

O.L. ASSUMPTION
CATHOLIC
SCHOOL



SCHOOL
2008/2009
HANDBOOK

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



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** that 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

Table of Contents

	Page
INTRODUCTION	5
Mission Statement	
Pastors & Principals	
Philosophy	
Present Operation	
School History	
School Logo & Mascot	
School Prayer	
School Song	
ADMISSION AND PROMOTION POLICIES.....	12
Admission & Registration	
Amended Family Education: Rights & Privacy Act	
Class Size	
Graduation	
Grade Level Retention	
Nondiscriminatory Policy	
Promotion & Retention Form	
TUITION POLICY.....	15
ACADEMIC STRUCTURE.....	16
Administration, Faculty & Staff	
Art	
Computers & Technology	
Conferences/Appointments	
Counselor-Counseling consultant	
Field Trips	
General Curriculum	
Goals and Objectives	
Grading/Reporting Procedures	
Health & Physical Education	
Homework	
Interim Progress Reports	
Library	
Music	
Physical Education & Health	
Religious Education	
Spanish	
Testing	

ACADEMIC COMPETITIONS.....	21
ATTENDANCE.....	26
Before & After School Care	
Emergency Closing of School	
School Hours	
Severe Weather Procedures	
Student Departure from Campus	
Truancy/Tardiness	
Visitor Sign-In	
LUNCH PERIOD.....	29
Lunch Program	
Lunchroom Rules	
Lunch Recess	
Playground Rules	
ELECTRONICS AND CELL PHONES.....	31
PERSONAL BEHAVIOR.....	32
Classroom Rules	
Courtesy	
Detention Policy	
Discipline Policy	
Dismissal Policy	
Drugs & Alcohol	
Grievance Procedure	
Harassment Policy	
Mediation	
DRESS CODE.....	43
Grooming & Appearance	
Uniform Attire	
MISCELLANEOUS.....	47
Address & Phone Number Changes	
Fire Drill Procedures/Crisis Drill Procedures	
Lockers	
Lost & Found	
Personal Sports Equipment	
Telephone Use	

HEALTH & SAFETY.....49

- Faculty Parking Lot
- Immunizations
- Illnesses
- Insurance
- Medication
- Parking
- Safety

EXTRA-CURRICULAR ACTIVITIES.....51

- Altar Server
- Athletics/Sports in the APIAL
- Band
- Chorus
- Eligibility
- Scouting
- Student Council

PARENTS & GUARDIANS.....52

- Home & School Association (H.S.A.)
- Leading the Way as Parents
- School Advisory Council (SAC)
- Sexual Misconduct Policies/Procedures
- Volunteer Programs

CREED: CATHOLIC SCHOOL EDUCATION @ OLA

It is our belief that Catholic-school education at O.L. Assumption is:

- A stepping-stone to a better and faith-filled way of life;
- A preparation for our students to handle the challenges of this world in a Christ-like manner;
- Essential to the life of the Church-at-large;
- A gift to the Church and to the world community;
- A spiritual lifeline in a complicated, challenging world;
- A way to educate the whole person for service in a world so desperately in need of kindness and compassion;
- An important opportunity for society to experience God’s call through vocation;
- A privileged means of building community among students, faculty and parents/guardians;
- Vital to the future of the Catholic Church in training and empowering the next generation of tomorrow’s leaders to act justly, love tenderly and walk humbly with God;
- A faith journey a hope journey a love journey.

Sources: Adapted in part from “Today’s Catholic Teacher”. April 2001 Issue, Vol. 34, #6.

INTRODUCTION

This school handbook has been compiled and printed for the parents, guardians and students of O.L. Assumption Catholic School under the authority of the Pastor of O.L. Assumption (OLA) Parish. It has been written to answer frequently asked questions regarding the operation of the school. As questions arise and information is needed, contact the school or parish office.

Particular regulations may be modified if determined necessary by the Pastor who is the final arbiter in all matters pertaining to the operation of the Parish and School.

For any difficulties or problems encountered with policies or school regulations, please see the sections titled Grievance Procedures.

Mission Statement

Take responsibility for learning and Christ-like behavior.

Philosophy

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 philosophy 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.

School History

After a great deal of planning and work, a significant milestone for OLA Catholic Parish was achieved with the dedication of a school and convent in August 1954, 6 months after the mission Church became a parish. The school and convent were built on the Lomas Boulevard property where the parish plant was to take shape. The dedication was held on the anniversary date of the Feast of the Assumption of our Blessed Mother, Mary: August 15, 1954. The late Archbishop, the Most Rev. Edwin Byrne blessed the school and convent. OLA then had a six room modern school as well as a convent with facilities for six nuns. A grateful welcome was given to the Sisters of the Immaculate Heart of Mary, from Monroe, Michigan, as they prepared for the initial school year's enrollment of 150 students.

In December 1957, the completion of OLA Hall was realized. Proving a valuable addition to the parish plant, it has served as a meeting place for parish societies and functions such as Girl & Boy Scouts, school physical education classes, school cafeteria, Home and School Association (H.S.A.) meetings, and sporting events, to name a few.

A new annex to the school, the North Building, adding 4 classrooms, was completed in January 1962. Thanks to Southwest Distributing Co., two portable classrooms were added in December 1971, making it possible to have a music classroom and meeting room. In August 1993,

improvements were made to the Principal's Office, Principal's Assistant's Office, Resource Center and Library. In July 1998, changes were made to accommodate a full classroom in Art/Health room and a library/computer-tech workroom was added adjoining the current library. In June of 1998, wiring was installed in the school so that each classroom and office could be linked to the Internet. In September 1999, a perimeter security fence was erected on the school campus as an added safety feature. In the summer, 2003, further improvements were made to upgrade the physical plant. These included: new entrance/exit doors in the main building, outside lighting and fixtures in both buildings, new ceiling tiles in music classroom, new floor tile in the art room, new restroom faucets and vanities, new bleacher seating in the gym and new boiler/furnace heating system.

In the summer, 2005, a new security fence, to match the one that was erected six years earlier on the east, south and west grounds, was added after the take down of the chain-link fence north along Lomas Blvd. In the autumn/fall, 2005, our school's 'Wall-of-Fame' in the main building's hallway, displaying photos of all our graduating classes, since our first one in 1961, was renovated for expansion. This allows for twenty-five additional years of photos to be displayed and sufficient room for the new O.L. Assumption statue introduced in 2006.

In the summer, 2006, even more changes, both additions and renovations were made; these included: the newly acquired Early Childhood Education portable building on the south grounds to merge the relocation of the Kindergarten classroom with the newly opened preschool room and adjoining grass and playground area; upgrades to the former, storage (only) room in the main building that added a Spanish language curriculum teachers' office area and a school uniform store room; a new sink/clay trap installed in the newly located art classroom; thirty new computers and monitors for the newly opened computer-technology lab with ceiling fans; three new safety railings installed at main buildings' north, south, and west entrances/exit doorways; minor repairs to mid-school science lab equipment doors and custodial closet; and the start of mounting new whiteboards in many classrooms.

In the summer, 2007, a new water heater was installed in the main building, along with new blinds in classrooms needing shading and white boards in all rooms.

Since its founding in 1954, OLA Catholic School continues to provide quality education for students from Early Childhood @ pre-school level through mid-school @ grade eight.

Present Operation

Currently, the school consists of the South (main) School Building, which provides for grades five through eight, the administrative offices, library, and computer-tech center, health classroom, art classroom, science lab, Spanish language teacher's office, staff workroom and the staff lounge; the North School Building which provides for grades one through four; and OLA Hall which houses physical education, school athletics, social programs, and cafeteria students. Two portable buildings (Northwest grounds) house two classrooms that are being used; music appreciation and music band programs, school assemblies during the school day and for religious education classes meetings after school hours. One portable building (South grounds) houses the Early Childhood Education's pre-school and kindergarten classrooms.

Present school enrollment consists of approximately 200 students.



School Logo and Mascot

As a school family we need to focus our attention on our Catholic identity and its vitality to our existence as an institution. Our school is named after one of the most sacred events regarding our Blessed Mother, Mary – her Assumption into Heaven. Our Church celebrates this great event, each August 15th, the Solemnity of Mary, when she was taken up to Heaven to share Christ's triumph over suffering, pain, and death; we must concentrate on our responsibilities as a school family of faith.

As a family of faith that includes you the parents and guardians, your child, the clergy, administration, teachers and support staff, there exists a need to enhance our Catholic identity by reminding ourselves that our school must reflect our Catholic faith in all areas "...to assure that Catholic identity is evident in sign, symbol and ... celebrations."

Our logo depicts the sainthood of Mary with a halo encircling the A and reverently illustrates the purity and faith of OLA. Our school's mascot – THE ANGELS – reflects our Catholic roots and brings forth the true meaning of our Catholic logo.

Since we are blessed with recognizing that our school name identifies with the Fourth Glorious Mystery of the Holy Rosary, it is fitting we honor her with a school logo and mascot symbolizing her glory and her importance to our faith and our school family.



School Prayer

Under the Patronage of Our Lady's Assumption

O God,
You made known unto Mary
By the word of an Angel
The fulfillment of the promise
Proclaimed to our ancestors.
Grant to us the heirs of the promise
Your grace to witness that faith to the world.
Grant that we,
Under the patronage of Our Lady's Assumption,
May always be faithful to You
Through Jesus Christ our Lord,
Who lives and reigns with You and the Holy Spirit,
One God, forever. Amen.



School Song:

At Whose Assumption the Angels Rejoice – Music by R. Kaiser

Let us rejoice in the Lord and Celebrate this feast in honor of the Blessed Virgin at whose Assumption the Angels rejoice, rejoice giving praise to the Son of God.

Pastors and Principals from 1954 to present

Pastors

Rev. Francis O'Byrne	1954-55	Rev. John Riebold	1975-80
Rev. Philip Blackburn	1955-58	Rev. Ronald Bruckner	1980-87
Rev. J.A. Maguire	1958-60	Rev. Luis Jaramillo	1987-02
Rev. Carl Hammer	1960-75	Rev. Edward Domme	2002-present

Principals

Sr. Marie Carmel, IHM	1954-60	Mr. Clarence Matanis	1973-81
Sr. Jane Therese, IHM	1960-66	Sr. Lauren Moss, OSF	1981-82
Sr. Ann Thomas, IHM	1966-67	Mr. Fabian Jacobs	1982-86
Sr. Evelyn Booms, IHM	1967-73 (Sr. Marie Augustine)	Sr. Bernice Garcia, OP	1986-87
		Mr. Robert Kaiser	1987-present

Principals Who Taught at OLA

Sr. Marie Carmel, IHM	1954-60	Mr. Clarence Matanis	1972-73
Sr. Jane Therese, IHM	1957-66	Mr. Robert Kaiser	1982-88
Sr. Evelyn Booms, IHM	1969-70 1973-74		

ADMISSION AND PROMOTION POLICIES

Nondiscriminatory Policy

The Catholic Schools of the Archdiocese of Santa Fe (831-8173) and www.catholicschools.nm.org admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made on the basis of sex, race, color, national and ethnic origin in the administration of school educational policies, admission policies, scholarship and loan policies, athletic and other school administered programs. Students of other religious faiths are welcome with the understanding that the Catholic Faith is taught as an all inclusive part of our total curriculum and all students are expected to participate in religion classes and Church related activities.

Enrollment at OLA as in any Catholic school in the Archdiocese of Santa Fe (elementary and secondary) is an annual process and is open to students who sincerely seek a Catholic, Christian-oriented education. Admissions preference is given to practicing Catholics. Students will not be refused admission to Catholic schools because of race, color, gender or national origin.

To avoid allowing OLA to become a haven for those desiring to escape negative behaviors and/or social dysfunction, the school principal is to exercise vigilance in ascertaining the motives and previous behavior records of new and transfer students. OLA may decline to accept a student for admission or re-enrollment based on the best interest of the school and its students. A student may also be denied admission if he/she has special needs which the school cannot meet. OLA is religiously oriented for and operates under the auspices of the Archdiocese of Santa Fe; therefore, admissions preference is given to practicing members of the parish; students from the general community are welcome after the needs of the parish are met. Basically, the admissions preference is as follows:

- Continuing students, (already enrolled)
- Practicing, registered parishioner of the home parish
- Sibling of an enrolled student
- Practicing Catholic from another parish
- Non-Catholic

Upon a request by a parent or teacher and after reviewing academic progress reports, a placement test may be administered. The results will be a factor in the admissions process. Once classes or grades are filled, OLA will offer the option of a waiting list and advise the family about other Catholic schools in the area. New students are not accepted after the first term of the school year without advance approval from the superintendent, unless the student is relocating from another city/state. A student expelled by any other school is generally disqualified from being accepted into our school system. (Archdioc. S. Fe: Policy-Fam-501)

Amended Family Education: Rights and Privacy Act

Notice is given in accord with the required provisions of the Amended Family Education Rights and Privacy Act of 1974, that the Archdiocesan School System maintains the following educational and student records:

1. Academic
2. Personal Information
3. Disciplinary
4. Attendance
5. Health/Immunization
6. Assessment
7. Standardized Testing

Access to education records is limited to:

- Parent or guardian of student under 18;
- Parent or guardian of students over 18 if such student is a dependent as such is defined in the Internal Revenue Code;
- Students;
- Teachers;
- Principal and Pastor;

- Superintendent of the Archdiocesan School System;
- New Mexico State and local officials to whom information is required to be reported;
- Recognized testing organizations;
- Accrediting organizations;
- Appropriate persons in connection with an emergency;
- Subpoena or court order;
- Persons with the written consent of the parent or guardian or students under 18 with the written consent of student over 18;
- Schools in which a student seeks admission or intends to enroll.
- The principal may require a minimum of 24 hours notice for records review (A.S.Fe Policy#504).

Class Size

State Department of Education regulations limit the maximum allowable class size for our classrooms. Space limitations also determine the number of students assigned to a given class. Teachers' Assistants are mandated and utilized in accord with pertinent state education regulations.

Admission and Registration

Registration for the next school term takes place during the month of January. The details will be announced in the *OLA ANGELS' UPDATE*, the school bi-monthly publication, the Thursday Envelopes and the parish bulletin.

Prior to the student's acceptance, inquiry will be made of former schools and academic records will be secured. The non-refundable registration fees and applicable tuition will be required prior to the student starting school. No student will be allowed to begin school without:

- Interview with the principal;
- Copies of transcripts (including conduct records);
- Reference check with former school;
- All registration fees and applicable tuition paid.

Acceptance will be completed upon the review of the Admissions Committee – The Admissions Committee consists of the Pastor and/or Designee, Principal, Grade Level Teacher(s) and Advisory Council Member(s).

Promotion/Grade Level Retention

At the conclusion of the school year from preschool through grade eight, there are three options available dependent upon the student's mastery of essential competencies/concepts:

1. The student has successfully mastered the essential competencies/concepts and is promoted to the next grade level.
2. The student has not mastered the essential competencies/concepts and may participate in remediation (summer school) in an approved program. Upon certification that the student has successfully mastered his/her areas of deficiency he/she shall be permitted to enter the next grade level.
3. The student has not mastered the essential competencies/concepts and retention is advised. Plans will be discussed with the parents and school in order to decide what is in the best interest of the student.

Each retention case is reviewed individually at a conference between the Principal or designee, the teacher and the parents or guardians. Grade documentation, interim progress reports, telephone calls by the teacher to the parent, and conferences will precede a retention conference.

State law allows that a student be retained after a certain number of absences and this school will, when necessary, follow such a procedure.

Admission and/or Attendance Retention of Students Form

Academic Policy Regarding Admission and/or Retention of Students

Accepting many varied types of students at OLA necessitates the declaration for clarification of the school's policy regarding all students.

This contractual agreement between OLA Catholic School and the parent(s) and or guardian(s) of _____ (student) _____ confirms:

1. The knowledge that OLA is not a Special Education facility;
2. The recognition that OLA will do its best to educate all students (superior, average and different learners);
3. The realization that OLA is not able to guarantee success with all learning styles;
4. Special attention will be administered whenever possible;
5. If the classroom situation is not *successful* for the student and/or the teacher, a recommendation will be made for transfer to an alternative school and program.

School Official Form

Parent or Guardian _____

Date: _____

The following will be kept on record in the student's file:

I _____ parent and/or guardian of
_____ entering grade level for the
school year _____, willingly enroll _____.

I am aware and in agreement with the policy that dictates OLA

will, when circumstance mandates, refer _____
Student

to whichever institution can better serve the student's needs.

Signature

Date

Graduation

Throughout the school year the graduating class (grade 8) is involved in many activities, which culminate in graduation exercises. Class committees are formed to organize fund-raising activities, which provide funding for the various graduation expenses.

Graduation exercises will consist of an awards assembly to recognize the special accomplishments of the students. The awards assembly is followed by a reception for graduates and their families.

On the last school day of the year a Graduation Mass is celebrated. At this celebration, diplomas are distributed.

Only students who have successfully completed the required academic work and have adhered to suitable disciplinary criteria will be permitted to participate in graduation exercises. Any outstanding fees, fines or debts, non-returned equipment, etc., must be cleared before the student will be permitted to participate in graduation exercises and related activities.

TUITION POLICY

The tuition is announced each year before the January registration is collected. Following the Archdiocesan policy, OLA School collects a \$300 operational subsidy from the parishes to which students belong. If the student's home parish does NOT PAY the operational fee, this fee becomes the responsibility of the student's family.

Tuition payment for the school year (or balance thereof for late arrival) is due in full (total pre-paid plan) or 50% payment (FACTS plan) on or before **May 15** for the following school year. There is a \$200 discount for total pre-paid plan. For students entering school on a late arrival basis, tuition will be paid before a student can enroll in class. Pre-paid tuition is, in general, non-refundable. Extenuating circumstances however, may justify a pro-rated refund. Extenuating circumstances do not include the parent or guardian's dislike of OLA School, its staff or policies.

In all cases, the prorated refund will be based on the amount of the school year remaining. Also in all cases of tuition refund request, the parent or guardian must make the request to the parish office in writing, stating explicitly the qualifying circumstances. They must also provide copies of any supporting documentation including an interview, if necessary, with the parent or guardian making the request. The Administration's decision is final.

Tuition Assistance

Tuition Assistance (Financial Aid), funded through the Special School Green Envelope, is available to a qualifying parent or guardian who has been a registered parishioner for a minimum of 1 year. All information obtained is kept confidential. If any tuition assistance contract becomes more than 60 days delinquent, the student will be dismissed.

ACADEMIC STRUCTURE

Administration, Faculty and Staff

The Pastor, who is the primary officer, together with the Principal and the School Advisory Council initiate and oversee matters such as policy, parent relations and finance review of the budget. Our teaching and support staff that is fully licensed, by the Archdiocese of Santa Fe and the New Mexico State Education Department, brings our school's objectives directly to our students.

Goals & Objectives

The goal of OLA School is to educate and assist students in the development of their spiritual, moral, intellectual, and physical endowments according to the ability of each individual. It strives to meet these goals by providing an educational setting in which faculty and students can interact in such a way that their faith becomes a living, conscious, active part of their lives. The instructional program is designed to promote achievement in academic excellence while allowing for growth in physical well-being and creative artistic expression and leadership. OLA School recognizes parents as the primary educator of their students and realizes its job is to assist and enable this process. A balanced approach to the accomplishment of this mission includes:

- * formation and education given in a Catholic school based upon the principles of Catholic doctrine;
- * adequate opportunities for active participation in prayer and liturgical celebrations;
- * appropriate activities designed to promote the internalization of faith;
- * an environment that reflects faith, love, joy, peace, justice and respect for the cultural heritage and the human dignity of each individual;
- * experiences designed to promote Catholic-Christian Community and to promote Christian service to others;
- * guidance in the free development of a personal value system based on the Gospel of Jesus, the teachings of the Roman Catholic Church and the Catholic Christian tradition;
- * development of a sense of Catholic Christian awareness of the need for moral and ethical solutions;

- * instructional programs designed to promote achievement in academic excellence through development of individual potential;
- * opportunities to grow in physical well-being and in the development of creative artistic expression and leadership;
- * programs to assist parents in the fulfillment of their role as the first and foremost educators of their children.

It is our aim at OLA School to stimulate self-motivation and self-discipline in each student. When the student realizes "what I want to do" should be the same, as "what I ought to do", then life will become self-motivated and self-disciplined. The student will then be involved in a much happier life.

Religious Education

Keeping the philosophy in mind, the school has developed a program of religious education that begins with the Early Childhood Education's Pre-School and Kindergarten students. As students continue, they are prepared in the third grade for the Sacraments of Reconciliation and Holy Eucharist. Proceeding into mid-school, the program begins to deal with forming Catholic values and focusing on the challenges adolescents must confront. Students attend Mass during the school year according to the school Liturgy Calendar and actively participate in planning and conducting those liturgies. Not only does this religious education program impact knowledge about the Catholic Church and its teachings to the students, but it also supports the parents in instilling and developing active values, spirituality, and faith of their children.

Our basic liberal arts curriculum as established by the Archdiocese of Santa Fe Catholic School Office is well integrated and helps to provide our students with the ability to plan and perform in our school liturgies, Stations of the Cross and praying the Rosary.

General/Core Curriculum

In order to best serve the students, OLA uses different approaches for different ages. The Early Childhood Education level, Pre-school and Kindergarten, along with the primary level, grades one through five, follow a traditional model. Each class is self-contained with students focusing on one teacher for all the core subjects. Within each classroom, math and reading groups are formed to best fit the individual student's needs. The mid-school, grades six through eight, is departmentalized into the following major areas: Language Arts, Math, Religion, Science and World Studies.

Our academic program views skills and content as complementary aspects of an integrated whole: logical skills in critical thinking, in

analysis and integration of materials applied to an array of elements, which produce a strong cultural literacy. Our core curriculum is composed of studies in the humanities, including religious studies, in math, and in natural and world sciences that together constitute a basic liberal arts program. Directly supporting this core curriculum are well-integrated offerings in art, music, health, physical education, computer skills and library reference skills. All subjects are required to be taken by all students, regardless of the family's background and/or personal preferences. (The exception to this is music-band, which is scheduled as an extra-curricular class during the study period.) Art and music especially figure in the active liturgical life of the students who plan and perform their own liturgies for the school Masses. Our program of homework and special projects has an additional feature, that is, trimester comprehensive weeklong exams in November, February and May covering core courses, art, music, library reference skills, health and physical education, Spanish language and computer-tech skills.

Our extra-curricular activities are designed to flow naturally from the more formal elements of our regular academic program. For example, our membership in the co-ed Albuquerque Parochial & Independent Schools Athletic League (APIAL) is an extension of our physical education program. Our school's devotion to the Blessed Mother in praying the Holy Rosary and in her 'May Crowning' are extensions of our religion, literature, and art courses as well as humanities. In the same spirit, OLA students participate actively in local fairs such as: Religion Bee, and World Studies Expo and in nationally sponsored events such as the National Geographic Society's Geography Bee, Spelling Bee, Science Fair, MATHCOUNTS, and Math-a-Thon. OLA also participates in local events such as the Archdiocesan "Faith Challenge Bowl".

Art

The goal for our art program is to provide art experiences in a variety of materials, techniques, styles, and traditions, including the rich art heritage of the Catholic Church. Basic elements are principles of art that will be taught within various cultural contexts. Self-expression is strongly encouraged.

Art is a large part of the human experience. It is hoped that this program will instill a lifelong appreciation of and participation in art.

Music

The foundational philosophy in our music program is a commitment to excellence. Students are offered a wide variety of musical experiences in

the general music program, which includes learning liturgical music taken from the rich musical repertoire in the Catholic Church. In each they are afforded an opportunity to gain the understanding and appreciation of music. Emphasis is placed on seeing music as a language of individual and group expression. Our goal is that the students will become faithful participants for a lifetime in this fine art form.

Physical & Health Education

The health curriculum from pre-school – grade 3 covers teeth, dental care, and introduction to functions of the body, drugs, alcohol, and the five senses. In the 4th and 5th grades, these subjects are covered in more detail. The reproductive system is introduced in the 6th grade.

In mid-school, the health curriculum includes the body systems and how they work, diseases, prevention, first-aid, safety and coping with stress.

The P.E. curriculum for all levels focuses on the development of physical skills as well as the development of social skills. Physical activities include the following: coordination, balance, endurance, tracking, and flexibility. Many of these skills are developed through various games and activities. Social skills include getting along with others, patience, sharing, and following directions. In all aspects of the curriculum, safety rules are taught and emphasized.

In grades 5-8, the curriculum is more advanced and stresses skills related to team and individual sports. The rules and regulations of these sports are taught and practiced. Various strategies of offense and defense are also incorporated into the curriculum. Classes meet twice a week. Shorts, T-shirts and tennis (athletic) shoes are required attire.

All students are given leadership opportunities and are encouraged to perform according to their God-given abilities. The goal of the curriculum is to teach students the efficient use of their body, to give students opportunities to enjoy activity, to allow students time to socialize in an environment different than a classroom and to stimulate the mind and body of each student.

Health and physical education help to keep our students healthy and informed, so that they can make wise decisions now and in the future.

Early childhood classes meet twice per week.

Grades 1-5 meet three times per week.

Grades 6-8 meet two times per week.

Shorts, T-shirts and tennis (athletic) shoes are required attire.

Spanish

The Basic objectives of the Spanish curriculum are the following: To help each student gain proficiency in the nine skills of listening, speaking, reading, writing, vocabulary, grammar, pronunciation, culture, and religion.

To present the language within the context of the contemporary Spanish-speaking world and its culture, the Spanish curriculum follows a definite scope and sequence from the first through eighth grade in order to accomplish the curriculum objectives.

Grades 1-5 meet once a week.

Grades 6-8 meet twice a week.

Library

The primary mission of the library is to teach reference skills in empowering individuals to identify, locate, and evaluate information while promoting the value of reading and research as a means of lifelong learning and personal fulfillment.

Each class in intermediate and middle-school divisions will visit the Tuohy Library once a week for approximately 45 minutes. Library class time will include library skills instruction, lessons in literature appreciation, an opportunity to check out books, and to do research for class assignments.

Library/Media Center Rules

- Students will be quiet during 'reading time' and lecture time.
- Books are to be treated with respect.
- No running or other 'outside' behavior in the Media Center.
- Shelf markers are to be used Only to mark shelf locations during book selection.
- No one is to leave the classroom without permission from the teacher.
- The computers are to be used only as searching tools and not for play.

Library Circulation Rules

1. Students in PK visit the Media Center every other week and do not check out books. Students in K may checkout one book from a pre-determined shelf for one week and will leave the book in the classroom for that week. Students in grades 1-2 may check out one book for one week or until the next library class. Students in grades 3-8 may check out two books for one week or until the next library class. Students may always check out additional books for research purposes.
2. Books may be renewed for another week by returning them to the media center.

3. Students with an overdue book or outstanding fine may not check out new materials until the book(s) is returned. Students with an overdue book which exceeds on month will receive a detention each week until the book(s) is returned or paid for.
4. If a book is lost or damaged, students will be charged the cost of replacement or for repair work. This charge must be paid before students may check out more materials.
5. Overdue library materials must be returned or, if lost, paid for before the student's report card is issued.
6. Students may return and/or check out library materials without waiting until their next scheduled library class when the library teacher is present.

Computer Technology

Used as an effective tool, computer technology, with the integration of the core curriculum and support specialty subjects, for student use, is functional in a dedicated classroom of thirty systems.

Students, K-8 are taught generic computer skills and concepts (based on State Educ. Dep't. competencies per grade/age level) i.e. keyboarding, word processing, spreadsheets, presentations (such as Power-Point), databases all effective internet searches.

All students are required to sign the *Acceptable Use Policy Agreement* internet contract with a parent/guardian signature prior to access being gained. The smooth operation of the network relies upon proper conduct of the users who must adhere to strict guidelines. Failure to comply with the provisions results in non-access to computer lab use.

ACADEMIC COMPETITIONS

Geography Bee

A national contest held annually is open to students at grade levels 4-8. Sponsored by the National Geographic Society, the Geography Bee competitions cover a wide range of subject matter related to the discipline of geography. The winner of the school competition will take a written qualifying exam to be graded by NGS. The top-scoring 100 students from New Mexico are eligible to compete in the state competition. The national champion will receive \$25,000 college scholarship, second place \$15,000 and third place \$10,000.

The Geography Bee inspires our students to learn more about the world and serves as a valuable supplement to our geography and world studies curriculum.

Math-a-Thon

Math-aThon is a fund-raising math contest sponsored by St. Jude's Research Hospital, in Memphis, Tennessee. Students obtain a booklet with various math problems at respective grade levels, work the problems, and then receive pledges for each problem answered correctly. Money that is collected is sent to St. Jude's Hospital where it is used for research and for children's needs with incurable diseases. This fund-raiser is used as a student service project.

Math Counts

This program held annually at the University of New Mexico is open to students at grade levels 7 and 8. Co-Sponsored by the National Society of Professional Engineers and various large corporations, it is designed to encourage and increase students' math interest, identify math talent in order that it can be developed and heighten awareness of the importance of math in the world today. A positive approach to learning, MATHCOUNTS builds skills, promotes strategic problem solving and teaches students how to deal with complex mathematical problems.

Science Fair or World Studies Fair

OLA School holds a yearly Science Fair and World Studies Fair. All students in mid-school grades 6-8 are required to participate in both Science & World Studies Fair; primary and intermediate grade levels are encouraged to participate. Exceptional student projects can be entered in the State and Regional Science Fairs. Details of the fairs are explained in the classroom each year.

Spelling Bee

Students from grades 3-8 may compete in the school's Spelling Bee. Following the guidelines of the Scripps-Howard National Spelling Bee, students compete by process of elimination each time a word is misspelled. The first place winner must correctly spell two words in a row. Both first and second place contestants will represent OLA at a 'District Cluster Bee' with students from others schools. Should the students win at the 'Cluster Bee' level, they would compete at the Albuquerque Tribune Regional during the month of March. The winner from the regional bee goes on to compete in June at the national level in Washington, DC.

Religion Bee & "Faith Challenge Bowl"

OLA School holds an annual Religion Bee for interested students at

grade levels 4-8. Students may compete by responding to questions in regards to our faith, morals, prayer, sacraments, liturgical calendar and traditions. This is an opportunity to share the basis of our Catholic Church and U.S. and New Mexico heritage.

Our school's five (5) highest scoring finalists qualify for eligibility into the Archdiocesan "(Catholic) Faith Challenge Bowl". This competition was conceived, developed and instituted to challenge our Archdiocesan schools' students in their knowledge of their faith and the meaning of spiritual Church symbols. The "Faith Challenge Bowl" is another opportunity for our students to express an understanding of their faith.

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.

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 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 guardian 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 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.

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

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 time.

National Junior Honor Society

OLA Mid-School has been extended a charter (Angels Chapter) in the National Junior Honor Society. All procedures and policies will follow

those dictated by the national organization.

The National Junior Honor Society was founded in 1929 in an effort to "recognize and encourage academic achievement while developing other characteristics – those of character, service, leadership, and citizenship". New members may be chosen twice a year among those students at the Junior High School (7th & 8th grade) level that attain a 3.5 cumulative grade point average on a 4.0 scale. It is also necessary for these students to possess the qualities of character, leadership, service, and citizenship. Those students who meet the required grade point average will be given a letter of eligibility and an information sheet. Completion of the information sheet will assist the faculty in beginning the selection process. Students must receive a 3/5 (60%) vote of the faculty council to be selected for membership.

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.

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.

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 1-8 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 by parental/guardian or teacher request.

A national standardized writing assessment provided by Northwest Regional Educational Lab, (NWREL) 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.

ATTENDANCE

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).

School Hours

Regular School Hours (P-8) - 8:15am - 3:15pm
Early dismissal days - (P-8) - 8:15am - 1:15pm
Regular Office Hours - 7:45-3:45pm

There will be several early dismissal days for faculty/staff meetings and/or in-services. Please refer to the school calendar 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).

Before & 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 7:30am every 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 that 7:30am, as there is no supervision available until that time.

After-School Care:

The After-School Program is available from 3:15-6:00pm Monday-Thursday; and 3:15-5:15pm on Friday; and from 1:15-6:00pm on early dismissal days.

Students must be picked up by 3:30pm (1:30pm on early dismissal days). Any student on campus after 3:30pm must report to After-School Care regardless of age or grade. All school rules apply 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 actions by the administration.

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. **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.** More information on this program can be obtained from the school office.

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.** Otherwise, the school must assume the student is lost or met with trouble while en-route to school and the school secretary will call home.

Students absent from school must, upon their return to school, submit a note of explanation from the parent or guardian to substantiate the absence to the homeroom or classroom teacher. The mid-school student will assume responsibility for meeting with each class teacher to make up all missed work within a reasonable time.

If a student is tardy, after the 8:20am bell is rung, the parent is required to accompany the student to the office to sign her/him in for the day. With the exception of physician or dental appointments, all tardies are considered unexcused.

Student Departure from Campus

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.

Students needing to leave before the day is completed or who leave 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:

1. The principal, principal's administrative asst., pastor or parochial vicar is to be notified immediately.

2. The law enforcement officers will identify themselves and provide proper identification. The law enforcement officers' home office and or supervisor is to be contacted in order to assure the legitimacy of the authorities' presence and purpose or business.

3. 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.

4. 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.

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

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

10:15am – 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.

LUNCH PERIOD

Lunch-Recess Schedule
Grades 1-4: 11:10-11:50

Early Childhood 11:00 – 11:40
Grades 5-8 11:27-12:07

Lunch Program

We have a closed campus, which requires all students to eat at school. Two choices are available to the students:

1. OLA participates in the APS Hot Lunch Program. Lunches may be purchased by the day, week or month. Make checks payable to **APS Cafeteria Services**. Checks are to be brought in to the Angel City Grille (Cafeteria Kitchen) at OLA Hall in the morning before school begins. Lunch fees will be announced in the *OLA ANGELS' UPDATE* before the school begins. Monthly menu calendars are sent home in the 'Thursday Envelopes'. Due to contracted stipulations between APS and OLA, APS rules and regulations will be enforced.
2. Milk will be provided as lunch tray drink unless parent/guardian sends in a note stating student's allergy to dairy products.
3. Sack lunches may be brought from home. For these students, milk and juice will be on sale during the lunch period.
4. For students in Pre-school 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 and throwing of objects are strictly forbidden.
7. The stage and padding on the south end and the mats on the north wall are off limits.
8. Playground equipment including balls and jump ropes are for use on the playground **ONLY**.
9. The adult supervisor on duty is the absolute authority. All students will show respect to these adults at all times. Abusive language toward supervisor or any other individual will not be tolerated.
Any misconduct will result in the student being alienated from eating with others and/or a detention to be served on the day of the infraction.

General Safety Rules – Outside Recess

1. 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:

2. Throwing any type of ball against school building walls.
3. Throwing leaves, rocks, sticks, sand, snowballs, or other objects.
4. Fighting, rough play, or verbal misconduct.
5. Climbing tunnels, walls and building roofs.
6. Entering flower beds.
7. Assembling near classroom windows so as not to disturb classes in session.
8. Dangerous tricks or rough play on the jungle gym.
9. Chewing gum or eating food while on playground or any school area.

Playground Equipment Use: Swing Rules

The following is 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.

ELECTRONICS & CELL PHONES

Students are prohibited from bringing onto the school campus: electronic games, walkmans, radios, laser light pens, CD players or other electronic devices (including i-pods or lap tops).

Cellular phones (for after-school sports activities) must be placed in the student's locker at the 8:15am bell. Cellular phones may not be used during the school session day. If a student is found using or carrying a cell phone or i-pod during school hours (to include morning care, after-school care and recess), the device will be confiscated for parent/guardian pick-up in the school office.

A second infraction will require the item(s) be kept in the school office 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. Any infraction of the rules will result in a detention to be served on the day of the infraction.

PERSONAL BEHAVIOR

There is reason to being 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 Gospel, 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”.
- 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 three types of infractions that may result in a detention. The first one is for a serious infraction involving inappropriate behaviors. These behaviors are found in the section **OLA Rules**. 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. The final group is for minor infractions. These infractions include chewing gum and eating in class.

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

Daily detention is held Monday through Friday from 3:20pm-3:50pm except for abbreviated Wednesdays, when no detention is held. 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.

SERIOUS INFRACTIONS

1. being disrespectful 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 administrations and/or staff.
6. Lying (may include an in-school suspension).
7. Cell phone use during school hours, morning school care, after-school care, and recess.
8. Using electronic games, i-pods, lap tops, etc...during school hours, morning school care, after-school care and recess.
9. Violation of dress code.
10. Unexcused absences from class (may include an in-school suspension).
11. Non-compliance with ACCEPTABLE-USE POLICY AGREEMENT (See attachment).

ACADEMIC INFRACTIONS

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

MINOR INFRACTIONS

1. Eating in class.
 2. Chewing gum on school grounds.
- *Repeated minor infractions will be considered defiance towards an adult. (serious infraction).

IN-SCHOOL SUSPENSION & 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. Habitual disruptive behavior.
5. Defiance to any staff personnel.
6. Leaving the school grounds without permission during school hours and/or after-school extra-curricular activities.
7. Class truancy.
8. Lewd conduct.
9. Smoking on school grounds.
10. Use of illegal drugs.
11. Inappropriate cell phone use including after-school hours when it involves other OLA students. (including 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.**

Our Lady of the Assumption Catholic School
Behavioral Contract and Probation Period

Students in our school are expected to conduct themselves in such a fashion that their behavior will reflect favorably on the individual family and on the school. This behavior will show consideration for fellow students and teachers and will create a harmonious school atmosphere. To accomplish this, all students must

I, (name of child), student of an OLA school of grade level _____, agree to follow the rules and regulations set forth in the school handbook as part of my contract.

I understand that I am on probation and the terms of this contract will be in effect until _____. Furthermore, I understand that this is a trial period in which my fitness for membership as a student at Our Lady of the Assumption Catholic School is being strictly monitored by the Pastor, Administration, Faculty, Staff and my Parent(s)/Guardian(s). I am also aware that this trial period permits me to redeem any conduct which has been inconsistent with good moral principles. I will have the opportunity to participate actively and responsibly during the school day both in and out of class. My behavior will not infringe upon other students'/teachers' rights or against the educational process.

If these rules and regulations are violated, the contract will be considered broken, and I will be dismissed from Our Lady of the Assumption Catholic School.

This contract is to be reviewed each week on _____.
If I meet the terms of this contract, the contract will be considered fulfilled.

I have read the above Contract and agree to meet the terms as stated.

Student Signature: _____
 Parent/s /Guardian/s Signature: _____
 Date: _____
 Teacher of Student: _____
 Teacher of Student: _____
 Teacher of Student: _____
 Office Personnel: _____
 Principal: _____
 Pastor: _____

Alcohol, Drugs, and Weapons

The following is the policy of all A.S. Fe Schools concerning illegal drugs and alcohol: (A.S. Fe Policy-FAM-519-5)

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

Definition:

We define possession of alcohol, other illegal drugs or inhalants as: on a student's person, in a student's body or bloodstream, in an item 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 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 found below)

OLA Communication Form Date Submitted:

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)

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.

*See OLA Handbook for more information.

Grievance Procedure

Should a student or parent have any difficulty with the student’s schoolwork, 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.

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. 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).

Harassment Incident Report
O. L. Assumption Catholic School
7910 Lomas Blvd., NE Albuquerque, N.M. 87108

Date of Incident: _____

Person/s involved in incident: _____

Witness /es: _____

Location of Incident: _____

Type of Incident: ___ Verbal ___ E-mail ___ Phone
 ___ Text ___ Physical

Description of Incident:

Signed: _____

Reviewed by: _____

Position: _____

Reviewed by Principal: _____

CC: School Office, Principal, Pastor

*Three (3) Harassment Incident Reports per family may be considered grounds for probation.

Sexual Harassment

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

Parent or Guardian Harassment

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

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

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

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

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

DRESS CODE

OLA School has adopted the following code for uniform attire, which will be enforced by all faculty and staff. These uniforms help to identify our students. **They are to be kept neat, clean and in good repair – and should be worn with pride.** It is our belief that our dress code, together with neatness and cleanliness, help to establish and maintain an environment conducive to learning, decency and good manners.

If uniforms are not within acceptable guidelines, the student may be required to change. A parent or guardian may be called to obtain suitable attire. To avoid this situation and the ensuing waste of time obtaining the correct attire; please monitor your child's dress before leaving for school. In addition, uniform infractions may result in a detention.

At certain times during the school year, the Dress Code may be relaxed to allow for dressing in other than uniform attire. Notice will be given as to when such occasions are forthcoming, as well as the restrictions that will apply.

All clothing, jackets, sweaters, uniforms, etc. should be labeled with the student's name and grade level.

DRESS CODE

Uniform attire for grade Pre-School –8th

Pants, shorts, shirts, jumpers, sweaters and sweatshirts must be bought through the **OLA Uniform Store** in the school's main building. These items will have the OLA insignia embroidery included as required.

Early Childhood: Pre-school and Kindergarten

The Pre-School and Kindergarten students will be required to wear a modified OLA uniform.

Pants or Shorts: PULL UP NAVY BLUE ONLY

Shirts: WHITE, NAVY, OR LIGHT BLUE POLO

-short or long sleeve

-shirts ALWAYS tucked in

-must fit properly; not too tight or too loose

Undershirts: SHORT SLEEVE – SOLID WHITE ONLY, NO DESIGNS OR PRINTING & UNDERSHIRTS SLEEVES MAY NOT SHOW. NO LONG SLEEVES WORN UNDER SHORT SLEEVE UNIFORM SHIRTS

Girls Jumpers: SOLID NAVY BLUE JUMPER (shorts must be worn underneath jumper)

Socks: CREW LENGTH OR KNEE HIGH ONLY

-white or navy blue only

-must be worn daily

-no stripes or logos

-solid white or blue tights are permitted for girls

Shoes: TENNIS SHOES ARE REQUIRED DAILY

-no sandals or open-toed shoes

-no multi-colored or bright colored shoes

-shoe laces must be tied

-shoe laces must be solid white, blue or black

Sweatshirts: NAVY BLUE WITH OLA LOGO

- may be worn in the classroom
- all other jackets may be worn outside only
- OLA sports sweatshirts

Sweaters: NAVY BLUE CARDIGAN OR PULLOVER WITH OLA LOGO

- may be worn in classroom

BOYS/GIRLS: Grades 1-8

Pants; FLAT OR PLEATED NAVY BLUE

- belts must be worn
- worn at the waist
- must fit properly; not too tight or too loose

Shorts: FLAT OR PLEATED NAVY BLUE

- not more than 2 inches above or at the knee
- must fit properly; not too tight or too loose
- belts must be worn at the waist

Shirts: WHITE, NAVY, OR LIGHT BLUE POLO

- short or long sleeve
- shirts ALWAYS tucked in
- must fit properly; not too tight or too loose

Undershirts: SHORT SLEEVE – SOLID WHITE ONLY, NO DESIGNS OR PRINTING & UNDERSHIRTS SLEEVES MAY NOT SHOW. NO LONG SLEEVES WORN UNDER SHORT SLEEVE UNIFORM SHIRTS

Skirts: NO MORE THAN 2 INCHES ABOVE THE KNEE

- worn only by girls in grades 5-8
- shorts must be worn underneath skirts

Socks: CREW LENGTH OR KNEE HIGH ONLY

- white or navy blue only
- must be worn daily
- no stripes or logos
- solid white or blue tights are permitted for girls

Shoes: TENNIS SHOES OR DRESS SHOES ARE REQUIRED DAILY

- no sandals, open-toed shoes or 'backless' shoes
- no multi-colored or bright colored shoes
- shoe laces must be tied
- shoes laces must be solid white, blue or black
- no heels higher than 1 ½ inches

Belts: SOLID BROWN, BLACK OR NAVY

- pants and shorts require belts worn daily
- only plain colored belts permitted (no trim)
- buckles must be plain; no decoration or insignia

Sweatshirts: NAVY BLUE WITH OLA LOGO

- may be worn in the classroom over uniform shirt
- all other jackets may be worn outside only
- OLA sports sweatshirts may be worn over uniform shirt

Sweaters: NAVY BLUE CARDIGAN OR PULLOVER WITH OLA LOGO

- may be worn in classroom

Jackets: OLA JACKET WITH INSIGNIA OR OLA SPORTS JACKET

- may be worn in the classroom
- all other jackets may be worn outside only

GIRLS: Grades 1-4: OPTIONAL

OLA Plaid Jumpers

- no more than 2 inches above the knee
- shorts must be worn underneath jumper

Peter Pan Collared Blouse

- plain solid white only
- short or long sleeve
- no lace or other trim, stripping, logos, or insignias

HAIR STYLES/JEWELRY ACCEPTABLE:

- conservative in style
- must be clean and combed
- natural color only; no artificial hair coloring added
- headband and hair ties; **must be OLA plaid, solid white or navy**
- earring (**only one per ear lobe**) no hoops
- jewelry must have a Christian symbol; single chains only
- no bracelets, ankle bracelets or hand rings

NOT ACCEPTABLE:

- no dangling earrings; **NO hoops**
- no hair glitter
- no highlighted or colored hair
- visible body tattoos or body piercing
- makeup
- nail polish or glitter polish (clear is ok)
- artificial nails
- more than one (1) single strand necklace
- no chokers or 'dog collars'
- clothing in disrepair
- hats, sunglasses, or scarves worn indoors⁴⁵

Occasionally the dress code will be relaxed, but **will not include:**

- spandex clothing
- baggy clothing
- tight or immodest clothing
- makeup or nail color

Spirit-Wear

(Uniform attire is always an option)

CHOICE FOR SPIRIT-WEAR

PANTS:-solid blue or black pants or capris

- solid blue or black jeans (**NO stretch jeans**)
- solid blue or black shorts or skirts (no more than 2 inches above the knee or at the knee)
- OLA insignia sweat pants

SHIRTS:

- OLA T-shirt or sweatshirt

Shirt/Sweatshirt must recognize OLA School or OLA activity

(OLA T-shirt, OLA Geography Bee, OLA Math Counts, St. Jude's Math-a-thon, OLA sports, OLA Scout Uniform)

- shirts must fit properly; not too tight or too loose
- shirts ALWAYS tucked in
- pants or shorts with loops; belts must be worn

Dress Up Days

(Uniform is always an option)

CHOICES FOR DRESS UP

- dress slacks or pants (no jeans, spandex, sweat pants or camouflage pants) (NO shorts regardless of length)
- dress shirts or blouses with sleeves (NO off the shoulder, crop top, midriff or low scooped neck)
- buttoned dress shirts MUST be worn buttoned
- cardigan or pullover sweaters permitted (NO logos or insignias)
- modest jewelry permitted (up to the discretion of the school staff)
- socks/nylons must be worn
- shoe heels must not be more than 2 inches high

ATTIRE FOR MASS: APPROPRIATE DRESS FOR THE DAY: UNIFORM ONLY

NOT ACCEPTABLE:

- shorts (except under skirts, jumpers or dresses)
- Spirit Wear

* 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 dress code.

MISCELLANEOUS INFORMATION

Change of Address or Telephone Number

Notify the school office of any change of address, 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.

Fire Drill

State law requires that we practice evacuation and safety drills. We attempt to space a minimum of fifteen 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 & 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 months.

Telephone

The school 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. Students who abuse telephone privileges will be required to pay \$.25 per call.

All communication between parents and students must be made through the school office.

HEALTH & SAFETY

Health

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 a communicable disease or who lacks proper immunization will be excluded from the classroom.

Communicable Diseases

Control of Communicable Diseases: Exclusion from school for the following amount of time.

- German Measles	Excluded from school 7 days after onset of rash
-Measles	Excluded from school 1-2 days prior to onset of symptoms and 4 days after the rash disappears
-Mumps	9 days after parotids
-Whooping Cough	21 days from onset of cough
-Chicken Pox	After 5 days of antibiotics and three weeks if no antibiotics are used
-Poliomyelitis	For 1 week or duration of fever whichever lasts longer
-Scarlet Fever	For 21 days after onset
-Hepatitis A	3-5 days after onset of jaundice
-TB	Until treatment instituted and infection stage no longer in effect
-Diphtheria	Until lab tests show that disease is cured

Children who have been absent due to Whooping Cough, Mumps, Diphtheria, Chicken Pox, Scarlet Fever, or Poliomyelitis are required to have a release from the physician before readmission.

Infectious Diseases

-Pink Eye	Until eyes are clear and no pus remains
-Impetigo	Until all crust has gone
-Ringworm	Until they are not-infectious

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 at home from school:

-Cold	-Discharging nose	-Red or watery eyes
-Sore Throat	-Excessive coughing	-Stiff or rigid neck
-Swollen glands	-Skin eruptions	-Vomiting
-Fever	-Excessive sneezing	

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:

1. Self-administration – Mid-School students may be allowed to assume personal responsibility for administrations, in writing, by the prescribing physician and the parent or guardian. The student must be instructed by the parent, guardian or physician on how to take the medication.
2. Administration by Authorized Person – In some cases, a student may be considered either too young or otherwise incapable of taking medication on his or her own. In this situation, an arrangement is to be made, with the school so that a designated person may administer the medication to 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 person 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, 7:45am-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 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 meets them at the playground and guides them to class.

Visitors, parents and guardians included, are to enter the main building through the North Doors (main office) only.

Insurance

During the first week of school, each student will receive information on school insurance. Two periods of coverage are offered:

1. a policy for school-hours coverage only;
2. a policy for 24 hour coverage.

Parents are asked to return the insurance coverage forms with the payment for coverage desired. If no insurance is desired, please mark the form NO and return it to school. Forms and payments must be returned to the school office within 10 school days.

EXTRA-CURRICULAR ACTIVITIES

1. 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 improve academic progress resulting in grade improvement. 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. 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. Insurance is available and is the responsibility of the parent/guardian.

5. The parent/guardian permission slip and sports physical form must be on file with the 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 office.

Student Council-Government

The Student Council Government is comprised of student representatives from grade levels 1-8. The students learn the election process and how to run a meeting by governing procedures. They sponsor apostolic mission-community service, school dances and other activities.

Altar Servers

Boys and girls in grades five and up who are OLA parishioners and have made their First Reconciliation and Communion are encouraged to become altar servers and assist in serving at school Masses. Servers will be assigned to school liturgies. Parish training classes are held periodically throughout the year. Training classes are announced in the classroom and in the parish bulletin.

Music-Band & Choral Groups

The OLA Music Band and choir programs are an educational opportunity made for those students in grades four through eight interested in learning the rudiments of playing a specific concert band instrument and/or singing vocals. As they progress in mastering their instrument they may participate in the following groups: beginning band, concert band and jazz band; and choral singing.

Scouting

Cub Scouts

Cub Scouts Pack 470 meets monthly and is for boys in grades 1-5. Boys are divided into dens by grade level. Dens meet at the discretion of the volunteer Den Parent/Guardian. For more information, call the school office.

Girl Scouts (Daisies, Brownies, Juniors and Cadettes)

All meetings for OLA Troops are held at the discretion of the troop leader. The girls are encouraged to work on the Religious Award at each level. For more information concerning Girl Scouting, call the school office.

PARENTS & GUARDIANS

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:

1. Support a curriculum which gives due preference to the essentials of intellectual achievement and Catholic faith, morals and values.
2. Show a continuing interest in the progress of your children 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.
3. Impress on your children, early in life, that a complete education includes training the will as well as the intellect.
4. Teach your children to cultivate their study habits by completing homework and using their time effectively.
5. Encourage your children to view educational and/or quality programs, which will broaden their educational scope. Programs subject to parental discretion should only be viewed by an adult and child to insure the opportunity of discussing questionable material.
6. Help your children 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.
7. Encourage their voluntary involvement in the parish, led by example.
8. 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).
9. Have your child (ren) accompany you to Holy Days and weekly Sunday liturgies.

School (Ministry) Advisory Council (SAC)

The School Advisory Council is the representative body of the school community, which exists in assisting the Pastor and Principal in a spirit of cooperation and interdependence for the purpose of supporting Catholic School education. The SAC shares in the responsibility of proclaiming in word and deed, the message revealed by God of building a faith community and giving service to God and one another. This is achieved by members directing the annual *Countdown* lottery that anticipates approximately \$30,000 of the annual budget, serving on the Admission Committee, Futures Committee and Tuition Assistance Committee and assisting the H.S.A. with its functions.

Following Archdiocesan policy, the members serve in an advisory capacity. Authority to implement any policy must be approved by the

Administration and SAC, working collaboratively in supporting policies and regulations of the Archdiocesan School System. A representative of the OLA School Advisory Council, as recommended by the Pastor and approved by the Archbishop, serves on the Archdiocesan School Advisory Council. Elections and/or appointments, made by the Pastor, are held in April and are open to any OLA Parishioner. Members serve for a two-year term.

Home & School Association (H.S.A.)

All parents and guardians are members of the Home and School Association (H.S.A.). The H.S.A. led by office representatives: President, Vice-President, Secretary, Treasurer and Volunteer's Coordinator is dedicated to the goals of:

1. Enhancing home and school communication.
2. Encouraging parental involvement in school functions and the life of the parish such as the Amateur Art and Talent-Variety Show.
3. Providing financial assistance through approved H.S.A. projects such as Pancake Breakfast, Gift Wrap Sales, and Cookie-Dough to name a few.

Elections are held in April and are open to any OLA School parent or guardian. Representatives are elected for two-year terms.

Attendance at meetings and participation in the Home and School Association is a privilege! School parents and families are highly encouraged to be active in support of the school and to utilize the H.S.A. as a means of facilitating that support. Such effort at involvement helps to foster pride in our parish school.

Volunteer Programs

OLA welcomes use of volunteers who are competent and willing to provide assistance. Volunteers may be classified as either regular or occasional:

a. **Regular Volunteers:** Individuals who visit the school routinely are classified as regular volunteers. The service of such individuals may be used for playground and cafeteria supervision, library or office help, and auxiliary classroom duties that free the teacher for professional teaching activities. They must never be given access, however, to confidential information or money. Regular volunteers who have unsupervised access to students must attend the Sexual Misconduct Policy and Procedures Workshop provided by the A.S. Fe and submit to a criminal background check before volunteering. (A.S. Fe: Policy-PER-413)

b. **Occasional Volunteers:** Individuals who visit the school occasionally are classified as occasional volunteers. The services of such individuals may be used for providing lectures, demonstrations, and presentations appropriate to a specific part of the curriculum, **[and remain under direct supervision of the classroom teacher]**. They must never, however, be left alone with the students; and such services must be appropriate for a Catholic school. All arrangements for such visits must be in writing and must be pre-approved by the Principal.

Sexual Misconduct Policies & Procedures 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!

Areas in which your time, talents and treasure would be especially welcome:

School

Athletic Coach
Before-School Care Monitor
Classroom Computer Technology Assistant
Field Trip Chaperone
Grounds keeping/Painting Assistant
H.S.A. Representative
Library Assistant
Lunchroom Activities Monitor
Music/Liturgies Accompanist
Playground/Recess/Lunch Duty Monitor
Tutoring Students in Curriculum Areas

Parish Ministries

Adult Education Assistant
Blankets & Booties Member
Catholic Daughters
Choir Member
Coffee & Donuts Committee
Eucharistic Minister
Knights of Columbus
Legion of Mary
Liturgical Lector
Liturgical Ministries' Member
Outreach Program Assistant
Religious Education Teacher
St. Vincent de Paul Society Member
Senior Adults' Member
Social Concerns Committee
Ushers @ Liturgies
Youth Group Member

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 philosophy of the school, operational features, policies and required personal and academic behavior of students and 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" (on the back of this sheet) be signed by the parent/guardian and turned into the school office following the beginning of the school year, **NO LATER THAN SEPTEMBER 15, 2008!**

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.

Therefore, if the “Family Acknowledgment Form” (FAF) is not signed in full and returned to the school office by the announced deadline, it can only be assumed that this philosophy is not equally shared.

Students whose families have not returned the FAF form on time will forfeit their eligibility from the registration listing for the next school year.

FAMILY ACKNOWLEDGMENT FORM (FAF)

This is to verify that we have read, understand and agree to comply with the contents of this Handbook.
(Archdioc. 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 placed on file.

For Office Use Only:

Date Returned to Office:

FAMILY ACKNOWLEDGMENT FORM (FAF)

This is to verify that we have read, understand and agree to comply with the contents of this Handbook.

(Archdioc. 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 placed on file.

For Office Use Only:

Date Returned to Office: