

O.L. Assumption Catholic School

SCHOOL HANDBOOK

2011-2012



School Location: 7910 Lomas Blvd., NE
Mailing Address: 815 Guaymas Pl., NE
Albuquerque, NM 87108-2331
(505) 256-3167
www.olacs.org/parent

Dear Parents & Guardians,

A warm welcome is extended to all of you who believe in Catholic school education and are dedicated to the mission and philosophy that is promoted for the benefit of all our students at Our Lady's Assumption (OLA) Catholic School.

I, along with Fr. Domme, Fr. Cimino, and our dedicated faculty and staff, pledge to you our sincere commitment to offer to our students a Catholic-Christian education emphasizing Catholic identity, moral values and academic excellence. Be assured as each and every one of our families enhances the school environment, we look forward to continue in ministering to those committed in our Catholic-Christian-journey – one that will make OLA the finest Catholic School that it can be.

This **school handbook** which binds us all, must be reviewed carefully by parents/guardians and students alike. **After review, it is required that you sign and return the “Family Acknowledgment Form”**. The Archdiocesan school policies handbook instructs us to file these in the school office. May our Heavenly Father continue to bless your family throughout the school year as we continue our journey together!

Sincerely yours-in Christ,

Mr. R. Kaiser
Principal

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Rev. 8/16/11

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MISSION STATEMENT

Take responsibility for learning and Christ-like behavior

VISION AND MISSION

OLA School is first and foremost a Catholic school dedicated to providing a Christian environment. Instruction in religious truth and values is the most integral part of the school program. The mission of the school, in general, and the religious education program, in particular, is that the school be a continuation of each family's role in passing on the faith to its children. The school views the parents as primary role models in the teaching of values and spirituality through example and involvement with their child.

OLA is a Catholic School in which the tenets of the Catholic faith are taught and upheld. The school recognizes that the operation of the parish school is a ministry of the greater parish and that ongoing support of that parish in its various ministries is necessary for the continuation and life of the school. To that end, the aim and visible lifestyle of our school families must include support of all parish ministries through active participation in its Sunday liturgies and involvement in the life of the parish. Families who belong to other parishes should, of course, actively support and attend their own parish.

PROGRESS REPORTS

INTERIM MID-TERM PROGRESS REPORTS

This report offers an opportunity for better understanding of the student's current achievement. It is necessary that the cause or causes of any deficiency be understood and the recommendation be followed. Please make certain that you are familiar with the school's grading system and the suggested amount of homework expected in the subject each day. After six weeks at mid-term, students' interim progress reports are sent to all parents/guardians. Following an interim progress report, it is recommended for those students in need that the parent or guardians make an appointment with the teacher to discuss a plan for improvement and removal of deficiencies.

GRADING/REPORTING PROCEDURES

All students are expected to achieve a minimal passing grade of **D** or better in each subject area for each grading period. Failure to achieve a passing grade will result in the student being placed on an academic probation during which extra-curricular activities are curtailed or suspended until the following take place:

- A marked improvement over a minimum of a two week period has been demonstrated by the student;
- The deficiencies are improved to a minimal grade point level;
- Academic performance has improved to a level where the Principal and teacher(s) agree(s) that a return to extra-curricular activities is warranted. Failure in a subject area should also result in a meeting with the teacher to discuss a plan to remedy the deficiency and raise the student's performance level.

End of term (trimester) progress reports are issued in November, February, and May, i.e., every twelve weeks. No progress reports will be issued prior to the scheduled date. Progress reports can be picked up in the school office after the scheduled date if the need should arise. Please review the grades with your child.

Grading Scale:

| | | |
|-----------|------------------|----------------------|
| A= 93-100 | E=Excellent | P/F=Pass or Fail |
| B= 85-92 | G=Good | N/A=Not Applicable |
| C= 76-84 | S=Satisfactory | I=Improvement Needed |
| D= 70-75 | U=Unsatisfactory | |
| F= 0-69 | | |

CONFERENCES/APPOINTMENTS

In order to foster greater parent and teacher communication, ***Student/Parent/Teacher Conferences*** will be scheduled during the school year. Please refer to the School Calendar for dates.

School class session time is not to be used for discussion of individual student problems. A

conference, other than the scheduled **Student/Parent/ Teacher Conferences**, should be requested ***in advance*** so that teachers may plan their schedules. The teacher will be glad to talk with parents before or after school ***by appointment***. Call either the teacher or school secretary for the appointment.

The school secretary will deliver telephone messages or put notes in the mailboxes of teachers who will return the call outside of class instruction.

GENERAL INFORMATION

FIELD TRIPS

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. 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 and goal of the trips.

1. The written consent of parent or guardian must be obtained for every student participating in a field trip. A permission slip will be sent home with the student prior to a scheduled trip. Parents should sign the slip and send it back with their child as soon as possible.
2. No student may participate unless a signed permission slip for the specific event is on file with the school office prior to leaving school.
3. Chaperones chosen by the home/classroom teacher will be provided for all field trips.
4. Students not attending the activity will attend another class for the day.
5. Students can be denied participation in field trips if they fail to meet academic or behavioral requirements.

CLASSROOM VISITS

Parents/guardians who wish to visit the school during the school day are asked to please call the school office at least one day in advance of your visit. When you arrive at the school, for safety reasons, you are required to check in with the school office and be escorted to the classroom being visited. All visitors must wear an OLA visitor's badge.

HOMEWORK

A reasonable amount of homework for reinforcement is assigned in all grades at OLA School. Many 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. It is the student's responsibility to complete the homework assignments and turn them in on time.

Frequency of assignments and the level of difficulty is determined by the teacher. If the work assigned appears on a regular basis to be too difficult for the student's capacity, please contact the teacher to determine the remedy. Make-up work requested by the parent on the day a student is absent may not be available until the following day.

TEXTBOOKS

State-funded books are loaned to the students for their use. Students are expected to return all books in good condition. Loss or excessive damage to a book will result in the student, to whom

the book was loaned, paying for replacement cost for the book. The monies collected for damage and loss are reimbursed to the NM State Education Dept. These costs must be paid before a progress report can be issued or participation in graduation exercises can be realized.

TESTING

Students in grades 3-8 will be tested each school year using the Iowa Test of Basic Skills (ITBS). Selected by the Archdiocese, ITBS tests the areas of reading, mathematics, science, world (social) studies, reference skills and language arts. Due to learning or language needs, certain students require additional time for standardized (ITBS) testing. It is the responsibility of the parents/guardians to request the extension in advance of the testing time. Copies of the test results are sent to the school. Parents/guardians may wish to set up a conference with the classroom teacher or the Testing Coordinator to have the test scores explained.

The Assessment of Catholic-Christian Religious Education (ACRE) tests will be administered to students in grades 5 and 8.

Testing for student placement into special programs of the Albuquerque Public Schools (APS) at the nearest APS District Area Office is to be arranged by parental/guardian or teacher request.

A national standardized writing assessment provided by Education Northwest is given to the 4th and 6th grade students the third week of April. O.L. Assumption School standardized test scores are available for review in the school office.

SCHOOL HOURS

Regular School Hours (Jr. Kindergarten-Grade 8) - 8:15am - 3:15pm
Early dismissal days - (Jr. Kindergarten-Grade 8) - 8:15am - 1:15pm
Regular Office Hours - 7:45-3:45pm

There will be monthly early dismissal days for faculty/staff meetings and/or in-services. Please refer to the school calendar, "School Reach" phone calls, e-mail and the 'Thursday Envelopes' for dates.

VISITOR SIGN-IN

All visitors (includes parents/guardians) to our school campus grounds must sign the book in the school office. Examples are: bringing lunch or medicine to students. (A.S.Fe: Policy PUB #201).

ATTENDANCE

DAILY

Regular attendance is necessary if one is to be successful in school. Absentees miss valuable class instruction, discussion and continuity of work. Because of this, the school discourages leaving school for trips or vacations. Absenteeism may result in lowered achievement level. Based on NM-Statue 22-8-2B, a student who is absent from school in excess of ten (10) consecutive days, may be dismissed. A student who returns to school after any absence must substantiate the absence with a note of explanation from the parent/guardian, which is to be

retained in the student's file for the remainder of the current school year. If the student was absent due to a communicable disease, the school reserves the right to require a physician's release for return to school (A.S. Fe: Policy-FAM-505, #7).

TRUANCY/TARDINESS

It is the responsibility of each family to have the 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 or guardian is to contact the school by 8:30am.** The mid-school student will assume responsibility for meeting with each class teacher to make up all missed work within a reasonable time. A student is tardy after the 8:20am bell is rung. If a student arrives after that time, the parent is required to accompany the student to the office to sign her/him in for the day. After three unexcused tardies are recorded, the student will be issued a detention to be served on that day. With the exception of medical and dental appointments and extreme emergencies, all tardies are considered unexcused.

DRESS CODE

The following uniform code describes allowable apparel for all students enrolled at OLA. All uniform items are embroidered and **MUST** be purchased through the School's Uniform Store located in the gym. Students in Jr. Kindergarten and Kindergarten must comply with a modified OLA uniform. In general, all clothing must be weather appropriate, non-wrinkled, and in good condition/fit properly (at the waist, not too loose or tight).

The school staff may make adjustments to the dress code as necessary to allow for changes in style or trends that may not be appropriate for OLA's dress code. Decisions made about individual dress code issues are at the interpretation and discretion of the staff and/or administration.

MASS-LITURGY DAYS AND COMMUNITY OUTINGS

GIRLS

- Gray polo **ONLY** (short or long sleeve)
- JK-K: Navy jumper or navy pull-up pants
- 1st-4th: Plaid jumper (shorts must be worn under) or navy Dickies pants
- 5th-8th: Plaid skirt or navy Dickies pants

BOYS

- Gray polo **ONLY** (short or long sleeve)
- JK-K: Navy pull-up pants
- 1st-8th: Navy Dickies pants

**The following items are NEVER allowed for Mass or Para-Liturgies:
Shorts, Spirit-Wear, Non-OLA outer wear.**

REGULARY SCHOOL DAYS

GIRLS

- Short or long sleeve polo (white, navy, light blue or gray)
- JK-K: Navy jumper, navy pull up shorts or pull-up pants
- 1st-4th: Plaid jumper (shorts must be worn underneath), navy Dickies shorts or pants
- 5th-8th: Plaid skirt, navy Dickies shorts or pants

BOYS

- Short or long sleeve polo (white, navy, light blue or gray)
- JK-K: Navy pull up shorts or pants
- 1st-8th: Navy Dickies shorts or pants

SPIRIT-WEAR DAYS

Regular school say attire is always an option on Spirit Wear Days along with the following:

- Pants/Shorts
 - Solid blue or black pants or capri (no leggings)
 - Solid blue or black jeans (no stretch, skinny, or cargo)
- Skirts: Girls may wear solid blue or black skirts (denim allowed)
- T-shirt or sweatshirt that recognizes OLA school or OLA activity
 - Official OLA Spirit Wear t-shirt or sweatshirt
 - OLA Geography Bee
 - St. Jude's Math-a-thon
 - OLA Sports/Athletics
 - OLA Scout Uniform

COLOR OR RELAXED DAYS

The Principal may declare a Color Day or relaxed clothing on certain occasions. In the past, these have included Advent and Christmas Season, St. Valentine's, Field Day, etc. The dress code for these occasions will be determined by the Principal, depending on the event. Additional information will be provided in advance of the Color/Relaxed Day.

DRESS UP DAYS

Regular School Day attire is always an option on Dress Up Days along with the following:

- Dress slacks or pants (no denim)
- Dress shirts (must be buttoned) or blouses with sleeves
- Cardigan or pullover sweaters permitted (no logos or insignias)
- Middle School Girls may wear heels but must not be more than 2 inches high

PHYSICAL EDUCATION DRESS CODE

All upper elementary and middle-school students (grades 4-8) are required to wear an OLA Physical Education t-shirt and shorts, socks, and athletic shoes. Athletic shoes are a required part of the regular dress code for all grades so that every student will always be able to participate in PE (unless a doctor excuses the student and a record of the excuse is on file with the PE teacher and the office).

OUTER WEAR

- **Sweatshirts** (navy with OLA logo):
 - May be worn in the classroom over uniform shirt
 - OLA sport sweatshirts must be worn over uniform shirt
 - No hoodies allowed inside
- **Cardigan or v-neck sweaters** (navy with OLA logo)
 - May be worn in the classroom over uniform shirt
- **Jacket** (navy with OLA logo or OLA sports jacket)
 - May be worn in the classroom over uniform shirt
 - All other jackets may be worn outside only

***NO non-OLA "outerwear" may be worn in school building or church**

GENERAL REQUIREMENTS

- **Belt:** Solid navy, black or brown (no trim) is required with pants/shorts; buckles must be solid also (no decoration or insignia) for Grades 1-8.
- **Head Accessories:** Head bands and ribbons must be purchased at the OLA Uniform Store (no non-OLA bands/ribbons permitted). Hair clips, rubber bands or bobby pins are permitted but **MUST** match hair color.
- **Hairstyles:** Must be clean, combed, and conservative in style, natural color only (no artificial hair coloring or highlights added, hair glitter)
***DEFINITION OF "CONSERVATIVE STYLE": Girls' hair may be long if kept clean and neatly groomed, but boys' hair may NOT extend below the collar or over the ears. Hair must not be covering the eyes (boys or girls).
- **Jewelry/Earrings:** Modest jewelry only (up to the discretion of school staff). Necklaces must have a Christian symbol (single strand/chain only), No chokers, 'dog collars', bracelets or hand rings may be worn (exception: OLA bracelet), Girls may wear earrings but only one per ear lobe (no hoops or dangling earrings)
- **Length of Clothing:** Shorts/skirts/jumpers should be at the knee but no more than 2 inches above or below the knee.
- **Makeup:** Not allowed.
- **Nails:** Nails must be kept clean. Only clear nail polish is allowed (no glitter). Artificial nails are not allowed.
- **Outerwear:** (jackets, coats, rain gear, etc.) Outerwear may only be worn outside of the school building, unless it is an OLA item. No professional, collegiate, or high school sports jackets allowed inside church or school building.
- **Polos/Shirts:** Must always be tucked in. Polos must have two buttons buttoned at all times.
- **Shoes:** Tennis shoes are required daily with solid white, navy, or black laces. Laces must be tied and short in length. Boots may **ONLY** be worn when there is snow on the ground. The following are **NOT** allowed:
 - Mary Jane, flip flops, sandals, open-toed shoes, backless shoes
 - Multi-colored, light-up, sparkled or bright colored shoes
- **Socks:** Must be worn daily
 - Boys: Crew length (plain white or navy)
 - Girls: Tights or crew length or knee high socks (solid white or navy)
- **Tattoos/Body Piercings:** No visible body tattoos or body piercing allowed.

- **Under Shirts:** Short-sleeve, solid, white ONLY. Undershirt may NOT show. No long sleeves may be worn under short sleeve shirts/polos. No turtlenecks.
- **Under Shorts:** Jumpers/Skirts require shorts to be worn underneath for Grades JK-4th.
- **NEVER ALLOWED:** The following items are not allowed on any occasion:
 - Sleeveless, off the shoulder, crop top, spaghetti strap tops
 - Skinny jeans
 - Sweatpants
 - Leggings
 - Spandex or baggy clothing
 - Low-cut (midriff or low scooped neck), tight, short, or immodest clothing
 - Camouflage
 - Clothing in disrepair
 - Hats, sunglasses, or scarves worn inside

BEFORE AND AFTER SCHOOL CARE

A Before and After-school program is offered to all our students.

BEFORE-SCHOOL CARE

The OLA Hall/Gym will be open at 7:30 every school day session morning so that parents/guardians may drop off their children. The before-school care is a free drop in program. No registration is necessary. Before-school care students should arrive no earlier than 7:30 a.m. as there is no supervision available until that time.

AFTER-SCHOOL CARE

The After-School Program is available from 3:15-6:00 pm Monday-Thursday; and 3:15-5:00 pm on Friday; and from 1:15-6:00 pm on early dismissal days. Students not attending after-school care must be picked up by 3:30 pm (1:30pm on early dismissal days). Any student on campus after 3:30 pm must report to after-school care regardless of age or grade. All school rules apply during after-school care hours. Electronics or cell phones may not be used during after-school care hours. Charges for after-school care will be the responsibility of the parents/guardians. Non-compliance with this policy may result in delaying trimester progress reports to parents.

The program will provide childcare at the cost of \$4.00 per hour for one child or \$3.00 per hour for families with more than one child in the program. Billing will be done on a monthly basis. Payment is due when bill is received. Students picked up late will be charged late fees. Late fee charges will be **\$5.00 for the first minute late and \$1.00 for each additional minute**. **Students not in an athletic program will not be permitted in the gym during practice sessions unless accompanied by a parent. Siblings waiting for practice to end must be in the After-School Program. Catholic Mutual Insurance Policy dictates this practice due to legal/liability issues.**

The purpose of after-school care is to provide parents the opportunity to complete their work day. The first hour in after-school care will include required homework and reading. For more information contact the after-school care coordinator.

STUDENT DEPARTURE FROM CAMPUS

Early Childhood, Elementary and mid-school students of the Archdiocesan School System are not allowed to leave campus during the regular school day. Students brought to the school campus are to remain until dismissal time, as scheduled.

A student needing to leave before the day is completed or who leaves for scheduled appointments are to observe the following:

1. The parent/guardian must physically present herself/himself at the school office to request that the student be dismissed.
2. The parent/guardian is to complete the designated form in the school office for checking out a student. A copy of the written permission is to be filed in the school office.
3. The school secretary or other official will go to the student's class and bring the student to the office.
4. If a student is returned to the school following appointments or other business, the parent/guardian is to sign-in the student at the office before the student will be allowed to return to class.

In the event that some person other than the parent/guardian requests to withdraw a student, the following is observed:

1. The individual is to present identification to the school office and state the reason for the request. The individual's identification will be examined and photocopied and the parent or guardian will be called to assure that the individual meets with approval unless the parent or guardian has previously called the school or presented a written statement-giving advance permission, which is already on file in the office.
2. If the individual meets the established criteria, the student will be released following the procedure above. In the event law enforcement officers request the release of a student, the following is observed:
 - The principal, principal's administrative assistants, pastor or parochial vicar is to be notified immediately.
 - The law enforcement officers will identify themselves and provide proper identification. The law enforcement officer's home office and or supervisor is to be contacted in order to assure the legitimacy of the authorities' presence and purpose or business.
 - The parent/guardian will be contacted and requested to come to the school to assure that parental permission is duly given. Law enforcement officers should not resist the time delay if the purpose of their request is legitimate.
 - If the parent/guardian approves the law enforcement officer's request to release the student, the parent and law enforcement officers will both sign the designated form in the school office for checking out a student indicating release of the student. The student will be released according to the procedure stated above.

SEVERE WEATHER PROCEDURES

OLA School will follow the Albuquerque Public Schools (APS) severe weather procedure as aired over local radio and television stations. However, if APS announces a delayed (2 hours) or abbreviated school day, the following abbreviated schedule will be in effect for OLA:

9:45 am – Faculty & Staff report to school.

10:00 am – Students report to their homeroom for attendance, prayer and announcements.

10:15 am – All class sessions begin.

EMERGENCY CLOSING OF SCHOOL

Each child must have an UPDATED Student Information Form on file in the school office so that individual emergencies may be properly handled. For severe weather closings or cancellations, our school will follow the APS severe weather procedures as aired over local radio and television stations.

Where would your child go if the school buildings had to be closed due to an emergency, which developed after the students arrived at school? If we had to be dismissed due to an emergency, would your child/ren know where to go in the event you were not home? Talk this over with your child/ren and develop a workable plan of action. Inform the school of this plan in writing.

COMMUNICATION BETWEEN SCHOOL AND HOME

EMERGENCY CONTACTS

In our effort to improve communication between parents and school, O.L.A. has instituted a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service will also be used to communicate general announcements or reminders. This service is provided by “SchoolReach”, a company specializing in school-to-parent communications. O.L.A. will continue to report school closings due to snow or other weather-related situations on local stations and use this system as an overlay to the public announcements. When used, the service will simultaneously call all the listed numbers in our parent contact list and will deliver a recorded message from the school secretary or another school administrator. The service will deliver the message to both live answer and answering machines. No answers and busy phones will be automatically retried twice in fifteen minute intervals after the initial call.

Here is some specific information you should know:

- **Caller ID:** The call ID will display 505-256-3167, which is the main number for the school.
- **Live Answers:** There is a short pause at the beginning of the message, usually just a few seconds. Answer your phone as you normally would: “hello” and hold for the message to begin. Multiple “hello’s “will delay the message. Inform all family members who may answer your phone of this process.

- **Answering Machines:** The system will detect that your machine has answered and will play the recording to your machine. The maximum number of rings before hang-up is five. Make sure your machine answers after four rings or you may miss the message.
- **Morning and Day Calls:** In the event that a cancellation decision is made the night before, or in the early morning hours, the broadcast message will be sent to home phone numbers only. In the event that a cancellation decision is made mid-day, the broadcast announcement will be sent to home, office and cellular numbers. General announcement will be sent to home numbers only.
- **Message Repeat:** At the end of the message you will be prompted to “press one” to hear the message again. This is very helpful when a child answers the phone and hands it to a parent, who can then repeat the message in its entirety.
- **E-mails:** If you supply the school with your e-mail address, you can be added in the e-mail broadcast service. The school can then send an e-mail message to you.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Notify the school office in writing of any change of address, e-mail address, cell or home telephone or work telephone number. At times phone numbers in the school office are insufficient, disconnected, or out-of-date. It is imperative that this information is kept current in case of emergencies.

LUNCH

LUNCH PERIOD

Early Childhood: 11:00-11:40
 Grades 1-4: 11:10-11:50
 Grades 5-8: 11:27-12:07

LUNCH PROGRAM

We have a closed campus, which requires all students to eat at school.

OLA participates in the *KayTahRing* Hot Lunch Program. Lunches will be purchased by the month in advance. Lunch fees will be announced in the *OLA SCHOOL NEWS* when the school year begins. Monthly menu calendars are sent home in the ‘Thursday Envelopes’.

- Milk will be provided as lunch tray drink unless parent/guardian sends in a note stating student’s allergy to dairy products.
- Sack lunches may be brought from home. Milk may be purchased at school.
- For students in Jr. Kindergarten through 2nd grade, please do not send microwavable items in sack lunches.

LUNCHROOM RULES

1. All students will be orderly while waiting in line to be served their lunches.
2. All students are to sit at tables, not bleachers, while eating.
3. All food is to be eaten while in the lunchroom; there will be no food taken outside and eaten during lunch recess.
4. All students will remain in the lunchroom for the mandatory mealtime to give enough time to eat. Students will be dismissed by the adult supervisor on duty at the designated times.
5. Each student is responsible for cleaning around her/his own eating area, which includes both table and floor.
6. Running is not allowed.
7. Throwing food is not allowed.
8. The padding on the south end and the mats on the north wall are off limits.
9. The stage is off limits.
10. Playground equipment including balls and jump ropes are for use on the playground **ONLY**.

The adult supervisors on duty are the absolute authority. All students will show respect to these adults at all times. Abusive language toward a supervisor or any other individual will not be tolerated. Any misconduct will result in the student being isolated from others during the lunch period and/or a detention to be served on the day of the infraction.

GENERAL SAFETY RULES

OUTSIDE RECESS

Students are to play within the following designated boundaries as established by the administration and faculty:

North-Lomas Blvd. fence;

South-Fruit Ave. fence (located between OLA Hall/Gym and South/Main Building);

East-Church parking lot fence (north of OLA Hall/Gym);

West-Dallas St. wall and along wall east of private houses.

Students are to refrain from:

- Throwing any type of ball against school building walls.
- Throwing leaves, rocks, sticks, sand, snowballs, or other objects on the playground or over the walls.
- Fighting, rough play, or verbal misconduct.
- Climbing tunnels, walls and building roofs.
- Entering flower beds.
- Assembling near classroom windows so as not to disturb classes in session.
- Dangerous tricks or rough play on the jungle gym.
- Chewing gum or eating food while on playground or any school area.
- Walking, sliding, running, etc. on any ice on the school grounds.

Playground Equipment Use: Swing Rules

The following behaviors are NOT allowed:

- Getting on/off while swing is in motion.
- Climbing the poles.

- Jumping onto or out of swing.
- More than one person on a swing at any time.
- Positioning oneself underneath swing.
- Saving a swing for another person.
- Standing on a swing.
- Swinging sideways.
- Throwing swings around poles.
- Twisting swings.
- Touching or attempting to touch any overhead wires and/or cables.

Mid-school students are not allowed on the swings or playground equipment.

ELECTRONICS AND CELL PHONES

Students are prohibited from bringing onto the school campus: electronic games, walk-mans, radios, laser light pens, CD players or other electronic devices (including i-pods or lap tops). This includes time spent in before -school care, after school- care and after- school athletic activities. Personal items of value such as personal organizers, cell phones, MP3 players, iPods, iPads, eReaders, etc. are the responsibility of the student. OLA does not allow the use of these devices on campus, and therefore discourages students from bringing these items to school. If any items (electronic or otherwise) are lost or stolen, the school (including teachers and staff) is not responsible for search, replacement, or reimbursement.

Cell phones will be collected by the homeroom teachers in grades 5-8 at the 8:15 a.m. bell and returned to students at 3:15 p.m. Cell phones may not be used during the school day between the hours of 8:00 a.m. and 3:15 p.m. Any student using or carrying a cell phone, e-book, i-pod or other type of device during school hours (to include morning care, after-school care and recess), shall have the device confiscated for parent/guardian pick-up in the school office **and** each infraction of the rules will result in a detention to be served on that day. **A second offense will cause the device to be kept until the end of the school year.** The school will not be responsible for lost, stolen or damaged property.

*All parent/student communication must be through the school office.

PERSONAL BEHAVIOR

There is reason to be proud of our school, for we strive to present ourselves by living the true Christian principles of formation that are to be found in the Gospels, as well as fostering a truly commendable academic goal. Our purpose is primarily to form as models, by both word and deed, an atmosphere where the ideals of Christian living, along with intellectual growth, can be realized.

Since this is a Catholic school, there are certain attitudes and values that are to be reflected by both students and adults. These include such things as acceptance, charity, forgiveness, kindness, tolerance, humility and manners. These are summarized in one word—respect.

The school 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.

Each teacher is responsible for maintaining order within the classroom. The enforcement of general school regulations as well as classroom rules is within the authority and responsibility of all staff members. **Assigning detentions and/or other corrective measures for infractions of school or classroom rules is at the discretion of the teacher.**

Courtesy

IN WORD

- Compliment people when a good job has been done.
- Excuse self when necessary to pass in front of another person.
- Express gratitude – say thank you.
- Use correct title when talking with another person, i.e. “Yes, Fr., Sr., Mr., Mrs., Ms., etc”.
- Parents must be called by Mr., Mrs., or Ms. by all students.
- Use appropriate language at all times.

IN ACTION

- Offer assistance – carrying books for teachers or students picking up dropped items, etc.
- Open doors for adults.
- Play at all times as a Christian – include everyone; be fair; use proper language.
- Remove your hat when entering a room and the Church.
- Step back and offer adults opportunity to pass through the doorway first.
- Walk behind people instead of passing in front of them.
- Help to pick up any trash on the ground as you pass and drop it in the most convenient trash receptacle.

DETENTIONS

There are two types of infractions that may result in a detention. The first one is for a behavior infraction involving inappropriate behaviors. The next infraction involves academic responsibilities. This includes incomplete or no homework, coming to class without textbook or supplies, uncovered textbooks, and tardiness to class.

If a student receives seven detentions in an academic trimester involving behavior or academic detentions, the student may be placed on probation.

Daily detention is held Monday through Friday from 3:20pm-3:50pm. No detentions are held on abbreviated Wednesdays. Detentions received on an abbreviated Wednesday will be served the following school day. ***Students must serve detention the day the infraction occurs. Sports or other extra-curricular activities are not an excuse for not serving a detention.** An unexcused absence from detention will result in the student serving two consecutive detentions. Scheduled doctors’ appointments are the only valid reason for postponing a detention.

OLA RULES

In order to be prepared to learn and participate in each class a student attends, the following OLA rules will be enforced.

BEHAVIOR INFRACTIONS

1. Disrespectful behavior in word or action toward individuals or groups.
2. Defiance toward an adult in a supervisory role.
3. Cheating or stealing (also includes an automatic in-school suspension).
4. Physical fighting or verbal aggression (may include an in-school suspension).
5. Inappropriate language and overall inappropriate behavior or actions as determined by the administration and/or staff.
6. Bullying behavior: verbal, physical, gestures, written or cyber.
7. Lying (may include an in-school suspension).
8. Cell phone use during school hours, morning school care, after-school care, and recess.
9. Using electronic games, I-pods, lap tops, etc...during school hours, morning school care, after-school care and recess.
10. Violating dress code.
11. Unexcused absences from class (may include an in-school suspension).
12. Eating in class
13. Chewing gum on school grounds
14. Non-compliance with computer ACCEPTABLE-USE POLICY AGREEMENT (See attachment).

***Definition of Bullying:** Intentionally and habitually demeaning another either physically or psychologically through words or action (written, verbal, body gestures or cyber).

ANTI-BULLYING POLICY

FIRST INFRACTION: Detention

SECOND INFRACTION: In-school suspension

THIRD INFRACTION: Probation

ACADEMIC INFRACTIONS

1. Incomplete or no homework.
2. Coming to class without textbooks or supplies.
3. Tardiness to class.
4. Uncovered textbooks.

IN-SCHOOL SUSPENSION AND DISMISSAL POLICY

Offenses that are considered a serious detriment to the learning atmosphere that undermine standards and/or morals in a Catholic School will be dealt with accordingly. The consequence will include an in-school suspension and (possible) probation period. Any of these offenses may lead to permanent dismissal:

1. Cheating or stealing;
2. Destruction of property;
3. Harassment (as defined in school handbook);
4. Bullying behavior;
5. Habitual disruptive behavior;
6. Defiance to any staff personnel;
7. Leaving the school grounds without permission during school hours and/or after-school extra-curricular activities;
8. Class truancy;
9. Lewd conduct;
10. Smoking on school grounds;
11. Use of illegal drugs;
12. Inappropriate cell phone or cyber abuse occurring outside of school hours which has a direct impact on other OLA students (including bullying, harassment or lewd conduct, etc.).

Excessive absences may lead to dismissal due to the fact that a student may not be able to keep up with academic challenges expected by each teacher.

ALCOHOL, DRUGS, AND WEAPONS

DESCRIPTION OF ALCOHOL AND DRUG POLICY (A.S.FE POLICY-FAM-519-5)

The following is the policy of all A.S. Fe Schools concerning illegal drugs and alcohol:

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

Definition

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

Alcohol, other drugs, inhalants and drug paraphernalia may be described as:

1. Alcohol is any liquor, wine, beer or other beverage containing alcohol;
2. Drugs are illegal drugs including marijuana, inhalants, legal prescriptions and over the counter drugs used or possessed or distributed for unauthorized purposes, look-a-like herbal and;
3. Drug paraphernalia is any equipment/apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs.

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

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

DISCIPLINARY ACTION

First Violation: The student shall be dismissed from the school and has the options to be reinstated under Substance Abuse/Use Probation. If the student is willing to admit that s/he is using drugs, alcohol or inhalants or is unwilling to participate in the provisions of the probation, the student's dismissal shall stand.

Provisions of Substance Abuse/Use Probation

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

Second Violation: The student shall be immediately dismissed from school with no possibility of reinstatement.

DESCRIPTION OF WEAPONS POLICY (A.S.FE POLICY-FAM-509-5)

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

MEDIATION

OLA has utilized the conflict mediation plan adopted and promoted by the Archdiocese of Santa Fe Catholic School System. As a school-wide program, mediation teaches necessary skills enabling all – students, teachers, staff and administration – to use communication to resolve or to manage disputes. Problem solving is the key to managing and resolving conflicts in constructive and non-abusive ways. When conflict arises, the problem solving and skills can be used to find a solution in a communicative manner without resorting to assigning blame or the use of insults. (See OLA’s Communication Form on next page).

COMMUNICATION FORM

Our Lady's Assumption School (OLA) utilizes the conflict mediation plan adopted by the Archdiocese of Santa Fe Catholic School System. As a way to resolve or manage disputes, mediation is used school- wide to:

- Foster constructive and non-abusive communication;
- Encourage problem-solving.

This form has been implemented to help facilitate communication between Parents/Guardians and OLA School.

Have you followed the grievance procedure outlined in the OLA Handbook? Yes No N/A

The issue you wish to address involves one or more of the following:

Student ___ Teacher ___ Staff ___ Parent ___

Facilities ___ Safety ___ Academic ___ Other ___

Please write a short description of your idea, concern, or question.

How would you like to see this issue resolved or what would you like to see happen?

Name: _____ Phone 1: _____ Phone 2: _____

Best time to reach you: _____

The appropriate personnel will contact you within 5 business days of receipt of this completed form to confirm the inquiry and establish an appropriate response time.

GRIEVANCE PROCEDURE

Should a student or parent have any difficulty with the student's school work, peers, classroom procedure, school policy or any other problem, the following policy has been established:

1. Contact the student's teacher or the teacher who is most familiar with the student and the problem.
2. If the problem cannot be resolved at the teacher level, the teacher, student and parent should ask the principal for assistance.
3. If the problem cannot be resolved at this level, it must be brought to the pastor for possible resolution. The pastor is the final arbiter in these matters at the parish-school level. The chain of command, which should be followed, is: 1) teacher, 2) principal, and 3) pastor. The first step is the mediation with the individuals involved. If this does not solve the problems, then the grievance will go before an Archdiocesan Grievance Task Force via the A.S.Fe-Catholic Schools' Office of the Superintendent.

Failure to follow the above steps or sidestepping any of these steps only results in frustration! The efforts made to resolve any difficulties are to be completed, in accord with the above procedures in the order given.

Special Note:

Any recourse to legal professionals or indications of legal action necessitates the suspension of the aforementioned procedures. The Archdiocesan Legal Counsel will be the sole responsible agent on behalf of the parish and the school in such situations.

HARASSMENT

The Archdiocesan School System of Santa Fe prohibits harassment of its employees by other employees, supervisors, students or parents. Harassment is unacceptable conduct and **WILL NOT BE TOLERATED**. **Hazing of any type is prohibited**. All supervisors, employees, students and parents should exercise due care to see that the school is free from **all forms of harassment**. Harassment is prohibited by law.

For purpose of this policy, the term harassment consists of knowingly pursuing a pattern of conduct that is intended to annoy, seriously alarm or terrorize another person and which serves no lawful purpose. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress (NMSA 30-2A-2).

SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to the following: threatening adverse actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted and unnecessary physical contact; a pattern of offensive remarks, including unwelcome comments about appearance, obscene jokes or other inappropriate use of sexually

explicit or offensive language; the display of sexually suggestive objects or pictures; and unwelcome sexual advances by vendors or other visitors.

PARENT OR GUARDIAN HARASSMENT

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

Any parent, guardian or other person who upbraids, insults or abuses an administrator, teacher, coach, or staff member of the school. Abusive behavior towards teachers, administrators and staff, in public or private, will not be tolerated.

RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, OR DISABILITY HARASSMENT

Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonable interfering with an individual's work/study performance; or (3) otherwise adversely affects an individual's employment opportunities.

ENFORCEMENT OF THE POLICY

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

The school will investigate all allegations of harassment in as prompt and confidential a manner as possible and will appropriate corrective actions when warranted. Any employee, student or parent who is determined, as a result of such an investigation, to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action (PER-418.1, PER-419.1, STU-527) that may include termination of employment and dismissal in the case of a student or parent.

Best efforts will be made to have the written documentation of the harassment incident signed by those involved, which include the complainant, the accuser and investigator(s). Confidentiality will be maintained in all investigations. Only those in a need-to-know basis will be informed of any investigation.

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

MISCELLANEOUS INFORMATION

FIRE DRILLS

State law requires that we practice evacuation and safety drills. We attempt to space a minimum of ten drills throughout the school year. Our students are a precious treasure!

CRISIS DRILLS

Crisis drills will be held once every two months to ensure students know safety procedures for various types of crisis situations.

LOCKERS

The granting of locker space is a privilege that will be rescinded if abused in any manner. Lockers are to be kept neat and orderly and are subject to inspection by school administration and faculty. Lockers and other school property remain under the school's control at all times. For the welfare of the school community, school officials reserve the right to search students and their lockers and desks whenever it is deemed necessary. (A.S. Fe Policy-FAM-509, #6)

LOST AND FOUND

Any items found should be turned in to the school office. Valuables and items found will be held in the office for the owners to claim. Students should check with the office if any of their personal belongings are lost or misplaced. Parents are asked to place a tag with their child's name inside all items belonging to the student. Items not claimed after a reasonable time will be distributed to the needy through the St. Vincent de Paul Society or a similar agency.

OLA School is not responsible for loss of personal items.

PERSONAL SPORTS EQUIPMENT

Students may bring their own sports equipment to school for use during recess hours; however, softballs, hardballs, bats and skateboards are **excluded**. Play equipment that could possibly end up on the roof of the school or gym should be avoided as the roofs are cleaned off only periodically and a student could lose the equipment for several weeks.

TELEPHONE

The office telephone is a business phone and not for routine student use. If a student becomes ill or is injured, the office staff will call and notify the parent/guardian. All communication between parents and students must be made through the school office.

HEALTH AND SAFETY

State law requires that parents or guardians supply each child's immunization records to the school. These will be required at the time of registration. A student suspected of having an infectious or communicable disease or who lacks proper immunization will be excluded from the classroom.

INFECTIOUS AND COMMUNICABLE DISEASES

Because of close contact with other children and the possibility of spreading germs, **it is recommended that students who show any of the following signs or symptoms should be kept home from school:**

- Fever **over 99.5 degrees F**
- Cough
- Sore throat
- Body aches
- Headaches
- Chills and fatigue
- Diarrhea and/or vomiting

Control of Communicable diseases requires the exclusion from school for the following amount of time:

German measles- Excluded from school for 7 days after the onset of rash.

Measles- Excluded from school for 1-2 days after the onset of symptoms and 4 days after the rash disappears.

Mumps- Excluded from school for 9 days after parotids.

Whooping Cough- Excluded from school 21 days from onset of cough.

Chicken Pox- Excluded from school until after 5 days of antibiotics and 3 weeks if no antibiotics are used.

Poliomyelitis- Excluded from school for 1 week or the duration of fever, whichever lasts longer.

Scarlet Fever- Excluded from school for 21 days after onset.

Hepatitis A – Excluded from school 3-5 days after onset of jaundice.

Tuberculosis – Excluded from school until treatment instituted and infection stage no longer in effect.

Diphtheria – Excluded from school until lab tests show that the disease is cured.

Pink Eye – Excluded from school until eyes are clear and no pus remains.

Impetigo- Excluded from school until all crust has gone.

Ringworm- Excluded from school until they are not-infectious.

Flu including H1N1 Flu- 24 hours after symptoms have disappeared without the assistance of medication.

MEDICATION

The New Mexico State Board of Education medication policy is to be employed by all schools of the Archdiocesan School System. Options for taking medications at school are as follows:

SELF-AMINISTRATION: Mid-school students may be allowed to assume personal responsibility for administrations, if permission is on file in writing by the prescribing physician and/or the parent or guardian. The student must be instructed by the parent, guardian or physician on how to take the medication.

ADMINISTRATION BY AUTHORIZED PERSON: In some cases a student may be considered either too young or otherwise incapable of taking medication on his/her own. In this situation, an arrangement is to be made with the school so that a designated person may administer the medication the student. Clear and explicit written communication by the physician, parent, and school is essential in such cases. The medication container must be labeled with the name of the drug, the strength and correct dosage, the schedule for administration, the name of the student and the name of the physician. Medication must be kept in a central location within a locked closet or cabinet, but accessible to the person designated to administer the medication. The authorized person can be the secretary or any adult in charge.

FACULTY PARKING LOT

The parking lot south of the main school building (between the parish offices and the school) is for faculty and staff use ONLY. Students are not to be dropped off or picked up in this parking lot during school days, 7:30am-3:45pm.

SAFETY

All Catholic school buildings and grounds belong to the Archdiocese of Santa Fe, which makes them the private property of the Roman Catholic Church. Only those persons who have legitimate business with the school or who have written authorization are permitted to be on school campus.

Only those students currently enrolled in the Catholic school are permitted on school property; all others, which include the parent/legal guardian and family members of current students, are considered visitors and must follow proper procedures for visiting the campus.

Persons connected with the media are visitors and do not have access to the students or the school campus without formal authorization from the school office (i.e. they must wear the appropriate visitor badge), nor are they permitted to interview students without permission from the parents and the school administrator.

No one is permitted to loiter on or at the perimeter of the school campus. Gang-related colors, symbols, clothing, or paraphernalia are prohibited on school campus; graffiti is photographed immediately and reported to the appropriate hotline for response. Employees and students are

to be advised of their responsibility to report to the school office the presence of questionable or suspicious persons. (A.S. Fe: Policy-FAM-521).

For the safety of all the students, use the Northeast parking lot and spaces adjacent to OLA Hall and Church when picking up and dropping off students. Do not park and wait for your student to get in the car! Drive around the complete circle to re-enter the horseshoe and wait your turn again. Do not block the crosswalks leading from OLA Hall/Gym to the Church. Do not park, drop-off or pick-up students in parking spaces on the North side nearest to OLA Hall/Gym. Accidents are quite likely if these rules are not followed. Upon arrival at school, students will proceed directly to OLA Hall (provided there is adult supervision) if they arrive **before** 8:00am; or proceed directly to the playground to await the morning bell if they arrive **after** 8:00am. Students are not permitted inside the buildings until their teacher greets them outside and/or at the door and guides them to class.

Visitors, parents and guardians included, are to enter the main building through the North Doors (main office) only. Do not go directly to classroom to visit with teacher without checking into the office and receiving authorization to proceed to classrooms.

EXTRA-CURRICULAR ACTIVITIES

In order to participate in school extra-curricular activities, scholastic levels must be maintained to qualify for the privilege of participation. Therefore, all students must maintain a 'C' average at the end of each academic term's grading period. Any student receiving two (2) 'D's' or one (1) 'F' will be placed on a two-week probation period in order to demonstrate improvement in academic progress. This suspension of activity participation involves all students involved with sports and student government-council. These students may not return to extra-curricular activities until the end of the probation period at which time the Principal with the assistance from the faculty, will review the situation. The Principal has the final decision as to a student's final eligibility. Any student receiving one (1) 'D' will be placed on an indefinite academic probation period (at the Principal's discretion) and will be able to return to the activity upon faculty and activity director's approval. All students should realize that religious and academic training are primary goals at OLA School. It is the responsibility of the students and parents/guardians to maintain eligibility standards.

1. Coaches may request grade checks for students involved in sports every 2-3 weeks to ensure that they are maintaining acceptable grades.
2. The students shall display conduct which reflects the goals, objectives and philosophy of the school.
3. The athletic coach 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 squad.
4. The student's parents/guardians must accept full responsibility for any injuries sustained during practice or participation in all activities.
5. The parent/guardian permission slip and sports physical form must be on file with the Sports/Athletic Director (A.D.)

ATHLETICS

OLA School is a member of the Albuquerque Parochial & Independent (Schools) Athletic League (A.P.I.A.L.). The league makes decisions at the beginning of each school year as to the competitive sports to be made available to all members and students in grades 5-8. All students to compete in the league must have a Release Form and a Medical Examination Form filled out on file in the school athletic office.

PARENTS AND GUARDIANS

ABUSE AWARENESS TRAINING FOR ADULTS WORKSHOP

All school employees and regular volunteers are required to attend one of these workshops, even if a similar in-service was taken elsewhere. The workshops are offered at various locations throughout the Archdiocese during each calendar year and are sponsored by the Chancellor's Office at the A.S. Fe Catholic Center. Pre-registration is required with the Chancellor's Office at least one to two weeks in advance; workshops may be canceled if less than 25 persons pre-register. This workshop must be taken within the first 6 months of service.

At the workshop, each participant is given an attendance form to sign. The original of this form is given to the workshop coordinator before leaving, and the participant keeps the copy. For licensed personnel, the workshop coordinator forwards the original to the Catholic Schools Office for the individual's personnel file; for all other persons, the Chancellor's Office retains the original forms. It is strongly recommended that the individual keeps the copy of this form permanently as verification of having taken the workshop. A copy of this workshop must be taken to the school office for our files. (A.S. Fe: Policy-Per-424, #1).

Parents/guardians and others volunteering their time and talents fulfill a two-fold function wherein the genuine needs of the parish and school are met and the benefits for contributing one's talents and labors are rewarded as well by a grateful and enriched community! Being of assistance to others is, in itself, a good, which never goes un-rewarded. Your help is definitely needed and appreciated by the parish and school community!

LEADING THE WAY AS PARENTS

Remember that home is the first and most important school. Your children are cheated if you shift your obligation of home training to the teachers. Recognizing your responsibility as parents/guardians, no teacher can ever substitute for you. School staff members recognize your responsibility to:

- Support a curriculum which gives due preference to the essentials of intellectual achievement and Catholic faith, morals and values.
- Show a continuing interest in the progress of your child/ren at school. Let the child/ren know that you appreciate their many accomplishments, and that you have confidence in them. Keep in touch with teachers and participate in school affairs through Student/Parent/Teacher Conferences, regular attendance at Home and School Association meetings, and parish functions.

- Impress on your child/ren, early in life, that a complete education includes training the will as well as the intellect.
- Teach your child/ren to cultivate their study habits by completing homework and using their time effectively.
- Encourage your child/ren to view educational and/or quality programs, which will broaden their educational scope. Programs subject to parental discretion should only be viewed together by an adult and child to insure the opportunity of discussing questionable material.
- Help your child/ren to learn how to communicate the knowledge they have acquired. Ask them to start thinking about how they will put their education to use in later life.
- Encourage their voluntary involvement in the parish, led by example.
- Praise the role of teacher, school staff and priests, without overlooking their shortcomings. Avoid the danger of negatively influencing your mind and the minds of others against those who play such major roles in shaping the lives of your child/ren.
- Have your child/ren accompany you to Holy Days and weekly Sunday liturgies.

**NOTICE TO ALL PARENTS/GUARDIANS WHO HAVE ENROLLED, OR ARE SEEKING TO ENROLL
THEIR CHILD/REN AT O.L. ASSUMPTION CATHOLIC SCHOOL**

It is both an Archdiocesan and school policy that all parents/guardians and/or children (depending on age and skill level) attending OLA Catholic School will have read and discussed the OLA School Handbook. The Handbook contains pertinent information for you and your student/s concerning the mission and vision of the school, operational features, policies and required personal and academic behavior of students as well as the behavior of adults. It is hoped that, through the early and thorough reading of this Handbook, parents/guardians can more easily make a thoughtful decision as to whether OLA Catholic School is the best school for their child/ren.

Following the reading of the Handbook, school policy requires that the “Family Acknowledgment Form” be signed by the parent/guardian and turned into the school office following the beginning of the school year, **NO LATER THAN SEPTEMBER 15, 2011!**

Because success in any organization at every level can only be achieved when all involved know what exists and what is expected, the Pastor, Principal, Teachers and Staff at OLA School consider the reading and understanding of this school handbook by parents/guardians and OLA students to be of the greatest importance. We believe that in returning the signed “Family Acknowledgment Form” (FAF) that our vision at OLA Catholic School is shared equally with you, the families.

FAMILY ACKNOWLEDGEMENT

This is to verify that we have read, understand and agree to comply with the contents of this Handbook. (Archdiocese of S. Fe: Policy-FAM-501-#8)

Parent/Legal Guardian Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

This page **MUST** be returned to the School Office by September 15th to be kept on file.

For Office Use Only:

Date Returned to Office: