate to your child that these drills are normal and necessary, and they shouldn't be afraid.

In the event of an emergency, our first response is for the safety of the students. After informing the police

department, at the first available moment, we will send out texts and phone messages through FACTS informing parents of our situation. The principal will send a hard copy letter home following any emergency event explaining the details.

D DISCIPLINE

To accomplish everything, we need to at Saint Mary's, a strict code of discipline must be maintained. It's important for students to know that **IT IS A PRIVILEGE** to attend St. Mary's and there are boundaries that must not be crossed when it comes to respect of adults and one another. Morals and values are as important, if not more, as math and English. We will do our best to maintain a school and atmosphere that reflects the tenants on which this school was based.

Teachers will be responsible for maintaining discipline in their classrooms. The teacher may utilize, as appropriate, a variety of procedures that are designed to change inappropriate behavior and help students improve their self-discipline. These measures include but are not limited to:

- Verbal reprimand/warning
- Assign constructive assignments/tasks

- Require a student-teacher conference
- Confer or conference with parent/guardian
- Require students to serve a lunch or recess detention
- Develop, with the student, a contract of behavior or behavior plan
- Remove, temporarily, class privilege.
- If the student has not responded appropriately to the above action, the teacher will make a referral to the principal who will determine the consequences.

Depending on the severity and the frequency of the discipline referrals, students may be held in a mandatory **after school detention** until 4:00PM. Students may not be excused from after school detention to participate in any previously planned after school activity or sport. Difficulty in providing transportation will not serve as a basis for cancellation of the detention. The school will call to notify you that your student will need to stay for detention after school.

Behaviors that may result in a **detention or a possible suspension from school** include, but are not limited to:

- Disruptive behavior in class
- Disrespect for authority figures
- Disrespect for or stealing school or other's property
- Unauthorized presence in any part of the building

- Copying another's work or test, including plagiarism
- Giving answers to another student
- Talking at any time during a test
- Excessive tardiness to school (four or more)
- Improper use of computers/laptops
- Lying or misrepresenting the truth
- Forgery
- Crude or vulgar language or gestures •
- Failure to serve previous detention.

Prohibition of Harassment and/or bullying by Supervisors, Employees, Students, and Parent/Guardians

The Archdiocese of Santa Fe will not tolerate harassment by or toward employees, students, volunteers, or parents/guardians. Harassment/bullying is unacceptable conduct, is prohibited by law, and is contrary to Christian principles. This Catholic school will make every effort to protect its students from harassment by adults and other students. Due care will be exercised to ensure that the school is free from all forms of harassment and bullying. (FAM-518)

DRESS CODE VIOLATIONS

The uniform policy has been outlined, posted on the website, as well as printed in the parent calendars distributed to each parent. There is not room in this handbook to post all the do's and don'ts possible with dress

code violations. The principal will make the final call on all violations. Please adhere to the following:

- Students must be in formal church uniform on every Wednesday and other posted formal wear days.
- At no time will open toe shoes/flip flops, Heelies, high heels, light-ups, and furry or non-furry fashion boots be acceptable at Saint Mary's.
- Cowboy boots can be worn on all days but Wednesday and may be worn if the tops are not visible (pants must cover them).
- No excessively tight or baggy clothing
- No leggings
- No capris
- No hats or sunglasses may be worn inside the school buildings
- No makeup, mascara, lip gloss, colored Chapstick, or colored nail polish
- No body piercings except for ears
- Girls may wear one pair of stud earrings no larger than a dime (no hoops or dangling type earrings)
- Uniforms should be in good condition with no rips or tears. Dress and short hemlines no shorter than 2 inches above the knee.
- All polos and cardigans must have the St. Mary's emblem with Mary in the center

A phone call will be made to the parent of a student who is not dressed in accordance with the dress code so the parent can correct the uniform infraction immediately.

ACCESSORIES

Accessories are outlined and must be modest and small. Necklaces, bracelets, and colored nail polish are not allowed. Only small post earrings may be worn. Religious necklaces must be worn under the polos. The new electronic or wearable technologies that send emails or text message and connect to the internet are NOT allowed. Small fitness trackers are acceptable.

No outer wear, including Saint Mary's sweatshirts, may be worn in the classroom. Cardigans may be worn in the classroom and will become part of the formal uniform in November through March. If a student wishes to wear a long-sleeved shirt under their polo, it must be the same color as the polo—no two tones.

No short socks (footies/no shows) --the kind that end at the top of the shoe and look like you don't have a sock on-- are allowed.

Length of shorts, skirts, and jumpers are going to be monitored closely. They should be no more than 2 inches above the knees cap. Again, the principal will make the final call.

HAIR

In recent years students have tried to get by with highlighting & low lighting their hair in a subtle color. Teachers notice those changes! Don't color your hair. Hair color must be student's natural color without dyes or

highlights. Boys must keep a short haircut with no hair touching the collar and should be above the eyebrows. No extreme spiking or shaving of hair on sides is allowed.

JEAN DAYS

Jean Days mean that students can wear plain jeans (NOT LEGGINGS) with a blue, gray, white or other designated Saint Mary's shirt with a logo including the hoodless sweatshirts. No denim shorts or capris at any time are allowed. All jeans should be in good condition without rips or tears and should be blue in color. All shoe rules, accessories, and socks still apply to Jeans Days.

FREE DRESS DAY

This will be limited to picture day and Catholic Schools Week (or any other day at the principal's discretion). All the rules regarding shoes, accessories, length of dresses and general modesty will apply. Spaghetti straps/thin shoulder straps or bare shoulders are not acceptable.



DROP OFF AND PICKUP

Drop off and pick up occurs west of the cafeteria and basketball court. Students will be escorted by their teachers at the end of the day to meet parents in line. Parent can enter through the most southern entrance in

front of the church (under the "Our Lady of Belen Sign) and proceed to the back. You can exit immediately onto Reinken. The same procedure applies in the morning for drop off.

PreK parents please drop off your student by the gate near the Pre-K portable. If your student is in $\frac{1}{2}$ day Pre-K, please pick her/him up at the same gate. Full day Pre-K students will be escorted by their teacher to general pick-up line on the West side of the school.

Parents are to drive NO FASTER THAN 5 MPH while on school campus. Parents are asked not to use their cell phones while driving through the pickup or drop-off line.

The front door will not be open for entrance in the morning until after morning prayer.

Students will enter the car through the passenger side only.

E--ELECTRONIC ACCEPTABLE USE FORM

St. Mary's School provides access to the Internet for students and staff in keeping with its role to provide information and resources to meet the needs of the

educational community. The Archdiocese of Santa Fe has no control over the information on the Internet and cannot be held responsible for its content. Responsibility for proper use of the Internet rests with the users, and, at St. Mary's, we require students and staff to adhere to strict guidelines. These guidelines will be explained more fully in the Acceptable Use Contracts sent home with your students. Basically, tablets, laptops, and computers at St. Mary's School, whether student or school owned, are to be used for educational purposes in compliance with all federal and state laws, in compliance with Archdiocesan and school regulations, and with care and consideration for the hardware and equipment.

ELIGIBILITY FOR SPORTS AND ACTIVITIES

Eligibility will be taken weekly! Students will fill out eligibility forms beginning on each Thursday morning during their sport season. It will be turned in to the homeroom teacher at the end of the day. All students are eligible in the fall until after Labor Day when the first eligibility will be assessed.

To be eligible to play, students must maintain a 2.0 (or 2's & 3's for fifth graders) with no more than one D and no F's. If a student has an office referral or has served a

detention within the week, he/she may lose the privilege to play the week the detention was served. If a student received a suspension, it may be determined that the student will no longer be allowed to play in the sport for the rest of the season.

Please ensure that you and your child(ren) are aware of these requirements to participate in sports. If the student does not meet the requirements stated above, then the student can attend practice but **will not participate** in any APIAL sanctioned game during that eligibility week (Thursday to Thursday). If the student does not meet the criteria for two weeks in a row, it becomes a liability for the team and the student could be taken off the team.

F --FIELD TRIPS



As extensions of the curriculum, field trips can offer valuable off-campus learning experiences. Permission forms are used for all trips, including walking trips. At all times, whether on or off campus, **St. Mary's students represent our school and must behave appropriately.** (Although after-school athletic games are not considered field trips, student behavior is expected to be appropriate and equal to what is required during school hours.)

Absolutely no overnight field trips are allowed by the Archdiocese —this includes no overnight athletic events as well.

Parents will be informed about field trips well in advance. A permission slip must be signed by the parent/guardian so that the child may participate in the field trip. Verbal permission **cannot** be accepted.

If the bus is used for the field trip, a bus fee may be charged based on the distance traveled. You will be informed of the cost when information is first sent home about fieldtrips. (Financial aid for such fieldtrip costs is available, if needed.)

All volunteers to chaperone and/or drive students on field trips must attend a sexual abuse and awareness workshop and have a background check (VIRTUS). All chaperones on the field trip are expected to assist the teachers in maintaining discipline and a safe atmosphere. If, for some reason, you are not comfortable in that role, there are other events that you can participate in with your child. Also, our insurance does not cover siblings of students who do not attend St. Mary's; therefore, chaperones may not bring any other children of any age on the field trip. Siblings attending Saint Mary's will not be going on each other's field trips unless the whole class is going.

The bus is the preferred mode of transportation for field trips, but if parents/guardians provide the transportation, proof of automobile insurance will need to be provided to the school office beforehand and waivers must be signed by all parents. This form may be obtained from the office.

When the bus is used for a field trip, all students will ride the bus to the destination. The parent can sign a release for their child to return home with them. In most cases, chaperones will not be able to ride the bus.

If a student is late to school and misses the bus for a field trip, he/she will miss the field trip. The student will be put in another class for the day.

Cell phones, Smart Watches, or any electronic devices are not allowed on field trips unless otherwise directed by the teacher or the principal.



G--GRADING PROCEDURES AND POLICIES

Academic grades are to be based solely on scholastic achievement as defined by the individual school. Behavior will be evaluated separately (ASF 4400).

Report cards, standardized test scores and parent/teacher conferences shall provide parents with tangible evidence of student progress. (ASF 4400)

Report cards for the first and third quarters will be available at conferences at the end of each quarter. The parent portal will be turned off at the end of the grading period so that teachers can grade exams and final work. It will then be made available to you at report card time to see the final report card. If student fees are in arrears, the fees will need to be paid before the parent portal will be available to that family. Parent / Teacher conferences are held twice a year, at the end of the first and third grading periods. With the availability of grades through FACTS SIS, there will be no progress reports sent home. At any time during the school year, parents may request a conference with teachers by calling the office to schedule an appointment before or after school hours. For education to continue in the classrooms until the last possible days in May, grades will not be available until the week after school is out, and then they will be available to parents and

can be printed at home. Eighth graders may get a hard copy in the office.

GRADING SCALE

For grades 6-8, St. Mary's uses the following percentage grading scale:

- 93-100=A
- 85-92=B
- 76-84=C
- 75-70=D
- 69 and below=F

Grades 5 through Kindergarten will use the Standards Based Grade Scale:

- 4= Highly Proficient
- 3= Proficient
- 2= Partially Proficient
- 1= Minimally Proficient



H--HOMEWORK

Formal home-study is assigned to help students become self-reliant, self-directed, and to practice what was taught

in the classroom. Students work should be guided and supported but not done for them. Since each student has different capabilities and interests, it can be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. Homework can be assigned to students Monday through Friday. Students should be reading *every* night. Reading is a separate expectation in addition to extending the practice of the work they did in class.

If a student is absent, homework that was due on the day of his/her absence will be due on the day of their return.

I--INSTRUCTION

Saint Mary's follows the Archdiocese Curriculum Standards which incorporates National Common Core Standards. All students have language arts, math, social studies, science, and religion every day. Students have art class, choir, technology or makerspace, PE, and Spanish (specials vary with the availability of teachers). Instruction at the highest level is an expectation at St. Mary's. That is why most Saint Mary's teachers are highly qualified in their teaching area and seventy percent hold advanced degrees.

Saint Mary's School is aligned K-8 using Wit and Wisdom for English and Literature, Eureka math, and LabLearner science. Our middle school social studies utilizes McGraw Hill and a myriad of other resources available to our teachers and students.



L --LUNCH

Hot lunch in our cafeteria is available daily. The charge for lunch this year will follow state guidelines at \$3.50 for students which includes milk. Students may bring their own lunches and purchase milk for 50 cents. If you send lunch with your students, please do not send anything that needs to be refrigerated, cooked, heated or micro-waved. No soft drinks, carbonated drinks (i.e. La Croix) or fast food (lunch from Mc Donald's, Chick-fil-A, etc.) are permitted in the lunchroom. If you bring them lunch, make sure it's in a regular lunch box or paper bag. If you wish to take your child out for lunch, they may be signed out at their lunch time and signed back in when you return.

Saint Mary's has aide available for students in need of free or reduced lunches. The forms were included with the registration forms, but if you need to another form, or your circumstances have changed, please call the office.

Lunches may be paid for weekly, monthly, or daily. We prefer that lunches be prepaid and that you stay ahead of your child's lunches. If your account falls behind, we will notify you and draw your balance from your account through FACTS. Due to regulations with our federal lunch program, we will be diligent in enforcing this policy.

Three times a year, (Grandparents Day, Thanksgiving and Spring Lunch) we invite family members to join us for a special lunch. Because we pay our kitchen staff for extra hours on those days, the price for these special lunches are \$7.00 for adults and \$3.50 for visiting children.

M --MAKING UP MISSED WORK DUE TO ABSENCES

Since the important work of school occurs in the classroom, a student can never "make-up" what is lost in an absence. All students are expected to complete assessments missed due to excused or unexcused absences within a week of the absence. For the 3rd through 8th graders, they must assume responsibility for meeting with

their teacher to arrange for a makeup lesson and an assessment time. For the primary students, parents must arrange with the teachers for missed lessons. If a student has a prolonged illness (more than 3 days) teachers can provide the practice to students with 24 hours' notice.

****Teachers will not give advanced assignments for trips/vacations or planned absences.****

Teachers will work with students who have been absent due to surgery, prolonged illness, hospitalization, or contagious disease.

Family Trips During the School Year:

Parents are strongly encouraged not to plan family trips to include school days, because they are unexcused. Regular school attendance is very important. Parents are asked to consider that when a student is absent, it is impossible to make up teacher presentations, classroom learning activities, classroom discussions, and class interaction. Teachers will not prepare work in advance to accommodate vacations. If a student is absent due to a family trip, they will be required to make-up assignments and missed tests within the week that they return from their trip. Students are not allowed to make up work for family trips scheduled after May 1. Class time will not be used to make-up work once the student returns. However, students needing to make-up work, or tests, must make arrangements with the teacher(s).



MEDICAL AND HEALTH POLICIES

Health Regulations

School personnel may **not** administer medications of any kind to any student without appropriate consent forms. The following **requirements must be met** for a student to receive medication at school:

- The medicine must be in a prescription bottle or original container.
- There must be a written request, signed by the student's parent or legal guardian, and by the student's doctor, specifically authorizing school personnel to administer any medication sent to school. That request must contain the following information:
 - a. The dates and times when the medication is to be administered
 - b. Instructions as to proper dosage

c. The original signature of the student's parent or legal guardian and the original signature of the prescribing doctor.

Principals/Preschool Directors **may not** accept general, on-demand or standing orders for students to take over the counter (OTC) medications for non-specific conditions. We cannot give a student ANY medication without doctor authorization. We will not clean wounds with any astringents or administer sunscreen or bug spray.

All medications must be kept in a secure place to which students do not have access. (Exception: School personnel may keep back-ups of inhalers or Epi-pens in the classroom, as well as in the school office, if such inhalers or Epi-pens are properly secured.) Because of the risk of students sharing medication, no student may carry his or her own medications on school campus or at any school-related event. If a student would be seriously at risk if they were not able to personally carry an Epi-pen or inhaler, and the student's parent or legal guardian requests that the student be permitted to do so, the school may grant an exception to this policy if the student's parent or legal guardian, and the student's doctor document the following:

- That there would be a risk to the student if the students were not able to personally carry the medication; and
- That the student has been instructed on the

indications for use of the medication, on the administration of the medication, on the possible side effects, on the student's responsibility not to share the medication with anyone, and the student's responsibility to notify the teacher of the use immediately after such use.

The person designated by the Principal/Preschool Director to administer medication to students shall keep a log of all medicine administered. Where reasonable and feasible, a student's medication is to be self-administered in the presence of the Principal/Preschool Director (or designee).

Glucose testing and insulin administration is to be coordinated by the student's parent or legal guardian, in collaboration with the school's Principal/Preschool Director (or designee).

At the end of each school year, all medications shall be returned to the students' parents or legal guardians or disposed of in an appropriate manner.

These requirements apply to over-the counter drugs as well as to prescription drugs. Other than as specifically permitted above, school personnel **shall not** furnish any medication, including acetaminophen, cough drops, medicated lip balm, etc. to any student, at any time, for any reason.

Students with Food Allergies

Parish/Regional schools and the Archdiocesan high school do not have a legal obligation to accept a student with a food allergy. It is acceptable for a Parish/Regional school or the Archdiocesan high school to deny enrollment to a student if the school cannot reasonably accommodate the student's food allergy. If a Parish/Regional school or the Archdiocesan high school knowingly accepts a student with a food allergy, the school will follow the following guidelines provided by the Food Allergy & Anaphylaxis Network ("FAAN"):

1. Family's Responsibility

- a. Notify the school of the child's allergies.
- b. Work with the school to develop a plan to accommodate the child's needs **which includes classroom party snack alternatives**.
- c. Provide written medical documentation, instructions and medications as directed by the child's physician.
- d. Provide properly labeled medications and replace medications after use or when expired.
- e. Provide the school, at the minimum, with at least two (2) Epi-pens for school or student use.
- f. Educate the child in the self-management of the food allergy. This would include strategies for avoiding exposure; safe and unsafe foods; symptoms of allergic reactions; how to tell an adult when having allergy symptoms; and how to read food labels (age appropriate).

- g. Review procedures with the school, the child's physician, and the child after a reaction has occurred.

- h. Provide up-to-date emergency contact information.

2. School's Responsibility

- a. Notify parents and the student that the school cannot guarantee an allergy-free environment.
- b. Ensure that all staff understand food allergies; can recognize symptoms; know what to do in case of an emergency; and work with other school staff to eliminate the use of allergens in the student's meals, educational tools, arts and crafts projects, etc.
- c. Create and review the Food Allergy Action Plan before an allergic reaction occurs to ensure the plan is efficient.
- d. Ensure that medications are appropriately stored and be sure that an emergency kit is available containing the physician's standing order for epinephrine. If student is seven (7) years old, or older, the student may carry an Epi-pen on his/her person if properly trained.
- e. Designate and properly train school personnel to administer medications.
- f. If a student needs or has self-injected with an Epi-pen, call 911, the parents and the student's doctor in that order.
- g. Ensure that a trained staff member is available during school operations.
- h. Discuss field trips and other special activities with the family of the child to decide appropriate strategies for managing the food allergy.
- i. Discourage children from "trading" food.

- j. Ensure all surfaces such as tables and toys are washed clean of contaminating foods.
- k. If needed, designate a specific table in the cafeteria for children with food allergies.
- l. Encourage all students to wash hands after handling food.

3. Student's Responsibility

- a. Do not trade food with other students
- b. Do not eat anything with unknown ingredients or known to contain the food allergen.
- c. Be proactive in the care and management of food allergies and reactions (age appropriate).
- d. Notify an adult immediately if they believe they have eaten or been exposed to the food allergen.

Saint Mary's does not have a nurse on staff. For that reason, students with certain illnesses might not be best served at our school. We reserve the right to make that decision based on our ability to provide the safest environment for a child. The school is required to maintain a current health record for each student, which documents immunizations, emergency information, release forms, medication, allergies, and other pertinent health information. These records are confidential. Immunization records will be checked yearly. Students not having up to date vaccinations will be given a grace period

to get current. Disenrollment is possible for non-compliance.

The New Mexico Department of Health tracks outbreaks of confirmed or suspected communicable diseases and school administrators are expected to comply with the reporting requirements for conditions that indicate such a disease. A student suspected of having a communicable or infectious disease will be excluded from the classroom. Parents will be notified to come and take the child for the necessary doctor's examination. If a student is absent due to a communicable disease, the school reserves the right to require doctor's release for return to school.

Because of close contact with other children and the possibility of communicability, it is recommended that children who show any of the following signs or symptoms be kept at home: a cold, sore throat, swollen glands, excessive coughing, discharging nose, skin eruptions, excessive sneezing, red or watery eyes, stiff or rigid neck, vomiting, or other obvious signs of illness. **St. Mary's follows all state health mandates and health orders.**



MORNING CARE

Saint Mary's offers early morning care for students beginning at 7:30 AM. Students can go to the art room before school to be supervised until 7:55 when staff will escort them to the gym for Morning Prayer and Pledge. The cost of this service is \$2.00 per day per child. Students should not arrive prior to 7:30 AM.

P --PARENTS (Volunteers)

Student/Parent Handbooks

All families will receive an updated handbook at the beginning of each school year. It is the responsibility of the family to be aware of all policies and information provided in the handbook. Included in the handbook is a form that must be signed by the student and his/her parent or guardian signifying that they have read and discussed the policies, that they agree to adhere to the policies and procedures, and that they commit to support the school's curriculum and programs. This form must be returned to the school by the last day of August. Only one form per family needs to be returned. Each child on the form will get credit for his/her class.

SMPA

Saint Mary's Parent Association is the parent group that supports the students and teachers. The SMPA also sponsors the parent-child Saturday activities, Family Nights, and the Christmas shop in December. Teachers also receive door prizes and occasional gift cards for their classrooms from the SMPA. The SMPA also runs the spirit store in our gym concession stand. The store will be open periodically for the students to purchase St. Mary's items including school spirit shirts, pens, or magnets.

Volunteer Hours

As a parent of a St. Mary's student, you will have the opportunity to contribute not only your "treasure" through tuition, but also your time and talent. Unfortunately, tuition only covers around 80% of our operating budget. The other 20% must be raised through our annual fund drive and major fundraisers. We hope you will consider this an opportunity to have a vital stake in your child's education and to grow personally by sharing the fun challenges and fellowship of knowing other caring, kind parents who want only the best for their child.

Families are required to work at the Fiesta Burger booth and contribute ten (10) hours of service over the school year. At the beginning of the year, you will receive a list of the current year volunteer needs. You will be asked to

look at this list and pick one event that you would like to help with. We will then ask you to get on sign up genius sometime in September to sign up for that event. A chairman for that event will call you to remind you prior to the event. That way everyone helps, and you get to pick the event and time that works for you. Besides the major events, there are other after school activities where parents can give their time to teach students a new skill. Please let the office know if you would be interested in volunteering to do an after-school activity.

We are offering the incentive that if you bring a \$500 sponsorship for Fall Fest, you buy out your 10 hours (except for the burger booth). If you get a \$200 sponsorship, you buy out half of your hours (except the burger booth).

All volunteers are required to take the Abuse Awareness class (VIRTUS) to be able to work with our students. This class may be taken on-line through Virtus on the Archdiocese website.



IMPORTANT:

In accordance with Policy PER-403 of the Archdiocese of Santa Fe, regular volunteers and all volunteers who have unsupervised contact with students are required to have a criminal background check. This does not require fingerprinting. In addition, such volunteers must attend the Sexual Misconduct Policy and Procedures Workshop.

In addition to your time, every year we ask parents to contribute \$20 or a large item for the class basket at Fall Fest. The classroom parent will contact you to let you know the theme of the class Fall Fest "Basket." You can decide then if you have a new item to donate or will contribute money.

VOLUNTEERING IN THE CLASSROOM

There may be a time a teacher will contact you to assist in the classroom for a special project. To be able to assist, any volunteer must be updated on their VIRTUS training. Please observe proper dress code while on campus.

MEETINGS BETWEEN TEACHERS AND PARENTS

Parents who wish to meet with teachers may leave a message in the front office or contact the teacher directly through email on FACTS. Regarding questions or concerns that may arise during the school year, please contact your child's teacher first using their preferred method of communication. The teacher will have the most

information about issues involving her/his classroom and procedures. This may be all that is needed to clarify or resolve any problems. If more discussion is needed, meetings will be set up with the parent, student, teacher, and principal. Appointments will be scheduled as soon as possible—usually before or after school so as not to interrupt instruction.

If you have any concerns or questions regarding school procedures, please address them with the principal.

R—REGISTRATION

Registration for returning families begins the first Monday in February. The registration fee is **\$200**, if registration is completed by April 1st. After that time, registration will be **\$350.00**. Registration is not complete until the fee is paid.

The following items are required for admission and must be presented at the time of registration of new students:

- Birth certificate
- Baptismal record and other sacramental information (Catholic students only)
- Current record of immunizations
- Most current grade reports

- Record of IEP (if applicable)
- The name, address, and telephone number of the previous school's administrator

PARENTAL AGREEMENT

At the time of registration, a copy of St. Mary's Catholic School Parental agreement is included in the registration packet. Enrollment in the school indicates acceptance of all St. Mary's policies even though a signed copy is kept in the office.

EMERGENCY INFORMATION

Emergency information pages are created on FACTS SIS from the information you provide at registration and must be current for each child in the school. In case of a change of address or phone number, either home, work, or cell, the new information must be sent to the school immediately.

Tuition (2022-2023)

First Child	\$4830	Second Child	\$4330
Third Child	\$3830	Fourth Child	\$3830
Pre-K Full Day	\$4830	Pre-K $\frac{1}{2}$ Day	\$2500

SUBSIDY

A subsidy fee of **\$500 per student** is paid by the family's parish if the family has been registered at their parish for at least a year. Families who do not meet the parish requirements are responsible for payment of the subsidy, which will be added to the FACTS immediately since all subsidies must be paid no later than December 31 of the current school year.

PAYMENT OPTIONS

Tuition may be paid through the following options:

1. 100% paid no later than August 1 of the school year. Even though you pay in full, the Archdiocese is asking that all parents open a FACTS account.
2. 1 to 12 payments made through FACTS (electronic debit system)

DELINQUENT PAYMENTS

Tuition that is not prepaid must be paid in monthly installments through FACTS. Tuition is considered delinquent 10 days after payment is due. Should the tuition remain past due for two consecutive months, on the 10th day after the due date in the second month, the student is considered ineligible to return to classes until the tuition and fines are paid in full. Should the tuition remain past due by the 15th day after the due date in the

second month, the student is to be disenrolled from the school.

Every precaution will be used to ensure that the student is neither implicated by nor overhears any discussion about the family's payment status. Under no circumstances will such issues be discussed with faculty members, nor are they to be informed of any reason for a student's disenrollment.

If FACTS is not able to draw a tuition payment at the agreed upon time, a \$30.00 late fee is charged. (In addition to what your bank charges) Facts will attempt to draw each payment two times. A \$30.00 fee will be charged by FACTS for each attempt that is not successful. After two attempts, the payment will have to be made directly to the school for the amount of the payment plus the accumulated late fees. In the meantime, FACTS will be drawing the next month's payment at the agreed upon time. If a payment cannot be collected within ten days of the attempted draw, it is considered delinquent.

Pre-paid registration fees are non-refundable. Pro-rated tuition may be refunded if a student withdraws due to extenuating circumstances, such as relocation by the family. Extenuating circumstances do not include expulsion of a student or withdrawal of a student due to a parent's

dislike of St. Mary's School, its staff, or its policies. If a check is returned for insufficient funds, we will assess a \$30.00 fee.

Financial Aid through Archbishop's School Fund:

Application for financial aid may be completed when registration begins. Applications are filed through FACTS and must be filed by the given deadline, and all the required information and documentation must be provided. Note: If the applications are not completed in full by the given **deadline, the applicant will NOT be considered for financial aid.** Please begin the application process as soon as you get the forms, so you have time to confirm that everything is complete. The amount of financial assistance is related to the Archbishop's fund distribution. NOTE: *Financial assistance must be repaid to the school if the student is disenrolled for any reason before the end of the school year.*

Pastor Scholarships and St. Mary's Scholarships:

Financial aid for qualified students may be available through our Pastor Scholarships. Applications for this assistance may be picked up at the school. Information should still be uploaded to FACTs for verification. These scholarships are ongoing on a first come first served basis.

Withdrawal Policy

Parents who move or transfer their children to another school must pick up a WITHDRAWAL OR TRANSFER checklist from the school office. The checklist must be completed before any transcripts of grades will be forwarded to the student's new school. Registered students who withdraw at any time (including before school starts) must pay a \$175.00 withdrawal fee. Families of students who withdraw or are disenrolled for any reason before the end of the school year must repay any financial aid, they were awarded for that school year. The bookkeeper will update the withdrawing family's account. If money is owed to the school, this amount must be paid before the student's records can be cleared. If the account shows a credit, a check will be issued as soon as possible.

S--SACRAMENTAL PROGRAM

The sacramental life of the children at St. Mary's School is an important component of their religion program in the Catholic tradition. Preparations for two sacraments, First Reconciliation and First Eucharist, form the core instruction beginning in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First

Eucharist. St. Mary's celebrates First Eucharist during Grade 3. Reconciliation and First Eucharist are only conferred to students who are baptized.

If you have an older student who is behind on their sacraments of First Reconciliation or First Eucharist, and would like them to make their sacraments, please call the office as soon possible so arrangements with the parish pastor can be made.

SCHOOL MASS

As a school community, it is important to join to praise God through the celebration of the Holy Sacrament of the Mass. We are blessed to be able to do this every Wednesday and on Holy Days of Obligation. While parents are welcome to attend these Masses, we require that your child remain seated with their class. We ask that parents sit in the seats on the far East & West wings of the Church or behind the classes once they are seated.

T-TESTING

Students will be tested three times a year on the STAR standardized test for their progress in reading and math.

The Assessment for Catholic Religious Education (ACRE) will be given to 5th and 8th graders in March as well.

V-VISITORS

In compliance with the recommendations of the Archdiocese of Santa Fe and law enforcement agencies, the doors to the school will remain locked and secured during the school day. Visitors, including parents and other family members of students enrolled, must ring the front exterior doorbell to be admitted. They are then required to **sign-in** at the school office before going into a classroom, the cafeteria, or schoolyard and to wear an official name badge while on school property so that they may be easily identified as having permission to be on school property.

W-WEBSITE (www.stmarysbelen.com)

Friends and family can keep abreast of school happenings through our website. Registration information, recognition, important happenings, and other information that we want the community to know will be posted on our website. If you know of events that we should be publicizing, let us know and we will put it on the website.

WATER BOTTLE

It is recommended that all students have a water bottle as Saint Mary's only has bottle filling stations and not water fountains. Water bottles will only hold water. No other types of drinks or additives should be in the water bottle.



It is GREAT to be a ROADRUNNER!