



Queen of Heaven Catholic School
Parent/Student Handbook
2018-2019

Home of the Knights!

Reverence, Respect, Responsibility

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Queen of Heaven Catholic School

Parent/Student Handbook

2018-2019

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QUEEN OF HEAVEN CATHOLIC SCHOOL MISSION STATEMENT

6/1/2017

Queen of Heaven Catholic School is dedicated to the spiritual growth and high academic achievement of its diverse student body nurtured by a highly skilled team of educators, supportive pastor and parishioners, and engaged parents.

VISION STATEMENT

6/1/2017

Queen of Heaven Catholic School provides a progressive education in a prayerful environment with a focus on “Reverence, Respect and Responsibility”. The school emphasizes faith in God, cultivating self-confidence and a strong sense of community as our students continue their lifelong journey as children of God.

STUDENT LEARNING EXPECTATIONS

6/1/2017

A Queen of Heaven Catholic School Student is:

A Student of the Catholic Faith who...

- ❖ grows in the knowledge of and follows Catholic traditions and beliefs,
- ❖ celebrates the Sacraments in a prayerful and loving relationship with God, and
- ❖ joyfully affirms God’s presence in everyday experiences.

An Active Learner who...

- ❖ demonstrates a curiosity and love for learning,
- ❖ develops goals through strong study habits, time management and organizational skills,
- ❖ communicates clearly and respectfully,
- ❖ promotes his/her own physical and emotional health by recognizing the unique gifts of self and others, and participating in physical activities, music and art, and
- ❖ uses technology effectively and responsibly.

A Model Citizen who...

- ❖ shows respect and courtesy to everyone,
- ❖ responds to Christ’s call to service with gratitude and is concerned for others and our world,
- ❖ demonstrates God’s love and mercy to all through acceptance of others,
- ❖ defends the teachings of the Catholic faith, and
- ❖ is a steward of God’s creation

INTRODUCTION

This handbook has been compiled and published for parents and students under the authority of the Pastor of Queen of Heaven Parish and the policies of the Archdiocese of Santa Fe Catholic Schools Office. It has been written to answer frequently asked questions regarding the operation of Queen of Heaven Catholic School. As questions arise throughout the school year, please refer to your handbook. If additional information is needed, contact the school at 881-2484. Particular regulations may be modified if determined necessary by the Pastor. For any difficulties or problems encountered with policies or school regulations, please see the section titled Appeal Process.

HISTORY

Regina Coeli School opened in 1952-53 as a Catholic High School. The pastor at that time was Father Gerald McArdle, and the first principal was Bessie Lodge. On Labor Day of 1952, Archbishop Byrne dedicated the school. The elementary section of the school began in 1954. The high school was discontinued in 1955, and the students became the nucleus of St. Pius X High School. In 1955, the Dominican Order of Adrian, Michigan, began administration of the school, and the name of the school was changed to Queen of Heaven School. From 1983-1992 the Felicians of the Southwest Province administered the school. Throughout the years, Queen of Heaven School has remained faithful to its role of supporting parents as they raise their children in the Catholic faith as well as achieving excellence in the areas of academics and athletics.

ACCREDITATION

Queen of Heaven Catholic School is accredited by the Western Catholic Educational Association.

DISCLAIMER

Not all situations can be covered in a handbook. Queen of Heaven Catholic School reserves the right to add or change policy as necessary to accommodate extraordinary situations that may arise during the school year.

SECTION I ORGANIZATION AND ADMINISTRATION

Queen of Heaven Catholic School functions as part of the educational mission of Queen of Heaven Parish. Queen of Heaven Catholic School is governed by the **Archdiocese of Santa Fe Catholic Schools Policy Manual**.

See Addendum A – Archdiocese of Santa Fe Catholic Schools Policy Manual (Policy #1300)

PARENT/STUDENT HANDBOOK

Queen of Heaven Catholic School publishes and distributes a parent/student handbook that states the philosophy, mission, rules and regulations of the school. The Principal communicates the contents of the handbook to parents and students on an annual basis. All elements of the Queen of Heaven Catholic School Handbook are in compliance with the policies and regulations of the Archdiocese of Santa Fe.

A signed **Acknowledgement and Disclaimer** form approved by the Catholic Schools Office must be returned to the school office by September 15th.

THE ROLE OF THE PASTOR

The Pastor is the Canonical leader of Queen of Heaven Parish of which the school is a part. In collaboration with the Superintendent, the Pastor has the responsibility for both the spiritual and administrative leadership of the Parish school. The administrative supervision of the school is delegated to the Principal.

(Taken from the Archdiocese of Santa Fe Catholic Schools Policy Manual, #1050)

THE ROLE OF THE PRINCIPAL

Under the supervision of the Pastor and the Superintendent, the Principal of Queen of Heaven Catholic School is responsible for the general administration and operation of the school. 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.

(Taken from the Archdiocese of Santa Fe Catholic Schools Policy Manual, #1060)

THE ROLE OF THE TEACHER

Under the supervision of the Principal, the teachers at Queen of Heaven Catholic School serve actively in the education and faith development of the students. Queen of Heaven Catholic School teachers are expected to abide by the standards of faith, morals and teachings of the Catholic Church.

(Taken from the Archdiocese of Santa Fe Catholic Schools Policy Manual, #1060.2)

THE ROLE OF THE QUEEN OF HEAVEN CATHOLIC SCHOOL CONSULTATIVE COUNCIL

The Queen of Heaven Consultative Council reports to the Pastor and Principal. The Consultative Council provides support to the Principal and Pastor in matters designated by the Council's Constitution and Bylaws or as requested by the Principal and Pastor. Areas for Council consultation and support include: planning, finances, facilities, public relations, marketing, enrollment management, and advancement/development.

(Taken from the Archdiocese of Santa Fe Catholic Schools Policy Manual, #1090)

THE ROLE OF THE QUEEN OF HEAVEN CATHOLIC SCHOOL PTO

The Queen of Heaven Catholic School PTO assists the school in achieving its mission. Under the supervision and control of the Pastor and Principal, the PTO is responsible for supporting the education of children at Queen of Heaven Catholic School by promoting goodwill and cooperation among parents and teachers, sponsoring social and fundraising activities and promoting hospitality by creating a sense of belonging that invites all members to become involved in PTO activities.

APPEAL PROCESS

See Addendum B – Archdiocese of Santa Fe Catholic Schools Policy Manual (Policy #1310)

ACADEMIC CALENDAR

The Queen of Heaven Catholic School calendar is based on the Archdiocese of Santa Fe academic calendar and includes 180 student contact days as required by the State of New Mexico.

The school calendar is published on the website and also on MSP (My Student's Progress). The administration will adhere to this calendar, but **the calendar is subject to change**. Changes to the calendar will be made public through MSP and in the weekly newsletter with as much advance notice as possible.

LENGTH OF SCHOOL DAY

Instructional time on all regular school days at Queen of Heaven Catholic School will be from 8:00 a.m. until 3:00 p.m. On early dismissal days, school is in session until 12:00 p.m. The school office is open from 8:00 a.m. to 4:00 p.m.

CLOSURE DUE TO WEATHER OR FACILITY CONDITIONS

Queen of Heaven Catholic School will follow the APS (Albuquerque Public Schools) severe weather procedure as aired over local radio and television stations. Every effort will be made to post an independent listing on television stations as well as a message on the school answering machine and MSP indicating closure or delay. If APS announces a partial closing or delayed start, the following abbreviated schedule will be in effect for Queen of Heaven Catholic School. In the event of a two-hour delay, staff will report to school at 9:30 a.m. and students at 10:00 a.m. Students will meet in the gym for prayer and announcements before being dismissed to their homeroom classes.

When closures exceed a reasonable number of days, the Catholic Schools Office may require that days be added to the calendar in order to maintain the level of instruction.

Ordinarily, students will not be released early. Should emergency conditions warrant an early release, the Principal will consult with the Pastor and Superintendent prior to the notification of an early release.

COMMUNICABLE DISEASES

Any student, teacher or other staff member having a communicable disease will be dealt with on a case by case basis. The Superintendent will be consulted prior to any action on the part of the Pastor and/or Principal.

In all cases, due consideration will be given to the needs and well being of the individual(s) involved, those with whom they have contact and the broader school/parish community being served. Information will be conveyed on a need to know basis only.

Where required by law, the school will report a communicable disease to the New Mexico Department of Health and Human Services (505) 827-0006 and proceed according to their directives. The Superintendent will be notified immediately of any action directed by the Department of Health and Human Services.

(Taken from the Archdiocese of Santa Fe Catholic Schools Policy Manual, Policy #1510)

EMERGENCY PLAN AND PROCEDURES

Crisis Plans

Each year Queen of Heaven Catholic School updates and publishes a Crisis and Emergency Plan. This plan provides specific procedures for emergency situations.

The plan includes, information regarding evacuation, notification of police and other appropriate authorities, signals/codes for personnel, a system to contact parents or responsible parties, a system for release of students, provisions for site isolation, methods of communication, both internal and external, first aid, faculty and staff assignments closing of school and early dismissal of students.

In the event of a natural disaster, Queen of Heaven Catholic School will respond to directions given by the Catholic Schools Office or local governing authority. The responsibility for determining whether the building should be evacuated rests with the Principal. In the absence of the Principal, the Principal's designee is responsible for carrying out the emergency procedures. Any emergency, disaster, or dangerous situation is reported to the Pastor and to the Superintendent as soon as possible. In the event of a lockdown the Pastor and the Superintendent will be notified.

Emergency Drills

Queen of Heaven Catholic School follows the directives of the New Mexico State Department of Education regarding emergency drills.

Non-Authorized Persons

Anyone entering the school must check in at the school office. Visitors/volunteers will be asked to sign in, pick up and wear a visitor's pass. Persons with no legitimate reason or written authorization to be on the school grounds will be asked to leave by any school personnel. If the person does not leave, the police will be called. *(Taken from the Archdiocese of Santa Fe Catholic Schools Policy Manual, Policy #1520)*

USE-OF-NAME POLICY

Attaching the Queen of Heaven Catholic School name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students or parents is not, by itself, sufficient basis to title an activity, program, or event as "school" sponsored. Rather, the activity, program or event must be one for which the school takes institutional responsibility.

Faculty members, staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the Principal and Pastor.

In appropriate cases determined by the Principal and Pastor permission for ongoing events, activities, or publications requiring approval under this policy may be given. *(Taken from the Archdiocese of Santa Fe Catholic Schools Policy Manual, #1540)*

USE OF SCHOOL GROUNDS/FACILITIES

Use of school grounds and facilities by any group other than Queen of Heaven Parish, Queen of Heaven Catholic School and the Archdiocese of Santa Fe must have the approval of the Pastor and a completed and signed Facility Usage/Indemnity Agreement.

Taken from the Archdiocese of Santa Fe Catholic Schools Policy Manual, Appendix Z)

INSPECTION REPORTS

The Archdiocese of Santa Fe and Queen of Heaven Catholic School comply with the Asbestos Hazard Emergency Response Act (AHERA) by providing access for the review of the Management Plan at the school. The Management Plan is kept in the Principal's office and will be updated as various situations develop and inspections are completed. Arrangements may be made with the Principal of the school for the review of these materials. Any questions may be directed to the Principal at the school or to the Executive Director of General Services at the Archdiocese of Santa Fe.

SECTION II STUDENTS

ADMISSION

Queen of Heaven Catholic School admits those students who sincerely seek a Catholic education.

By applying for admission to Queen of Heaven Catholic School parents or legal guardians acknowledge and agree that their student(s) will participate in religious instruction and formation in the Catholic faith. By applying for admission to Queen of Heaven Catholic School parents or legal guardians acknowledge and agree that they will support the philosophy, mission and policies of the school, and all Catholic teachings.

Age Requirements for Admission

All students must be in compliance with the minimum age requirements of the State of New Mexico:

- Students entering Pre-K must be 3 years of age prior to 12:01 a.m. on September 1 of the current school year.
- Students entering Kindergarten must be 5 years of age prior to 12:01 a.m. on September 1 of the current school year; completion of a pre-school program does not replace the minimum kindergarten age requirement.
- A student transferring from another state where that state's date requirement is later than New Mexico's is exempted from the age requirement.

Registration for Continuing Students

Registration of students currently attending Queen of Heaven Catholic School for the next school term takes place beginning January 1st of the previous school year. The details are posted on the school web site, the student information system (MSP) and in the parish bulletin.

Registration for New Students

Registration for new students takes place beginning January 1st of the previous school year and throughout the remainder of the previous school year. Details are posted on the school web site, the student information system (MSP) and in the parish bulletin.

An interview with an incoming student and her/his parents/guardians, may be requested by the Principal. The presentation of a portfolio that includes report cards, standardized test results, and letters of recommendation may be requested.

Admission Preference

Student admission preference is as follows:

1. Applicants with returning siblings
2. Queen of Heaven parishioners
3. Catholics
4. All others interested

Denial of Admission

The Pastor and/or Principal may decline to accept a student for admission or re-admission based on the best interest of the parish and/or school. In order to promote a positive atmosphere for learning, Queen of Heaven Catholic School reserves the right to deny admission or registration to any student whose past school performance clearly demonstrates the following:

- need for education programs outside the scope of Queen of Heaven Catholic School curriculum and instruction
- notable discipline problems or disruptive behavior which are documented – i.e., anecdotal records, disciplinary referral forms, etc.
- any other characteristics that in the judgment of the Pastor or Principal would seriously jeopardize an atmosphere of Catholic respect or interfere with the other students' opportunities to learn

NON-DISCRIMINATION POLICY

No student will be denied admission to Queen of Heaven Catholic School because of race, color, gender and national and ethnic origin.

AFTER CARE/HOMEWORK CLUB

Homework Club/After Care

Queen of Heaven Catholic School provides Homework Club and an After Care program.

Homework Club is open from 3:00 – 4:00 p.m. Monday through Thursday on a drop in basis and is meant to provide an opportunity for assistance in understanding and completing homework. Students who have not been picked up by 4:00 p.m. will be transferred to After Care. There will be no additional charge for students going from Homework Club to After Care.

After Care is offered for parents who are not able to pick up their child/ren at the close of the school day (3:00 p.m.). The primary focus is always the safety of the child(ren) which is why it is imperative that within our programs we are aware of who is using them and that they are adequately staffed with supervisory personnel. This can only be done by your cooperation in registering your child(ren) in the program prior to use. Specific and varied activities are planned for each day including snack and study time.

After Care/Homework Club Hours and Fees

After Care: 3:10 – 6:00 p.m. on regular school days

12:10 – 6:00 p.m. on early dismissal days (unless indicated “no after care” on the school calendar).

Homework Club: 3:00 – 4:00 p.m. Monday – Thursday

The Homework Club/After Care fee is \$10 per day, per student. Homework Club/After Care balances/expenses can be paid daily, but must be paid in full by the 1st and 15th of each month. Additional information about our programs is available by calling the school office at 881-2484.

As the cost for these programs is well-below the comparable cost of Day Care and Tutoring, we ask that parents pick up students no later than 6:00 p.m. Parents who arrive for pick-up after 6:00 p.m. will be charged \$5.00 per minute after 6:00 p.m. unless they have called to indicate that they will be late. Parents carrying a balance past the 30th of the month will not be permitted to leave their child/ren in After Care. The child/ren will be sent to the office to call the parent for immediate pick-up.

The daily rate for After Care/Homework Club is subject to change.

Emergency Use of After Care

Parents who find themselves in an unexpected and/or emergency situation should call and inform the school office to ensure that the child is taken to After Care. Parents will be billed weekly for this service.

APPEARANCE, DRESS CODE AND UNIFORMS

As our school uniform is an expression of our Catholic identity, parents are expected to ensure that their children adhere to the appearance, dress code and uniform requirements at all times. A neat and clean appearance is to be maintained by all students. Clothing is to be clean and in good condition.

Belts

Solid black belts must be worn with pants daily by all boys and girls (wearing pants) grades 1st – 8th. Shirts are to be tucked-in at all times during the school day.

Hairstyles/Accessories

Only natural hair color is acceptable. (No bleached, dyed or highlighted hair). Boys' hair may not extend below the collar or below their ears unless worn due to cultural norms (i.e., Native American customs). Hair should not hang over eyes – bangs cannot be below the eyebrows. No designs may be shaved into hair, i.e. sports team names, etc. Girls may wear small hair bows/headbands that are black, gold, grey, navy or uniform plaid. (Only these colors are acceptable.)

Jewelry

Girls may wear simple post/stud earrings. No dangling style earrings are allowed. Boys are not allowed to wear earrings. Students are allowed to wear one simple chain with a small cross or medallion depicting a saint or other religious icon. One religious or Medical ID bracelet may be worn. Oversized toy watches or any other distracting “extras” are not allowed. Body piercing is not allowed. For safety, students must remove all jewelry for PE classes.

Make-up

Make-up may not be worn or brought to school unless permission is given for events such as the Talent Show or other school presentations. Students will be required to remove all make-up worn to school. This applies to all grades.

Nail polish

Colored nail polish and fake nails are not permitted. Both apply to all grades. Students will be required to remove nail polish immediately and have fake nails removed by the next school day.

Shoes

Black or white athletic shoes are required – sandals and slippers are not acceptable for safety reasons. Shoes that light up as well as sequined shoes, boots (including cowboy boots) and wheelies are not allowed. Athletic shoes are required for PE classes.

Socks, Tights, Leggings

Socks must be worn. Girls may wear tights, instead of/or in addition to socks under skirts or jumpers. Socks and tights must be white, black, grey or navy. All socks must cover the ankle or higher (crew or knee highs). Tights must be footed (no leggings unless the same color socks cover all exposed skin) solid colors, no neon or patterned tights or leggings. Appropriate length shorts that are not visible while sitting or standing may be worn under skirts or jumpers.

Spirit Wear/Jean Days

Spirit Wear may usually be worn every Friday or last day of the week, unless otherwise specified. The cost for jeans/spirit shirt days is \$1.00 including special T-shirt days i.e., Christmas, Valentine's Day, etc. This money will be used as our school's contribution for the SPX Hunger Project. Please see the monthly calendar posted on our student information system, MSP and the School Website. Additional Spirit Wear days will also be announced in the same manner.

Spirit wear consists of the following:

- any or all uniform items
- **appropriately fitting** (not too loose, not too tight) blue or black jeans, capris or knee length shorts--with no rips or tears (leggings are not a substitute for jeans).
- Spirit Shirts - any shirt from any Queen of Heaven-related event, purchased through school or through the Endowment.

Uniforms

Uniforms help to identify our students as well as express our Catholic identity. They are to be kept neat, clean and in good condition and should be worn with pride. If uniforms are not within acceptable guidelines, the following steps will be taken:

Every student is required to wear the basic uniform described below. This Dress Code is in effect from the time school begins until the end of the official school day and while a student is on campus such as after school care, computer class, homework club and during athletic and extra-curricular activities. Students with dress code/uniform violations that require a change of clothing will be sent to the office. A student who comes to school with inappropriate dress will be required to change into school loaned clothing, or the parent will be called to bring a change of clothes. Repeated violations will result in disciplinary action.

To avoid this situation please monitor your child(ren)'s dress before s/he leaves for school.

Uniform Guide for the 2018 – 2019 School Year

All uniforms can be purchased through Dennis Uniform.

Boys – Pre-K – 5th Grade

Mandatory

- Black uniform pants or shorts
- Yellow or gray polo
- Monogrammed V-neck or cardigan sweater

Optional

- Black or gray sweatshirt, plain or with a Queen of Heaven Logo
- Spirit shirt
- Uniform jacket and other fan wear
- Note: Only uniform sweaters, uniform sweatshirts, or solid black or gray sweatshirts or jackets may be worn in classrooms.

Mass Dress

- Black uniform pants
- White button-up shirt
- Black tie
- V-neck or cardigan sweater (during the cooler months—typically October through April.)
- No other jackets or sweatshirts may be worn in Church.

Girls – Pre-K – 5th Grade

Mandatory

- Black uniform pants or shorts, plaid jumper, skirt or shift (at a minimum, the skirt should touch the floor when kneeling down.)
- Yellow or gray polo
- Monogrammed V-neck or cardigan sweater

Optional

- Black or gray sweatshirt, plain or with a Queen of Heaven Logo
- Spirit shirt
- Uniform jacket and other fan wear
- Note: Only uniform sweaters, uniform sweatshirts, or solid black or gray sweatshirts or jackets may be worn in classrooms.

Mass Dress

- Black uniform pants, plaid jumper, skirt, or shift
- White button-up shirt
- Black crisscross tie
- V-neck or cardigan sweater (during the cooler months—typically October through April.)
- No other jackets or sweatshirts may be worn in Church.

Boys – 6th - 8th Grade

Mandatory

- Black uniform pants or shorts
- Black polo

- Monogrammed V-neck or cardigan sweater

Optional

- Black or gray sweatshirt, plain or with a Queen of Heaven Logo
- Spirit shirt
- Uniform jacket and other fan wear
- Note: Only uniform sweaters, sweatshirts or solid black or gray sweatshirts or jackets may be worn in classrooms.

Mass Dress

- Black uniform pants
- White button-up shirt
- Black tie
- V-neck or cardigan sweater (during the cooler months—typically October through April.)
No other jackets or sweatshirts may be worn in Church.

Girls - 6th – 8th Grade

Mandatory

- Black uniform pants or shorts, plaid skirt (at a minimum, the skirt should touch the floor when kneeling down.)
- Black polo
- Monogrammed V-neck or cardigan sweater

Optional

- Black or gray sweatshirt, plain or with a Queen of Heaven Logo
- Spirit shirt
- Uniform jacket and other fan wear
- Note: Only uniform sweaters, sweatshirts or solid black or gray sweatshirts or jackets may be worn in classrooms.

Mass Dress

- Black uniform pants or plaid skirt
- White button-up shirt
- Black crisscross tie
- V-neck or cardigan sweater (during the cooler months—typically October through April.)
Note: No other jackets or sweatshirts may be worn in Church.

Other Uniform Options, for all students

- Black Queen of Heaven hat or visor may be worn on the playground. (No other hats may be worn)
- White, black, gray, or yellow long sleeved and/or turtleneck shirts may be worn under the uniform polo on cold days.

Students not in complete Mass uniform may not proclaim at the Mass

Used Uniform Exchange

Used uniform exchanges will take place prior to the beginning of school or shortly after and continue throughout the school year. Lightly used plaid uniforms, polos, white button-up shirts, sweaters, and jackets may be available for exchange. If at any time, you have any of these items that you would like to donate, please drop them off at the school office.

ATTENDANCE

Attendance Guidelines

Regular attendance is necessary if a student is to be successful in school. A student's absence from school interferes with his/her academic progress. Because of this, parents are encouraged to schedule trips or family outings during student vacations so as to eliminate the need to interrupt the child's learning process.

It is the responsibility of each family to have students in regular attendance. If it is necessary for a student to be absent for an entire day or a portion of a day, the parent/guardian is to contact the school by 8:30 a.m. Otherwise, for the safety of the students, a call will be placed to the student's home to ensure their well-being. Please send a note to the office if a student has re-occurring appointments. Arrangements to make-up missed work should be made ahead of time with the student's teacher(s)

Students will have a reasonable amount of time to complete make-up work. Teachers are not responsible for preparing work for students before they leave town and will miss one-two weeks of school. Testing during Homework Club may be necessary to make up missed assignments.

Any time a student is not in school, with the exception of a school-related function, the absence will be recorded on the class attendance record, the report card and the Permanent Student Record card. A written statement from the student's parent/s giving reasons for the absence must be brought to the school office upon the student's return to school. The school has the right to request that any absence be substantiated by an official document, such as a letter from a physician, etc. Students who are absent three or more consecutive days are required to bring a doctor's note. Students with excessive absences and/or tardies and their parents will be required to meet with the principal.

Based on New Mexico statute (22-12-2.1), no student may be absent from school in excess of 15 days per semester and no class may be missed more than 15 times per semester. Based on New Mexico statute (NMSA 22-8-2B), a student who is absent from school in excess of 10 consecutive days may be disenrolled.

SCHOOL HOURS

See Length of Day (Section I)

SCHOOL ARRIVAL AND DISMISSAL

In order to provide the safest environment possible, an arrival and dismissal plan is in place. Please keep in mind that your child's safety is our first and foremost concern at all times.

School Arrival

1. No parking is permitted in drop off zones. If a parent wishes to walk their child/ren into the gym, they need to park in the parking lot. Please do not double-park as this is a danger to both our students and other drivers.
2. No student is to be on campus before 7:30 a.m., unless they are in Before Care.
3. Students arriving between 7:30 and 8:00 a.m. are to report to the gym to drop off their belongings before going to play.
4. Students will line up with their class in the gym by 8:00 a.m. (second bell) for school wide prayer and announcements. Following morning prayer and announcements, students will be dismissed to their homerooms.
5. If a student is tardy (not in the gym and in line by 8:00 a.m.) they must be escorted to the school office by a parent or guardian to be signed in for the day. A tardy slip will be issued for admittance to class. Excessive tardiness will be dealt with on an individual basis. On Mass days it is imperative that students are in the gym by 8:00 a.m.

School Dismissal

Keep in mind that your child's safety is our first and foremost concern at all times.

1. At 3:00 p.m. all teachers (grades Pre-K through 8th) will walk their classes to the designated area (outside of the gym and inside the gates) where they will stay with the students until a parent, guardian or car pool parent arrives to take them home. Teachers will stay with their class until all students have been claimed or until 3:10 p.m. At 3:10 p.m., any students remaining will be escorted by their teacher to Homework Club or After Care.
2. When coaches arrive, any students participating in sports programs will go to the gym or be sent to the designated meeting place for Study Hall. Students may not wait in the gym or any other area of the school without an adult present. Any other student on campus will be sent to Homework Club or After Care.

No student is allowed to go off campus without adult supervision including students waiting for practice or games.

Both the arrival and pick-up plans outlined above demonstrate a sincere effort to promote safety for our students.

CONTACT WITH STUDENTS DURING SCHOOL HOURS

Queen of Heaven Catholic School follows Archdiocesan Policy #2360 regarding requests for contact with students during school hours.

See Addendum C - Archdiocese of Santa Fe Catholic Schools Policy Manual (Policy #2360)

TRUANCY

Truancy is defined as being absent from school without permission.

- a. Truancy is a violation of the New Mexico Education Code.
- b. Truancy will not be tolerated.
- c. No truant student will be readmitted until a conference with parent(s)/guardian(s) and the Principal has been held.
- d. Truancy may cause a student to be dis-enrolled.

STUDENT PERMANENT RECORDS

Queen of Heaven Catholic School maintains official records for each student according to the policies of the Archdiocese of Santa Fe Catholic Schools Office. These include: academic transcripts (including attendance), academic test results, and immunization records.

Transcripts

When a student transfers to another school, Queen of Heaven Catholic School will send a copy of the student's official records directly to that new school if requested to do so in writing by the student's parents/legal guardians.

The official record, including the official transcript, shall only be sent to the transferring school; it will not be given to the student or his/her parents/legal guardians.

When a student transfers to another school, Queen of Heaven Catholic School records the date and reason for the student's transfer on the student's permanent record card. Queen of Heaven Catholic School takes particular care to preserve both the integrity and privacy of official school records.

(Taken from the Archdiocese of Santa Fe Catholic Schools Policy Manual, Policy #2110)

ACCESS TO STUDENT RECORDS

Parents/legal guardians of Queen of Heaven Catholic School students shall have the right to inspect and review the official records of their child/ren in the presence of a school official. Once

a student attains the age of majority and is no longer a legal dependent of his/her parents/legal guardians, the student shall have the sole right to inspect and review his/her official records in the presence of a school official. All requests to review a student's official records shall be made in writing and directed to the Principal.

Unless otherwise provided by a court order, both parents and legal guardians of a student are entitled to inspect and review the student's official records in the presence of a school official, regardless of who has legal custody of the student. Unless otherwise provided by court order or by law, both parents and legal guardians of a student shall have equal access to school documents and other information concerning the student's education.

Queen of Heaven Catholic School will not release any personal information concerning a student to any person who is not the student's parent or legal guardian, unless the school is authorized to do so by the student's parent or legal guardian, or unless the school is compelled to do so by court order or by other operation of the law.

Taken from Archdiocese of Santa Fe Catholic Schools Policy Manual (Policy #2110)

RELEASE OF STUDENT INFORMATION

Before printing student directories, Queen of Heaven Catholic School will obtain permission from each student's parents or legal guardians to publish information regarding the student or the student's family (i.e. names, addresses, telephone numbers).

Queen of Heaven Catholic School will not publish a student's name, picture, voice or likeness in any form of publication or media without a signed photo/publicity release.

(See Appendix I: Photographic Release Form.)

RELEASE OF STUDENTS

Students will only be released from school during school hours at the written request of their custodial parents or legal guardians. Students are not permitted to go off campus for field trips or school-sponsored events without the written permission of their custodial parents or legal guardians.

CHILD CUSTODY

In order to ensure that child custody arrangements are followed, parents or legal guardians must provide the Principal with a copy of the most recent court orders. These documents must be resubmitted each time there is a change to custody arrangements.

REPORTING CHILD ABUSE AND/OR NEGLECT

Queen of Heaven Catholic School follows the Archdiocese of Santa Fe Policy #2350 regarding the reporting of child abuse and/or neglect. This includes completion of the Safe Environment Program (Virtus) for all teachers, staff and parent volunteers.

See Addendum D - Archdiocese of Santa Fe Catholic Schools Policy Manual (Policy #2350)

DISCIPLINE

In order to maintain a school environment that is conducive to learning, Queen of Heaven Catholic School promotes self-discipline, respect, order and Catholic morals and ideals in their students both during and outside of school hours, and both on and off campus. Parents or legal guardians and students are expected to review, agree to and abide by the rules, regulations and expectations provided in this handbook.

The school's disciplinary rules and regulations apply broadly to all student conduct at all times, including, without limitation:

- a. during attendance at school
 - b. during attendance at school-sponsored events
 - c. during travel to or from school-sponsored events
 - d. involving misconduct that is in any way school-related, or that affects the operation of the school and
 - e. involving misconduct that damages the school's integrity and/or reputation, and/or that has the possibility of creating scandal
 - f. involving social media (including misuse of personal technology or devices)
- (Taken from Archdiocese of Santa Fe Catholic Schools Policy Manual, Policy #2400)*

The handbook contains general rules for behavior, but cannot cover every single situation that requires discipline. Situations that are not specifically detailed in this handbook will be handled individually according to the norms of acceptable behavior.

School Rules

At Queen of Heaven Catholic School students are expected to conduct themselves in a manner that brings credit to their school, their classmates, and to themselves. Thus the following are expected from all students:

1. Reverence and respect for the Church, Blessed Sacrament, Mass and at all school functions

2. Respect and courtesy to all adults working in the school and parish. Correction for their misconduct by any adult is to be accepted as a help toward their growth into a more mature citizen of the world and Church communities
3. Respect for all gifts from God is to be shown at all times. All students are expected to respect the property of the school/parish as well as the property and person of their peers
4. Consideration of the feelings and the needs of others

Classroom Rules/Classroom Code of Conduct

All classrooms have principles of conduct in order to ensure that education occurs. Each teacher shall develop rules with age appropriate collaboration of the students to assure that a positive learning atmosphere is maintained for all students. All classroom rules adhere to the school motto of “Reverence, Respect, and Responsibility.” Chewing gum is not allowed on parish or school premises.

Each teacher is responsible for maintaining order within his/her classroom. The enforcement of general school regulations as well as classroom rules is within the authority and responsibility of all staff members. Classroom rules have the force and effect of school rules. Assigning detentions and/or other corrective measure for misbehavior is at the discretion of the teacher.

As citizens in a democratic society, students must be given the opportunity to participate actively and responsibly in school life. When a student’s behavior infringes upon the rights of others or disrupts the educational process, the student must be corrected and given the reason(s) for any corrective measure administered. Corrective measures are intended to be positive acts rather than punitive. Repeated violations of classroom rules will be referred to the Principal.

Appropriate Behavior and Consequences for Infractions

Minor infractions will be handled by classroom teachers. Any teacher may write a pink slip to a student in grades 4th – 8th to record the infraction. The issuance of a pink slip will be in accordance with the chart listed below. Teachers reserve the right to assign Break Detention (which will be held during the student’s break), Lunch Detention (which will be held during the student’s lunch recess), or After School Detention. Repeated infractions (up to three pink slips) will result in After School Detention and referral to the Principal for additional disciplinary action.

Elementary (Grades PK – 3rd) may utilize a “clip up” and “clip down” system or other program to reinforce appropriate behavior.

After School Detentions may be issued by classroom teachers for any infraction that compromises the learning process or environment. Students will notify parents of detention by telephone prior to the end of the school day.

CLASSROOM CODE OF CONDUCT

REVERENCE	RESPECT	RESPONSIBILITY
A Reverent person:	A Respectful person:	A Responsible person:
Exhibits profound respect for God.	Respects all adults and staff by quietly and attentively listening to directions and/or instructions.	Comes to class prepared, i.e. books, pencils, paper, etc.
Participates in school prayer.	Asks for clarifications politely.	Turns in all assignments on time.
Exhibits a proper attitude for prayer. i.e. sits/stands/kneels properly and quietly.	Walks through hallways, breezeways and schoolyard.	Returns assignments or school materials signed by parent or guardian on time when instructed to do so.
	Makes sure all personal belongings are out of pathways.	Comes to school in proper uniform daily.
	Keeps hands and feet to himself/herself.	Follows school policy with regard to makeup, nail polish, etc.
	Respects classroom learning time by sticking to the topic and using a soft voice when speaking.	*Keeps their shirt tucked in at all times.
	Uses polite language.	Eats only in assigned areas, i.e. cafeteria or outdoors.
	Uses all equipment (Science lab, computers, recess and physical education equipment and musical instruments) properly.	Completes make-up work on time as per teacher request.
	Lines up quietly and quickly at all times.	Gets to school on time every day and is ready to work.
		Eats meals quietly so as to finish in the allotted time.
		Gets all missed assignments from the teacher when absent or ill, etc. and completes them in a timely manner.

Probation/Suspension/Expulsion

Offenses that are considered major or a serious detriment to the learning atmosphere and that undermine the standards and morals at Queen of Heaven Catholic School as determined by the administration, and that may lead to suspension, probation, required withdrawal, or permanent dismissal include, but are not limited to:

1. Serious fighting involving actual or potential bodily harm to another student (e.g., rock throwing and punching that cannot be attributed to accidental injury) or bodily harm to faculty or staff
2. Willful disobedience, disrespect and/or deliberate and open verbal and/or physical defiance of an authority figure which includes the clergy, principal, office staff, classroom teachers, duty teachers, playground supervisors, aides, parent helpers, and other adults
3. Vandalism - defacing school or parish property, graffiti or arson
4. Cursing, abusive language, slander, lying and cheating
5. Theft
6. Leaving the school grounds without authorization
7. Excessive absenteeism
8. Possession of pornographic literature or other unsuitable material
9. Possession of weapons which could endanger the life or safety of others
10. Possession or use of alcohol, drugs/paraphernalia, or items deemed as inappropriate
11. Smoking on any parish property or during school-sponsored events or possession of matches and/or a lighter
12. Inappropriate postings on social media including: disparaging comments or gossip regarding the school, teachers, other students, etc.
13. Harassment or bullying fellow students, a teacher or other authority figure
14. Any act deemed by faculty or administration to undermine the Christian values of community, social concern, fellowship, charity, etc., that are essential to the Christian training provided at Queen of Heaven Catholic School

Students who engage in conduct contrary to the school's rules and regulations or code of conduct should expect appropriate consequences. Subject to Archdiocesan regulations, the Principal may impose disciplinary measures, including, without limitation, behavioral contract, probation, suspension, required withdrawal and expulsion. Disciplinary measures may be imposed separately or progressively, depending on the nature and degree of the offense. Queen of Heaven Catholic School adheres to Archdiocese of Santa Fe Policies regarding Probation, Suspension and Expulsion.

(Taken from Archdiocese of Santa Fe Catholic Schools Policy Manual, Policy #2400)

Lunchroom Discipline

The school lunchroom is considered an extension of the child's learning environment. In order to ensure maximum safety for every child at Queen of Heaven Catholic School, when supervised as a large group, school rules must be followed. We realize and appreciate that lunch is a time for the children to socialize and take a break; however, appropriate behavior must always be followed. Lunchroom rules and potential infractions to the rules that might take place in the lunchroom and the consequences for breaking those rules are listed below. Please reinforce these rules with your child/ren.

Level	Lunchroom Rules	Infraction	Consequences
1	<ul style="list-style-type: none"> - Remain seated at all times - Talk quietly (using an inside voice) - Enter the lunchroom in an orderly fashion, stay in line and follow the green tiles - Clean your own area and pick up your own trash - Remain at your place at the table until your teacher releases you 	<ul style="list-style-type: none"> - Getting out of your seat - Visiting other tables without permission - Walking around without permission - Yelling/ Speaking inappropriately or with unnecessary volume - Running/venturing off green tiles in route to designated area 	<ol style="list-style-type: none"> 1. Verbal Warning 2. If the child needs to be addressed again, the student will be moved to another table for the remainder of the lunch period 3. If the entire lunchroom volume is too loud, the children will receive a warning. If the volume continues to be too loud the children will have a silent lunch the following day.
2	<ul style="list-style-type: none"> - Act in a Christian manner at all times 	<ul style="list-style-type: none"> - Verbal arguments/verbal fighting - Using inappropriate language - Misbehaving in the bathroom - Purposely throwing out or destroying someone else's food 	<ol style="list-style-type: none"> 1. One verbal warning to stop 2. If a second verbal warning is required, students are moved to another table, separated from the person(s) with whom they are arguing.
3	<ul style="list-style-type: none"> - Follow the directions of all adults in the lunchroom (teachers, staff, parents, all adults) 	<ul style="list-style-type: none"> - Throwing Food - Not following the direction of the adults in the lunchroom - Defiant- not following a direction once it is given - Being disrespectful to the adults in the room 	<ol style="list-style-type: none"> 1. Sent immediately to the office 2. Parents contacted by phone 3. Student loses three days of cafeteria lunch and must eat lunch in the office

4	<ul style="list-style-type: none"> - Act in a Christian manner at all times - Keep hands to yourself - - No fighting 	<p>Level 1- Physical Fighting</p> <p>This includes any kind of physical contact that isn't an accident and may lead to a Level 2 physical fight - pushing, shoving, poking, pulling at each other or intentionally throwing an object at someone.</p>	<ol style="list-style-type: none"> 1. Sent immediately to the office 2. Parents contacted by phone 3. Student loses three days of cafeteria lunch and must eat lunch in the office
5	<ul style="list-style-type: none"> - Act in a Christian manner at all times - Keep hands to yourself - - No fighting 	<p>Level 2- Physical Fighting</p> <p>- This includes being involved in a physical fight where the parties may hit each other. These consequences are for both parties involved in the fight, children who hit first and children who hit second. There will be no difference in this situation.</p>	<p>(If the situation does not call for suspension)</p> <ol style="list-style-type: none"> 1. Sent immediately to the office 2. Parents contacted by phone 3. Student(s) lose 1 week (5 days) of lunch recess and must eat lunch in the office <p>Students involved in Level 2 fighting will be dealt with by the Principal on a case by case basis.</p>

DRUGS AND ALCOHOL

Queen of Heaven Catholic School promotes and maintains a smoke free, alcohol free and drug free environment. All students are prohibited from possessing, using, or being under the influence of tobacco, alcohol or illicit drugs while on the school premises and at all school-sponsored activities. If a student possesses, uses, or is under the influence of tobacco, alcohol or illicit drugs while on school premises or at any school sponsored activity, the school shall immediately contact the student's parents or legal guardians, and the school may, at its discretion, contact local law enforcement. The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs by a student may result in the required withdrawal or expulsion of the student from school.

Archdiocesan schools are drug free zones. Therefore, involvement on or near school grounds with tobacco, alcohol, and/or drugs in any form is strictly prohibited. Any student who fails to comply with this policy will be subject to appropriate disciplinary action.

STUDENT HARASSMENT AND BULLYING

Queen of Heaven Catholic School believes that all students have a right to a safe and healthy school environment and is committed to promote mutual respect, tolerance, and acceptance free from bullying and harassment.

Queen of Heaven Catholic School opposes and prohibits all forms of harassment including any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile or offensive, educational environment whether verbal, physical, visual or environmental. Any student who violates this policy will be subject to disciplinary action, up to and including required withdrawal.

Queen of Heaven Catholic School will not tolerate behavior that infringes on the safety of any student or staff member. A student, staff member, or parent shall not intimidate or harass another person through words or actions in the school, on school grounds, in school vehicles, at designated bus stops, or at school activities or sanctioned events.

Bullying is not a rite of passage to be endured by young people. Instead it is a behavior that must be addressed because of the harmful impact it can have on students. Bullying can lead to depression, low self-esteem, anxiety, feelings of isolation, as well as school absenteeism, and low academic achievement.

Definitions

Harassment

Harassment is defined as verbal, physical, written and/or sexual conduct that shows hostility toward another individual and that creates an intimidating, hostile or offensive school environment.

Descriptive Terms

A. Verbal Harassment: derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks concerning an individual's gender, physical abilities, race, creed and/or physical appearance. (Name calling – even in jest is not tolerated.)

B. Physical Harassment: unwanted deliberate touching, pinching, bruising, or patting. Any deliberate attempts to impede or block one's movement (e.g. assaults of any nature) with normal activities will be regarded as harassment.

C. Visual Harassment: derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, novelties, and inappropriate bodily and/or facial gestures.

D. Sexual Harassment: sexually suggestive remarks, gestures or jokes. Any unsolicited verbal or physical conduct of a sexual nature.

E. Online Harassment: emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, or pictures via any social media platform.

F. Students' personal property is to be respected. No touching of another student's personal property is allowed.

Bullying

Bullying occurs when a student or other person is exposed repeatedly and over time, to negative action on the part of one or more other students or persons. Bullying is characterized by the following three criteria: (a) it is aggressive, unwanted behavior or intentional 'harm doing'; (b) it is carried out repeatedly over time; and (c) it occurs within an interpersonal relationship characterized by an imbalance of power.

Bullying takes many forms, including the following:

- *Physical bullying* - physical acts of aggression such as hitting, kicking, tripping, or pushing
- *Verbal bullying* - threats of physical bullying, name calling or other insults, making faces or obscene gestures, mean things written about another student
- *Relational bullying* - spreading rumors, hurting someone's reputation, intentional exclusion of others, passing of harmful notes about another person
- *Internet (Cyber) bullying* - the spreading of harmful information or lies about others through email, chats, text messages, online blogs, cell phones, cameras or other electronic technology
- *Sexual bullying* - unwanted touching or comments made about a person's body, body type or physical features including wedgies, bra snapping, and obscene sexual gestures
- *Emotional bullying* – extensive teasing when either party doesn't think it is funny.

As defined by the behaviors listed above, harassment and bullying behavior is strictly prohibited, and such conduct will result in disciplinary action.

All school employees are required to report alleged violations of this policy to the Principal. Teachers and staff are expected to immediately intervene when they see a harassment and/or bullying incident occur.

All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

All such reports will be taken seriously. The Principal will conduct a prompt, thorough, and complete investigation of each alleged incident in order to verify the validity and seriousness of the report. S/he will take steps to verify who committed the act of bullying, harassment or intimidation and whether others played a role. The Principal will notify parents of both the victim(s) and offender(s) of the incident. Any reprisal or retaliation is prohibited against any person who reports a bullying incident. Filing a report in good faith will not reflect upon the individual's status, nor will it affect grades or employment status.

Consequences for Bullying/Harassment

The Principal will implement a hierarchy of consequences that matches specific bullying/harassment behaviors including disciplinary and/or remedial action. The following factors will be taken into consideration when determining appropriate consequences: age, development, degree of harm, surrounding circumstances, nature and severity of the behavior, incidences of past or continuing patterns of behavior, relationship between involved parties, and the context in which the alleged incident has occurred. .

Consequences and remedial actions will be consistently and fairly applied for students committing acts of bullying, harassment, or intimidation, for students engaged in retaliation and for persons found to have intentionally made false accusations, after appropriate investigation has determined that such an offense has occurred.

Consequences and appropriate remedial actions for a student who commits one or more acts of bullying and/or harassment may range from positive behavioral interventions up to and including suspension or expulsion. The seriousness of the behavior and prior conduct of the involved students are considered when determining appropriate consequences. Based on the seriousness of the incident, the student may: be denied recess, be assigned a written punishment, which may require a parent's signature, be removed from class for a period of time, receive a detention, receive an in-school suspension, be suspended from school, and/or face required withdrawal or expulsion.

Parents, volunteers, and community members are expected to maintain the same high standards that are expected of students and staff.

Since bystander support of harassment or bullying can support negative bullying behaviors, Queen of Heaven Catholic School prohibits both active and passive support for acts of harassment or bullying. The staff will encourage and support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority. Students will be given the skills to know how to intervene when they witness a bullying incident.

Education and Training

Queen of Heaven Catholic School will provide education and information to students, parents, and employees regarding bullying, harassment and intimidation.

HEALTH

Certificates of Immunization

Queen of Heaven Catholic School follows the guidelines established by the Catholic Schools Office and the county health department, where appropriate, regarding all student health matters, including, but not limited to, physical examinations, immunizations and contagious diseases. Immunization records are required at registration and updates must be supplied to the school as necessary.

Illness

If a student is ill, it is best to keep the student home. This prevents other students from getting sick and allows a student to recover more quickly. If a student is treated with antibiotics do not send them to school until 24 hours after the first dose to minimize the spread of infections. The Health Department recommends students stay home until they are fever free for at least 24 hours (100 degrees or above).

Accidents or Illnesses at School

When a student becomes ill or is involved in an accident, the Principal will immediately contact the student's parent or legal guardian. In case of serious injury, the Principal will call the paramedics. If the Principal cannot reach the student's parent or legal guardian, an attempt will be made to contact any other person listed on the student's emergency card. Per the student's emergency card, the Principal will seek medical attention if no parent or emergency contact is available.

(Taken from the Archdiocese of Santa Fe Catholic Schools Policy Manual, Policy #2340)

Medication

Queen of Heaven Catholic School adheres to the Archdiocese of Santa Fe Catholic School Office Policy regarding medications and medication procedures.

See Addendum E - Archdiocese of Santa Fe Catholic Schools Policy Manual (Policy #2320)

LOCKERS

The granting of locker space to middle school students is a privilege that will be rescinded if abuse occurs in any manner. Lockers are to be kept neat and orderly and are subject to inspection

by school administration and faculty. The placing of a student's belongings within a locker constitutes an agreement to abide by the school locker regulations. Students will be allowed locker privileges during passing periods as directed by homeroom teachers.

SEARCH OF SCHOOL PROPERTY AND STUDENT PROPERTY

A student assigned a locker or desk has use of, but not proprietary right to the locker or desk. Lockers and desks are the property of the school. Authorized school personnel may make periodic checks of lockers and desks, and their contents, at any time for any reason. The Principal, Pastor and/or Superintendent may conduct a search of the school plant and every aperture thereof, including lockers and desks.

Normally, inspection of personal property, e.g. pockets, handbags, backpacks, cars, etc., will not be conducted without the student's permission. If permission is given, the search will be made in the presence of at least two school officials. If permission is not given, the Principal will contact the Catholic Schools Office for further instructions. Parents will be informed.

After consultation with the Catholic Schools Office, inspection of personal property, e.g. pockets, handbags, backpacks, cars, etc. will be made if the Principal and/or Pastor has a reasonable suspicion that such an inspection will reveal possession of objects that may be a threat to the health, welfare, or safety of students and/or of objects or any substance that is prohibited on school property.

LOST AND FOUND

Any items that are found should be turned into the school office for the owner to claim. Eye glasses and other valuable items are kept in the office. Clothing, school supplies, lunch boxes, etc., are placed in Lost and Found, which is located in the Nurse's Room. To help prevent the permanent loss of items, please label belongings with student's name. Items not claimed after a reasonable time will be donated to various Catholic Charities. Queen of Heaven Catholic School is not responsible for loss of personal or unclaimed items.

LUNCH PROGRAM AND SCHEDULE

Lunch for all students is at 12:00 p.m. followed by lunch recess at 12:20. Students bring lunch from home.

SERVERS

Boys and girls in grades 4th - 8th who have received their First Eucharist are encouraged to become altar servers and assist in serving daily and weekend Masses, as well as school liturgies. Training classes are held periodically throughout the year. Training classes are announced in the classroom.

STUDENT COUNCIL

The Student Council consists of student officers from grades 6th-8th. Student representatives will be elected from the 4th-8th grades. Students learn the election process and how to run a meeting using parliamentary procedure. Elections for Student Council are held at the beginning of the school year.

OFFICE TELEPHONE

Students will be permitted to use the office phone when needed. The office staff will notify parents in the event of illness or injury.

MOBILE DEVICES

The use of cell phones by students is never permitted in the school building and/or grounds during school hours (7:00 a.m. to 3:00 p.m. or 6:00 p.m. if a student is present for After Care). Cell phones are collected by the homeroom teacher at the beginning of the school day and stored in a locked cabinet. No student will have a cell phone on their person in the classroom to include in their pocket, purse, or backpack. Queen of Heaven Catholic School is not responsible if cell phones are lost or stolen. No personal iPads, iPods, or headphones, wired or wireless, or other similar devices may be brought to school. If a student has a cell phone or other electronic device in class or on their person, it will be taken to the school office and will ONLY be returned to the student's parent/guardian. The Principal will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Phones taken out in After Care will be taken by the teacher and given to the parent/s at pick up.

TOYS

Students are not to bring toys of any kind to school (unless specified by a teacher for a special reason, project and/or event). All toys brought to school will be taken to the school office and will ONLY be returned to the student's parent/guardian.

WITHDRAWAL FROM SCHOOL

Families often must move during the course of a school year due to a job change. If this should happen or if for any other reason students must leave, please follow these steps:

- Inform the classroom teacher and Principal as early as possible.
- Check with the office for a withdrawal form.
- Schedule a visit with the bookkeeper.
- Turn in textbooks and library books at the office.
- Be sure to leave a forwarding address and phone number.

GOING GREEN

Every effort is being made to continue our journey towards Going Green. The bulk of school-wide and classroom communications will be posted in MSP and/or sent via email or text. Please check the main MSP page and classroom pages on a routine basis. Each teacher will inform parents of his/her normal means of communication.

SECTION THREE CURRICULUM, INSTRUCTION AND EVALUATION

CURRICULUM – INSTRUCTIONAL PROGRAM

Queen of Heaven Catholic School follows the requirements regarding specific courses, time allotments and instructional materials set by the Archdiocesan Catholic Schools Office, the State of New Mexico and the Western Catholic Education Association.

The Catholic Schools Office provides courses of study/curriculum guides for mandatory use in all Parish/Regional preschools and elementary schools.

(Based on the Archdiocese of Santa Fe Catholic Schools Policy Manual, Policy #4000)

1. The basic program in Pre-Kindergarten at Queen of Heaven Catholic School includes: Religion, Literacy/Language Arts, Mathematics, Social Studies, Science, Spanish, Art, Music, Computer, Social Skills, and Physical Education.
2. The basic program in Kindergarten through Grade Five at Queen of Heaven Catholic School includes: Religion, Language Arts, Mathematics, Social Studies, Science, Spanish, Music, Art, Computer and Physical Education. Technology is integrated into the instructional program.
3. The basic program in Grades Six through Eight at Queen of Heaven Catholic School includes: Religion, Mathematics, Language Arts, Social Studies, Science, Spanish, Music, Art, Computer and Physical Education. Technology is integrated into the instructional program. Elective “Academy” classes may be offered during the school year.

RELIGIOUS EDUCATION

“The Catholic School should strive to integrate the Catholic faith into every aspect of its life. It seeks to relate all human culture to the news of salvation, so the life of faith will illuminate the knowledge that the students gradually gain of the world, of life and of humankind. In Catholic schools, children and young people can experience learning and living fully integrated in the light of faith.” *National Directory for Catechesis*

The religion program at Queen of Heaven Catholic School follows the Archdiocese of Santa Fe Religion Curriculum and presents the central doctrines and morals of the Catholic faith clearly and accurately. This instruction is supported and enhanced by community service and liturgical experiences. Religion is a required subject at Queen of Heaven Catholic School. *(Taken from the Archdiocese of Santa Fe Catholic Schools Policy Manual, Policy #4100)*

Sacramental Preparation: Sacramental preparation is arranged in conjunction with Archdiocesan and Parish guidelines.

Catholic Human Development/Sexuality: Human Development/Theology of the Body is taught at appropriate grade levels as detailed in the Archdiocesan Religion, Science and Health Curriculum. Communication with and involvement of parents and the Pastor is an integral part of this instruction.

RELIGIOUS OBSERVANCES

The faculty and students at Queen of Heaven Catholic School participate in daily prayer, regularly scheduled liturgies, celebration of the Sacrament of Reconciliation and other devotions. Traditional devotions including the Rosary, Stations of the Cross, Benediction and May Crowning are part of the school program.

No student will be exempted from participation in religious observances that are deemed part of the school program.

TEXTBOOKS, TECHNOLOGY AND RESOURCES TO SUPPORT THE CURRICULUM

Textbook selection at Queen of Heaven Catholic School is made in conjunction with the Archdiocese of Santa Fe subject area curriculum guidelines. The Principal, with faculty input selects textbooks that are best suited for the primary, intermediate and middle school levels.

Textbooks are purchased by the school as part of the curriculum. Any damage to these books will be the responsibility of the student to whom the book was assigned. Students are expected to return **ALL** books in good condition. Loss or excessive damage to a book will result in the student paying the replacement cost for the book. These costs must be paid before a report card will be issued or participation in graduation exercises will be granted.

Adequate and appropriate instructional resources, technology and materials that align with and support the curriculum will be selected. Teachers are encouraged to use a variety of supplemental materials to enrich the educational program and to provide for the individual differences of their students.

Media and technology used in the classroom will have an educational purpose related to the instructional program and must be approved by the Principal. Materials with sensitive or mature content used for instructional purposes require Principal and parental permission prior to student viewing. Catholic spiritual and moral dimensions are always considered in the resources, technology and materials selected at Queen of Heaven Catholic School.

USE OF THE INTERNET, E-MAIL AND SOCIAL MEDIA

Use of the Internet in the classroom shall be for educational purposes related to the curriculum of the Archdiocese of Santa Fe and be approved by the Principal. All students shall comply with the standards of electronic ethics and copyright law.

All electronic communications to or from Queen of Heaven Catholic School shall reflect the Christian principles upon which the school is founded, in support of its mission, Catholic identity and educational goals.

All computers at the school are the property of the parish or school. Queen of Heaven Catholic School and/or the Catholic Schools Office reserve the right to view e-mails sent from or to the school and/or any Internet/social media sites accessed on school computers.

Students will be instructed in the appropriate use of E-mail, Internet and Social Media. *(Based on the Archdiocese of Santa Fe Catholic Schools Policy Manual, Policy #4030)*

All parents and students will sign an acceptable use policy as well as agreements for use of school laptops and iPads.

See Appendix II: Acceptable Use Policy, Laptop Agreement, iPad Agreement

PHYSICAL EDUCATION PROGRAM

Queen of Heaven Catholic School has two separate physical education programs. The first program is designed for Grades Pre-Kindergarten – 5th and concentrates on developing physical and motor skills. The second program is designed for Grades 6th – 8th and concentrates on developing good leadership skills and participation in athletics and a variety of games and activities.

Elementary students are scheduled for physical education two times a week. All students must wear tennis shoes. Students in Grades 6th – 8th are required to wear black athletic shorts with a Queen of Heaven physical education T-shirt. Students may wear black sweat pants during cold weather.

LIBRARY

Students in grades Pre-Kindergarten – 8th will have the opportunity to visit the library once a week with their class to check out books, hear stories, work on library related projects, etc. In addition, the library has certain hours of the school day set aside for reference time. The students are responsible for all materials checked out of the library, and fines will be charged for overdue

books. If a book is lost or damaged, the parents will be contacted to help the student take care of the matter.

HOMEWORK

Homework is an integral part of the instructional program. It is intended to reinforce learning and to foster habits of independent study. A reasonable amount of homework is assigned in Grades Pre-K through 8th at Queen of Heaven Catholic School. Homework guidelines include the following:

Grade Pre-K

To foster the home-school connection, Pre-Kindergarten parents are asked to participate in special family activities with their children. These are **10 to 15 minute daily activities**.

Grades K and 1st

To strengthen basic skills, Kindergarten and 1st grade students will be given some written homework. Teachers will ensure the assignments can be completed in **less than a half-hour**.

Grades 2nd – 5th

Homework will be assigned at the individual teacher's discretion in grades 2nd – 5th to reinforce basic skills and help develop solid study habits. Homework for these grades will **average 30 to 60 minutes per day**.

Grades 6th – 8th

Middle School students can expect **at least 60 minutes** of homework a night. Faculty will be coordinating tests, long-term and special projects so as to not overload students.

*None of the time allotments above include time for quiet reading.

At times homework will be the result of an absence and will require extra time and effort. Parents should do their best to provide a quiet and uncluttered area for such work at home.

The frequency of assignments and the level of difficulty are determined by the teacher. If the work assigned appears on a regular basis to be too hard for the student's capacity or takes too much time to complete, please contact the teacher to inform them and to design a positive plan for completion. A quiet atmosphere, coupled with a regimen of consistent time set aside for study and homework, will almost always result in better subject mastery and a discipline for good study habits.

Students will not be assigned daily homework over the weekend (unless work has not been completed during the school week) in order for them to work on book reports, long-range assignments, special projects, to attend Sunday Mass and enjoy family time.

FIELD TRIPS

A field trip is defined as a school sponsored educational activity supervised by school personnel and adult volunteers that occurs off-campus and is recognized as a valuable extension of the classroom experience. The educational value of the trip should support and reinforce Archdiocesan curriculum guidelines and justify the time, distance and expense involved. The Principal must give approval for and sanction all field trips. Since field trips are a privilege, conditions for participation in an activity will be established and communicated to parents and students. To insure the desired outcomes of such trips, teachers will prepare the students for the place that is to be visited and the things that are to be seen. A discussion will be held regarding the purpose(s) and goal(s) of the trip.

Parental approval must be obtained in writing on the form provided by the Archdiocese of Santa Fe. *See Appendix III: Field Trip Authorization*

Students who do not have the signed authorized permission form shall be excluded from participation in off-campus activities. Verbal permission or permission communicated through e-mail is not acceptable. Permission forms that have been signed and faxed in their entirety are permissible. The permission slip will contain the following information:

- Name, location, dates and times of the event
- Cost to the student(s)/parent(s)
- Mode of transportation to be used
- Name of the supervisor overseeing the event
- Parental responsibility

Careful arrangements will be made to provide for students' safety. When students travel on foot, they will be instructed and supervised regarding the crossing of streets, etc. When students travel by vehicle, it is preferable that the travel be on a bus with a professional driver, proper licenses and insurance. In all cases, field trip transportation shall meet local, state and federal laws and Archdiocesan policy regarding the transportation of children.

If volunteer drivers are used, they must first sign the Archdiocesan volunteer driver's agreement certifying the driver's auto liability insurance, provide proof of current driver's license and willingness to provide adequate safety measures in transporting students. Documentation of participation in the Archdiocesan Safe Environment Training (Virtus) is required.

See Appendix IV: Volunteer Driver Agreement

The field trip must be adequately supervised. Ordinarily, one adult should accompany every ten students. The nature of the trip and age of the students may require additional supervision. If parents assist in the supervision, they should receive instructions regarding their responsibilities. Schools must take all original signed permission forms on the field trip.

(Based on the Archdiocese of Santa Fe Catholic Schools Policy Manual, Policy #4340)

REPORTING OF STUDENT PROGRESS

Progress reports, report cards, standardized test scores and parent-teacher conferences provide parents with tangible evidence of student progress. Academic grades are based solely on scholastic achievement.

Progress Reports

Progress Reports are distributed midway through each grading period/quarter and provide parents and students with an accurate measure of “where students are” and report a clear picture of their achievement.

If parents would like more specific information on their student/s’ progress or are concerned with a specific subject area it is recommended that they make an appointment with the child’s teacher/s.

Report Cards

Reports cards are issued every nine - ten weeks at Queen of Heaven Catholic School and provide parents with detailed information regarding the student’s personal achievement of the standards presented for mastery. Comments indicate whether the student is developing appropriately for his/her grade and age. Grades are designed to support students’ learning. The grading system is as follows:

- 4 – Exemplary (Exceeds Expectations)
- 3 – Mastery
- 2 – Approaching Mastery
- 1 – Minimal/No Understanding

The STAR Reading and Math Testing and Diagnostic Reports enhance reporting of student progress in those curricular areas.

Effort, work habits, behavior, etc. will be addressed independently of academic performance and progress.

PARENT/TEACHER CONFERENCES

Teachers are expected to meet periodically with the parents of each student for the purpose of discussing the student’s development and academic progress in school. The student may be present for all or part of the conferences at the discretion of the teacher.

Formal conferences will take place at the designated school conference times and at other times deemed necessary by the teacher or parent. Designated conference days are considered contact

days, as the students at Queen of Heaven Catholic School are required to attend and lead all or part of the conference.

Unless specifically prohibited by a court order, the non-custodial parent has the right to the same information and opportunities for conferences provided for the custodial parent.

(Based on Archdiocese of Santa Fe Catholic Schools Policy Manual, Policy #4410)

TESTING PROGRAM

Queen of Heaven Catholic School uses the religious education and academic achievement tests selected by the Archdiocese of Santa Fe.

In compliance with federal regulations and with parental request, our local public school agency (APS) is required to screen and evaluate students for special programs if deemed necessary. If parents would like to refer their child for evaluation and to better understand their learning styles and or difficulties, please contact your child's teacher or the Principal.

(Based on the Archdiocese of Santa Fe Catholic Schools Policy Manual, Policy #4030)

STUDENT ASSISTANCE TEAM (SAT)

When a student is in need of extra assistance, whether it be for academics, behavior, social-emotional health, attendance, or any issue tied to their education and achievement, a Student Assistance Team, or SAT, referral is completed, usually by the classroom teacher. The general intent of any SAT referral is to provide the student with accommodations and interventions within the classroom in order to support increased growth in deficit areas. As the interventions are being implemented, the teacher or referring party will document the various methods or interventions tried, and the progress of the student. If the student is responding to the interventions, the SAT Team will continue to monitor the student and the teacher will continue to document progress. If the student is not responding to the interventions, the SAT Team, along with the parent, will meet again and change accommodations and interventions. Parents are a critical part of this team.

Members of the team will rotate as the Chairperson for each referral. The designated chairperson organizes the specific documents needed for the SAT meeting, schedules the SAT meetings, and follows up with each referral assigned to them. SAT team members will include the student's teacher, the Principal, and other staff members on an as needed basis. Again, we welcome and encourage parents to participate in this process to further the home/school partnership.

PROMOTION AND RETENTION

Promotion

Promotion of students is based on completion of academic work and mastery of academic skills.

Retention

All decisions regarding retention are the responsibility of the Principal in consultation with the teacher(s) and parent(s). In cases of inadequate progress, each student will be considered individually. Any decision concerning non-promotion will be made after considering all the factors related to the student's development (emotional, physical, social, as well as intellectual and academic) collected from a wide range of sources throughout the year. Excessive absences and/or tardies may be cause for retention or withdrawal from the school.

Each retention consideration is reviewed individually at a conference (preferably by the end of the first semester) with the Principal, teacher and child's parents to advise them of the possibility of retention and to discuss possible remedial actions. Grade documentation, interim progress reports, and anecdotal information will be reviewed at each follow-up conference. Ordinarily, a decision will be made by the end of the third quarter regarding retention.

No student shall be retained more than one year at any given grade or level. Ordinarily, a student will not be retained more than once while in elementary school (Grades K-5th) and once in middle school (Grades 6th-8th).

GRADUATION

Graduation at Queen of Heaven Catholic School will take place no earlier than one week preceding the closure of school. The Graduation will be appropriately simple and inexpensive. A special Mass will be central to the Graduation ceremony and will be followed by a simple, dignified exercise during which diplomas are conferred on the students and one that recognizes the unique value of the Catholic education just completed.

A simple reception will follow the graduation. Kindergarten and eighth grade teachers, in cooperation with the Principal, will guide and approve all graduation activities and expenditures. Any monies collected must be approved, receipted and directed through the school office. (All checks are to be made payable to Queen of Heaven Catholic School).

Participation in graduation exercises is a privilege, not a right and is conditional upon successful completion of academic work, and satisfaction of all financial and/or disciplinary obligations to the school.

The Principal shall have the discretion to exclude a student from participation in Graduation exercises after consultation with the Pastor and the Superintendent.

(Based on the Archdiocese of Santa Fe Catholic Schools Policy Manual, Policy #2600)

ARCHDIOCESAN SCHOOL CO-CURRICULAR PROGRAMS

All Queen of Heaven Catholic School sponsored co-curricular activities will be correlated with the course of studies and directed by the same general objectives. These programs will provide intellectual, spiritual, artistic and physical enrichment for students and advance the mission of the school.

The Catholic Schools Office directs Archdiocesan wide co-curricular organizations and activities and approves the bylaws of the co-curricular organizations.

The Principal is responsible for the supervision and final approval of all co-curricular enrichment activities and ensures that the school abides by the bylaws and operating procedures of all co-curricular organizations in which Queen of Heaven Catholic School participates.

Queen of Heaven Catholic School will not permit any school related athletic activities or any school related social activities during the Easter Triduum (Holy Thursday, Good Friday, and Holy Saturday). *(Based on the Archdiocese of Santa Fe Catholic Schools Policy Manual, Policy #4220)*

ATHLETICS

Queen of Heaven Catholic School is a member of the Albuquerque Parochial Independent Athletic League (APIAL). The League makes decisions at the beginning of each school year as to the competitive sports to be made available to all member schools. In order to compete in the League, all students in grades 1st - 8th must have a *Release Form* and *Medical Examination Form* completed by the beginning of the current school year. Forms can be downloaded from the APIAL Website.

Eligibility

- All students should realize that religious and academic training are primary goals at Queen of Heaven Catholic School. Based on teacher and parent discretion a student may be declared ineligible to participate in athletics and any other extracurricular activities for a determined period of time. It is the responsibility of the parents and students to maintain eligibility standards.
- Any student who has successfully made a team tryout and is placed on a team roster is required to pay a sports activity/participation fee.
- Participation Release Forms and medical forms must be on file with the Athletic Department by the beginning of the current school year.

Team Sports Guidelines

- All students shall display conduct that reflects the goals, objectives, and philosophy of the school.
- The coach or moderator of the school team or squad will determine which students are assigned to the varsity and junior varsity squads. The determination will be based on the abilities of the students and needs of the team or squad.
- The student's parents must accept full responsibility for any injuries sustained during practice or participation in all team or squad activities. Insurance is the responsibility of the parent.
- No student will practice with the team or play in any game until the parent permission slip and health clearance form is on file in the school office.
- When a student is absent from school due to illness s/he may not participate in practices or games scheduled on that same day.
- Academic and behavioral progress determines continued eligibility for athletics.

Team Sports Recognition for Participation

In order to receive recognition and credit from the athletic department for successful participation on a sports team, a student must participate in at least 50% of each season.

See Appendix V: Albuquerque Parochial and Independent Athletic League

SECTION IV PARENTS

PARENTAL EXPECTATIONS AND RESPONSIBILITIES

At Queen of Heaven Catholic School, we are called to teach, to form community and to give service. We do this in partnership with parents – the first teachers of their children. By enrolling your child/ren at Queen of Heaven Catholic School, you have asked us to share in that responsibility. We ask parents to support the school and be an active part of the school community.

As Catholic parents, your example and faithfulness to what Christ teaches in our Catholic Church is the most important factor in the formation of your children. Our Catholic faith permeates instruction and our students grow in a true understanding of what we believe and how we are to live as true Christians. We ask parents to provide their children with an example of and faithfulness to what we hold true and sacred, especially by participating in Mass on Sundays and holy days. We welcome, respect, and embrace children from families who do not share our Catholic faith.

We ask parents, students, and teachers to embrace and live out our motto “Reverence, Respect, Responsibility.”

In addition, we ask parents to:

- Complete the registration/re-registration process in a timely manner,
- Honor all financial responsibilities, (timely tuition and fee payments according to the agreed upon payment plan)
- Support the school fundraisers and meet/exceed the annual fundraising requirement
- Complete service hour requirements, (see Volunteer Opportunities/Service Hours below)
- Ensure that students arrive at school on time and that provisions are made for end of the day pick-up, Homework Club and/or After Care
- Attend and participate in student-parent-teacher conferences, and other school meetings
- Offer their many and varied talents to help our children and enrich our spiritual and educational programs

COMMUNICATION

Teachers are available to discuss individual children after school or by appointment. Teachers are not available to discuss individual children before school as this is a necessary time to prepare for the day. A conference may be requested so that teachers may plan their schedules as before and after school time is often dedicated to other duties.

Teachers communicate with parents on a regular basis through notes, e-mails, MSP, and their individual class web pages.

The school secretary will deliver telephone messages or put notes in the mailboxes of the teachers who will return a call within 24 hours. Staff members may also be e-mailed via MSP or gmail. E-mails will be returned within 24 hours.

No class may be interrupted or disturbed while in session without very serious reason (fire evacuation drills, etc.). Items forgotten at home should be brought to the school office. Office personnel will deliver these items to the student(s) at a convenient time.

Parents are not only invited, but are encouraged to visit the school during school hours. We ask that you please call the school office at least one day in advance of your visit. When you arrive at the school, you are required to first check in at the school office and be escorted to the classroom to be visited.

The Principal may be contacted by phone, e-mail and in person at any time. An open door policy is available to all parents. If the Principal is not available at a particular time, an appointment can be made.

School wide communication is accomplished through various means. The bulk of all school communications and individual teacher communications will occur through email and the student information system, MSP. Please check MSP and e-mail daily. Every Sunday, general school information for the following week/s "*From the Principal*" will be sent to parents via MSP. The Principal may also forward school information and announcements to Room Parents who send the information to parents via email or text.

PARENT CONCERNS

In any school setting, there is always the chance that concerns will arise. It is important that these concerns be addressed. Parents should go to the student's teacher first. Teachers will work with parents to resolve these concerns. If a resolution is not met, then parents should contact the Principal. When we resolve concerns early, we are working toward the good of the whole community.

See Addendum B - Archdiocese of Santa Fe Catholic Schools Policy Manual (Policy #1310)

PARENT-TEACHER CONFERENCES *(see Parent Teacher Conferences, Section III, Curriculum, Instruction and Evaluation)*

CHILD CUSTODY *(see Child Custody, Section II, Students)*

STUDENT WITHDRAWAL DUE TO PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for ANY of the following reasons:

- a. Refusal to cooperate with school personnel; or
- b. Refusal to adhere to Archdiocesan or local policies and regulations; or
- c. Interference in matters of school administration or discipline.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. The Principal will verify that parents were informed to terminate the inappropriate behavior and begin cooperating with the school or Archdiocese of Santa Fe Catholic School Policy #2470 will be enforced. If such effort does not correct the situation, then after consultation with the Pastor and the Superintendent, the Principal may require the parents to withdraw their child. Documentation signed by the Principal and parents as well as any other information or evidence of consultation with the parents on the matter must be retained on file.

If the parents refuse to accept the withdrawal, the procedures for expulsion in Section II of this handbook shall be followed.

Registration for the following school year may be denied on the basis of this policy but is not limited to the actions specified herein.

(Based on the Archdiocese of Santa Fe Catholic Schools Policy Manual, Policy #2470)

VOLUNTEER OPPORTUNITIES/SERVICE HOURS

Parents volunteering their time and talent fulfills a two-fold function wherein the genuine needs of the parish/school are met, and the benefits of contributing one's talents and labor are rewarded as well by a grateful and enriched community.

Parents are asked to contribute 25 hours each semester (12 ½ per quarter). The class with the highest % of service hours at the end of each quarter will receive a pizza party. Homeroom teachers and PTO will track hours.

Parents receive two hours credit for each Third Sunday Collection Mass attended with their children.

Anyone entering the school must check in at the school office. Visitors/Volunteers will be asked to sign in, pick up and wear a visitor's pass.

SAFE ENVIRONMENT PROGRAM

The Archdiocese of Santa Fe has instituted a new form of training for our Safe Environment Program. It is called Protecting God's Children, and is intended to be completed online through a service called Virtus. **Parent Volunteers are required to complete the online or in person program offered by the Archdiocese of Santa Fe prior to working with students and/or volunteering at school. ALL parents (even those who completed the former training) must complete the Virtus Training prior to volunteering at school for the 2018-19 school year. NO EXCEPTIONS!** At the end of the online program parents are able to print out a certificate and will be registered with the date of completion. **This certificate must be on file at the school office.** If parents are unable to use the online Virtus Training, they must register for a class in the same way that was done in the past.

FINANCIAL OBLIGATIONS

Annually, parents sign a registration/enrollment and financial contract. This agreement outlines all of the financial responsibilities for the current school year.

Registration Fee (2018-19)

A registration fee of \$250 per student to a maximum of \$500.00 is required and non-refundable. Registration takes place beginning in January for the following school year. Please look to the annual registration packet for additional or modified information.

Tuition

Tuition rates are established by the Pastor, Principal, and Consultative Council in January of each year so that parents might be advised of those new rates prior to registration for the upcoming school year.

Tuition for the 2018-19 school year is as follows:

1st Child \$4,900
2nd Child \$4,420
3rd Child \$3,935
4th + No tuition

Tuition Payment Policy

Tuition for the 2018-2019 school year is due in full (or FACTS contract completed) on or before June 27, 2018 (unless registration for the 2018-2019 school year is completed after June 27th).

Registration will be considered cancelled if tuition for the (2017-2018) school year has not been paid in full by June 27, 2018 or arrangements are made in writing with the school bookkeeper and approved by the Principal and Pastor.

Delinquent Payments

Tuition is considered delinquent 10 days after payment is due. Should the tuition remain past due for two (2) consecutive months, on the 10th day after the due date in the second month, the student is considered ineligible to return to class 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 will be disenrolled from school unless a payment plan is approved and followed. Parents are encouraged to contact the school if they experience problems in paying tuition and other fees.

Parish Subsidy

Due to a policy set by Archbishop Sheehan, Queen of Heaven Catholic School collects a \$500.00 operational subsidy per student from the home parish of registration provided the parent has been registered at that parish for at least one full year.

Queen of Heaven Catholic School will send, the appropriate form to the pastor. If the \$500.00 operational fee is not paid by the student's home parish, this fee becomes the responsibility of the family.

If Queen of Heaven Catholic School has not received a verified Subsidy Form from the parish by April 15th confirming their willingness to pay the parish subsidy, this amount will be added to the parent's invoice.

Should the completed form be returned after April 15th stating that the parish will pay the subsidy; this amount will be refunded (if previously paid) when the subsidy is received from the parish. Please be aware that the most expeditious way for this to be handled is for parents to impress the your parish the need to return the form prior to April 15th. Non-Catholics/Non-registered Catholics may make these payments to Queen of Heaven Catholic School or through their FACTS contract.

Fundraising

Each family is required to participate in the school's designated fundraiser at a profit amount of \$250 per student. Fundraising fees may be added to the tuition accounts on the FACTS plan.

Tuition Assistance

Each year families will be made aware of Financial Aid opportunities available to families at Queen of Heaven Catholic School and are encouraged to apply for every opportunity available to them. Families applying for Tuition Assistance for the 2019 -2020 school year must complete

the appropriate form on FACTS by April 15, 2019 (unless registration for the 2019-2020 school year is completed after April 15th). FACTS analyzes this information and determines the amount of ability to pay and the financial need for each family that applies. The Queen of Heaven Catholic School Financial Aid Committee reviews the FACTS data from every family that applies, which includes student need, family income, extenuating circumstances, and additional financial aid sources in determining recommended amounts of tuition assistance awarded to families.

Families will be notified as soon as possible after June 30, 2019 (or as soon as possible after registration) of the amount of financial assistance awarded to families

Please note the total amount of financial aid which is distributed is also determined by the number of students enrolled at Queen of Heaven School. Procedures and deadlines for application are published annually.