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All Saints Catholic School Board of Directors

President

Cheryl Martinez

Vice President

Leslie Anderson

Treasurer

Carol Cunningham

Asst. Treasurer

Carol Dutchover

Secretary

Alexis Swoboda

Members

Vicki Purcell, Patty Rodgers, Mignon Simitz, Connie Marquez, Kimberly Perez

Ex-Officios

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Fr. Eduardo (Lalo) Espinosa, St. John Church

Fr. Charlie Martinez, St. Peter Church

Curriculum Committee

Charles Simon, Chair

Finance Committee

Carol Cunningham, Treasurer

Personnel Committee

Leslie Anderson, Chair

Faculty and Staff

2020-2021

Principal	Charles Simon
Secretary	Tiffany Oldfield
Pre-School Director/Teacher (4 yr. Old Class)	Veronica Jimenez
Pre-School Educational Assistant (4 yr, Old class).....	Elissa Vera
Pre-School Teacher (3 yr. Old Class)	Allison Dyer
Pre-School Teacher (3 yr. Old Class)	Linsey Self
Kindergarten Teacher.....	Lety Sackett
First Grade Teacher	Debbie Bays
Second Grade Teacher	Carolynn Armstrong
Second Grade Educational Assistant	Shantelle Sanchez
Third/Fourth Grade Teacher	Kymberly Gonzalez
Fifth/ Sixth Grade Teacher	Evelyn Kresyman
Seventh/Eighth Grade Teacher	McKitric Wier
Lunch/Extended Day Care Supervisor	Janice Tardiff
Library	Anna Pabst
Custodian	Jimmie Najar

Mission Statement

All Saints Catholic School of Roswell is founded on the values and teachings of the Catholic Church and strives to educate the whole child in a small, safe environment. We dedicate ourselves to provide academic excellence, opportunities for success, and role models of Gospel values in an atmosphere that nurtures self-worth and family involvement.

Philosophy Statement

Committed to academic excellence and rooted in the traditions and ideals of our Catholic faith, the mission of All Saints Catholic School is to provide an environment in which all students will be enabled to reach their full academic and spiritual potential in an atmosphere that strongly encourages following the example and teachings of Christ.

In partnership with the community, our children's primary educators, their parents, our faculty will work daily, through example and teaching, to develop in our students the desire to grow in their religious knowledge and beliefs, as well as in their academic knowledge, and to apply these to their daily life situations and interactions.

In our pre-school program we incorporate Montessori techniques allowing children to make their own choice and decisions and expressing themselves. We use a center-based curriculum such as dramatic play, blocks, water and sand, manipulatives, reading and computer.

The children are introduced to the Catholic Faith by learning Bible stories and songs and participating in Holy Mass and Rosary weekly.

Curriculum Statement

The Mission of All Saints Catholic School curriculum is to provide a comprehensive framework that will increase social competency and school readiness of children by fostering development of the whole child, integrating self-identity, cognitive, language, physical, creative, emotional, spiritual, social development, reflecting and honoring the lives of children, their families, and their communities.

Our curriculum is a plan of instruction that details what students are to know, how they are to learn it, what the teacher's role is, and the context in which learning and teaching will take place. Using a faith-based approach, the school has adopted the Seton curriculum in the areas of religion, English, reading, phonics, social studies, science, and art, along with Saxon mathematics. The school's pre-school program utilizes Montessori techniques as well as thematic units.

The curriculum supports the unique and individual ability of each child to learn at his/her own pace. It recognizes and respects that parents serve as the primary influence in the education and development of their children and that their involvement is crucial to their child's success. As professionals, our role is to enhance the knowledge and educational experiences in partnership with the children and families. Our curriculum design encourages children to explore indoor and outdoor environments, carry out their own curiosities as well as develop and build on their own interests. Adult interaction through verbal and nonverbal support is sensitive, continuous and adaptive to the individual needs of the child.

The curriculum is based on developmentally appropriate educational methods and strategies with the understanding that children learn best through active learning (play) creative thinking and child initiated activities.

Our curriculum incorporates the liturgical calendar, and monthly themes include elements of religious education appropriate for pre-schoolers.

The classroom is set up in an organized way using centers (blocks, manipulatives, science, literacy, audio/visual, dramatic play, art and computers) to reinforce basic skills.

School Location

All Saints Catholic School
2700 N. Kentucky Avenue
Roswell, NM 88201
575-627-5744
www.allsaintsroswell.com
[All Saints Facebook page](#)

The School Year

All Saints Catholic School uses the Roswell Independent School District Calendar as a guide. School begins Mid-August and concludes the third week in May. 2020-2021 school year ASCS is following Covid requirements for private/parochial schools. During Covid restrictions, there will not be school on Wednesdays but work will be sent home on Tuesdays to be turned in on Thursday mornings. 8

School Schedule (Covid changes)

7:30 a.m.	Early arrivals for PreK-8th Grade All teachers on duty in Classrooms. /Preschool Classroom
8:00 a.m.	School day begins w/morning prayer, general announcements, Pledge of Allegiance
9:30 a.m. - 9:50 a.m.	Recess: Kindergarten and 1 st Grade
9:55 a.m. – 10:15 a.m.	Recess: 2 nd , 3 rd , and 4th Grade
10:20 a.m. – 10:40 a.m.	Recess: 5 th , 6 th , 7 th and 8 th Grade
11:00 a.m. – 11:45 a.m.	Lunch: Kindergarten and 1 st Grade
11:30 a.m. – 12:15 a.m.	Lunch: 2 nd , 3 rd , and 4th Grade
12:00 a.m. – 12:45 a.m.	Lunch: 5 th , 6 th , 7 th and 8 th Grade
12:30 p.m.	Preschool dismissal Preschool extended care begins
3:00 p.m.	Dismissal: Kindergarten-8th Grade Preschool extended care ends

Admissions – Enrollment Policy

All Saints Catholic School has a non-discrimination policy and is open to children of any race, creed, or economic background. For admission to the pre-school, kindergarten through eighth grade programs, the following conditions must exist:

1. All students must be at grade level on the STAR reading and STAR math tests. One grade level below will be considered. Students scoring more than one grade level below on either Math or Reading test, may not be considered for admission.
2. Parents/guardians and students must agree to abide by the policies and regulations of the school. A two-week grace period for preschoolers and students in grade K-8 will be enacted for both parents and the school regarding conduct of said students.
3. There is space available according to the state mandated policies for class size and classroom capacity.
4. Parents/guardians are expected to volunteer at the school and participate in the Parent-Teacher Support (PTS) Organization as outlined in the Parent Participation and Service Hours Policy defined on page 18 in this handbook.
5. Interviews will be held by the Principal/Preschool Director, followed by the classroom teacher, with parents/guardians and student(s) seeking admission.
6. Within 1-3 days after the admissions interview, parents/guardians will be notified of child's permanent acceptance or of child's acceptance with a two-week grace period status.
7. New Mexico State compulsory attendance law and Catholic School policy dictate that children must be five years old on or before September 1 to enter kindergarten. Parents must supply birth certificates for newly enrolled students in the pre-school and kindergarten programs. Parents of students transferring from another school must request that school records be sent to our school office for verification of attendance and academic progress. All prospective students (grades 1-8) will undergo screening in math and reading before admission.

Enrollment / Registration Procedures

Parents/guardians must register each year in March to reserve space in classes and readmit their children. Re-enrollment applications will be available in the school office for returning students. Applications should be completed and returned on the date noted on the application in order to secure a place for the following school year.

Siblings of students, registering for the first time, are also considered at this time, as well as members of Assumption, St. Peter's, and St. John's Parishes. Current students are given placement priority over first-time applicants. Registration is then open to the public. Applications and registration fees will be taken on a first-come first-served basis.

Registration fees for the subsequent school year for returning students will be posted to the student's account once the registration forms are received and accepted. This amount remains on the student's monthly billing statement until paid, but is not considered overdue if paid by June 15th.

Once paid, registration fees are non-refundable since payment implies the child will attend and a spot has been held which could have been given to another prospective student.

At the time of registration, the parent/guardian must supply the school with the names of at least three (3) Emergency Contacts with transportation, the name and telephone number of the family physician, and authorization for emergency medical treatment if this would become necessary for the student.

Tuition

Grade Level	Registration Fee Non-refundable	Annual Tuition	Monthly Tuition Paid over 10 months	Technology Fee
Pre-K (8:30 – 12:30)	\$200.00	\$3200.00	\$320.00	0
K-6th Grade	\$200.00	\$4300.00	\$430.00	\$10 per month
7 th - 8 th Grade	\$200.00	\$4500.00	\$450.00	\$10 per month

Extended care

Extended Care \$5.00/hour

Extended Care Hours for K-8 has been suspended temporarily due to Covid requirements. Once resumed 3:15 to 5:30 p.m.
Pre-school 12:30 – 3:00 p.m. After Covid requirements are suspended 12:30-5:30 p.m.

There is no free credit for vacations or absences.

Limited tuition assistance may be available for K-8th grades in any given school year. Tuition Assistance Policy and Aid Applications are available on school website: www.allsaintsroswell.com

Payment Options

Monthly payments: Payments must be made monthly for 10 months beginning by September 15 for your account to be up to date for the current school year. It is expected that you divide your total family tuition by 10 and pay that amount or more each month. Final payments for the school year are due by June 15th.

- **Mail In/Drop Off** – mail or drop a check in the school office on a set date each month.
- **Online** – make payments online upon receipt of emailed invoice. \$30 annual fee will be added to account for this option.
- **Auto ACH** – sign up for monthly auto draft from your bank/card account. Account information will be given to the school office to be set up for this option. \$30 annual fee will be added to your account for this option.

Two semester payments: Families can make two payments, the first due on August 16th and the second due January 10th.

Pay in Full: There is a 2% discount when the annual tuition is paid in full by August 16th.

Tuition Assistance: Applications are available for limited tuition assistance for students enrolled in K-8th grades. Deadline for returning families is May 1.

Discounts: A 10% discount is given to a second child's tuition rate and 20% for each additional child. Discounts are applied using the lowest tuition rate of the children attending.

Parish Memberships: In the past, all three Catholic parishes in Roswell have contributed limited tuition credits for students attending All Saints who are active members of their parish. Please contact the parish offices for the latest offers.

Extended Care

Dismissal for K-8th is at 3:00 p.m. Any student not picked up by 3:15 p.m. will be signed in the Extended Care Program and will not be released until parent/guardian/indicated adult signs student out. Appropriate fees will be applied after the first 15 minutes in Extended Care Program.

Extended care fees are based on an hourly rate of \$5.00/hr. Hours of usage are tallied weekly and posted to the student's monthly billing statement. Extended care monthly balances must be paid in full no later than the end of the month for your family to continue to utilize this service.

Pre-school students who are not signed out will be charged the full extended care rate, regardless of the time they actually leave. Past due extended-care fees may result in the termination of extended-care services.

Teachers will place a student in Extended Care if not picked up by 12:15 for Preschool and 3:15 p.m. for K-8

The Extended Day Care Program hours are from 12:15 – 5:30 for pre-school, 3:15 to 5:30 p.m. for K-8, on school days. Children must be picked up by 5:30 p.m. If, by 6:00 p.m., a child is still in the custody of All Saints School Day Care Staff, the Roswell Police Department will be immediately notified. The state views this problem as possible child neglect.

There will be an extra charge of \$10.00 per every 15 minutes late after 5:30 p.m.

Monthly Statements/Billing

Billing statements are sent out the first of each month. These statements reflect any carryover balance overdue from the previous month, plus the current month's tuition amount due and posted on the first, and extended care charges incurred during the previous month. Any payments received during the prior month are posted as deposited, reducing the balance due.

Late Payment Charges

Students of any family with an unpaid balance remaining from the prior school year as of June 15th will not be allowed to attend classes in the new school year and further action may be taken.

All Saints Catholic School will not release individual student records until outstanding balances are paid in full.

Accounts in arrears after June 15th may be sent to collection.

Withdrawals

If parents/guardians plan or are required to withdraw student(s) prior to the end of the school year, a withdrawal form from the school office must be circulated among the teachers and staff to obtain grades and fees/charges owed. Also, all textbooks, library books and other school property must be turned in. Tuition/fee issues must be settled with the Office Manager prior to records being sent to the receiving school.

If a student leaves the School during the school year at a time other than at month's end, tuition will be charged pro-rata for that month based on days of attendance. Families electing to pay tuition using the annual and bi-annual options will receive refunds based on the date of withdrawal from All Saints Catholic School.

Student Records

Permanent student records are housed in the administrative office. All Saints Catholic School shall maintain the following education records of students:

Academic	Disciplinary	Standardized Testing
Assessment	Health	
Attendance	Personal & Family Information	

It is the policy of All Saints Catholic School that educational records are kept to an essential and relevant minimum. File folders with student records shall be reviewed at the end of each school year, and non-essential and outdated materials will be destroyed based on the ***Records Unlimited Access*** to education records under the Law:

- * Parents/Guardians of students under eighteen (18)
- * Eligible Students (eighteen or over)
- * Superintendent of Instruction
- * Parents/Guardians of students over eighteen (18) if such student is a dependent as defined in Internal Revenue Code
- * School Administrator(s)
- * Teachers for current students only

Limited Access to education records - requires authorization:

- New Mexico State and Local Officials to whom information is required to reported such as auditors, case managers, legal counsel.
- Recognized testing organizations
- Accrediting organization teams during review visits
- Appropriate and duly authorized persons in connection with an emergency subpoena or court order (not applicable to "friendly request")
- Persons with the written consent of the parent/guardian of a student under eighteen (18), or the written consent of the student over eighteen (18)
- School or schools in which a student intends to enroll.

Transfer of Records

1. Requests from other schools need to be done from office to office, i.e. forms or a phone call from the Office Manager and/or Administrator.
2. We will mail copies of permanent records directly to the school.
3. **No records will be transferred unless all tuition and fees have been paid in full.**

Parent/Teacher Conferences

Two formal conferences with the teacher and parents/guardians are scheduled for kindergarten through eighth grade. One annual conference is scheduled for pre-school. These conferences are scheduled in advance, and students do not attend school on these days. Please attend these important meetings as they give the teacher and parent time to discuss more than more than what the grades reflect. The teachers may request additional conferences.

Report Cards and Progress Reports

Academic report cards for kindergarten through eighth grades are issued at the end of each nine-weeks grading period. Developmental/readiness progress reports for pre-school students will be issued in November and May. Mid nine-weeks reports will be issued for grades kindergarten through eighth.

Kindergarten through 2nd grades will use a +, √, - system to indicate level of progress on both mid-nine weeks report and report card.

Grading scale for grades 3-8 will be:

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

59% or below may be redone and handed in on date given by teacher.

Textbooks

Most Seton books used in grades 1 - 3 are consumables. Students may write in these workbooks as assigned by the teacher. For grades 4 - 8th Seton books are not to be written in, unless directed by the teacher. No writing should be made in any hard cover texts. Student/Parents/Guardians are financially responsible for any school textbook that has been lost, damaged or shows signs of graffiti while in their possession. This will be at the school's discretion.

Library

Weekly library time is scheduled for all students. All Saints Catholic School accepts book donations and related materials to help build the school's library.

Computer

Computers are available to students for instructional purposes only. Grades 4th through 8th will sign contracts stating proper use and not entering improper web sites. Computers are not to be used for email purposes, Twitter, Facebook or any other social media sites.

Music/ Health Education/Physical Education

Pre-school through eighth grade students participate in music lessons, health education, and physical education activities. All Saints Catholic School thankfully accepts donations of developmentally appropriate musical instruments, tapes, CD's, physical education equipment, and related materials.

Religious Services

Pre-school through 8th grade will attend Mass on Thursday at 8:30 a.m. Grades K - 8th will pray the rosary as a group every first Friday of the month and all other weeks will pray the rosary with individual teachers and classes. Grades K-8 will pray the Stations of the Cross during Lent. **These will be closed to visitors temporarily to meet Covid restrictions.**

The whole school will attend the 12:10 p.m. Mass on Holy Days of Obligation and other days, such as Ash Wednesday.

Attendance Procedures

Regular and punctual attendance habits are essential to success in school. Such habits should begin early and are clearly the responsibility of the parents/guardians. Regular attendance is also a legal requirement for Kindergarten. Kindergarten, upper grades and pre-school classes are scheduled school time, and teachers prepare specific lessons and activities for all students.

Absence: The school requests a note from the parents/guardians explaining any student absence. The student presents the note to the teacher or school office on the day of return. Parents/guardians are requested to call the school office to inform the teacher of any absence and the reason for the absence. When a required and necessary absence can be anticipated, a note should be sent in advance to the school office.

Tardiness: Students who are tardy must be signed into school by a parent or guardian. The classroom teacher may require make-up work due to tardiness. Parents/guardians are encouraged to bring their children to school on time. Tardiness disrupts the classroom schedule.

*An absence of up to fifty percent of an instructional day shall be counted as one-half day absence, and the absence of more than fifty percent of an instructional day shall be counted as one full-day absence.

The school and classroom calendars list all holidays. Family vacations, if at all possible, should coincide with school holidays.

DRESS CODE

One of the goals of All Saints Catholic School is to display to the public at all times a high standard of moral conduct, dress, courtesy, and friendliness: therefore, in keeping with the goals of our school, the students at ASCS are expected to dress appropriately in their uniform. Uniforms are to be worn with Christian modesty in mind. **Face coverings are a required part of the dress code for all students. No exceptions will be considered to meet Covid requirements.**

ALL RED POLO LOGO SHIRTS are to be ordered through the school's supplier, CRM or FRENCH TOAST. Order info. below.

GROOMING

Boys:

- Hair must be kept clean, combed, neatly groomed and out of the eyes.
- No fad style haircuts; mushrooms, spiked, Mohawk, shaved head, heavily moussed or gelled.
- Hair length must not be over the ears, or longer than shirt collar without tails, pony tails or braided hair.
- Hair must be the natural color. Dyed hair, streaking, highlighting, low-lights, glints, etc. are not permitted. No facial hair.

Girls:

- Hair must be kept clean, combed, neatly groomed and out of the eyes.
- No fad style haircuts; mushrooms, spiked, Mohawk, shaved head, heavily moussed or gelled.
- Hair must be the natural color. Dyed hair, streaking, highlighting, low-lights, glints, etc. are not permitted.
- No white tip nails, acrylic nails or colored nail polish. (clear polish only)
- No visual make-up may be worn. Clear lip gloss **may** be worn.

ACCESSORIES AND JEWELRY FOR BOYS AND GIRLS:

- Jewelry in excess is not acceptable due to the simplicity of the uniform.
- Boys are not allowed to wear earrings.
- Girls may only wear one set of earrings-one earring in the lower lobe of each ear. ONLY post (stud) earrings. Facial piercing is not permitted.
- Beaded necklaces and bracelets, charm, or other bangles are not permitted.
- A religious medal and chain are permitted. A rosary bracelet is permitted.
- Bandannas and fad accessories are not to be worn.
- Caps or hats, scarves and gloves are not to be worn in the classroom.

- Students are NOT to write on their skin, uniform, shoes, or clothing.
- Tattoos are not allowed.

SOCKS:

- (NO DESIGN, LOGO, DECORATIONS OR INSIGNIAS OF ANY KIND)
- All socks are to be white, black or navy blue and visible above top of shoes. Girls may wear solid white or navy blue knee-highs or tights. **No leggings or leg warmers.**

SHOES:

- Solid Black, White, Brown or Navy tennis shoes or dress shoes may be worn with uniform. Bright colored, fluorescent colored, lights, glitter or sequins are not permitted.
- **Dress shoes (black, brown or navy) will be worn on Mass Day. Pumps are permitted for girls.**
- Shoes that lace up must be laced and tied snugly. Straps must be secured. Flip-flops, open toe shoes, high heels, boots, and slippers are not allowed.
- Shoe laces must match shoe color.
- Snow boots or rain boots may be worn on days of inclement weather, however, students must bring a pair of shoes(uniform shoe requirement applies) to change into once inside the building.

BELTS:

- Belts must be worn and may be solid black or brown (**Pre School - K exempt**). Belts may not hang down loose. Belt buckles must be plain without sign, symbol or letter of any type.

UNIFORMS:

- Pants should not sag, be excessively long or cup up around the bottom; they should be hemmed. The waist for any pant must not be larger than one size to allow for growth and shrinkage.
- Only ASCS jackets and sweaters **or** solid navy blue, white or red sweaters, jackets and sweatshirts may be worn in the classroom.
- No insignias or logos (including Nike, Gap, Tommy Hilfiger, Polo, Dockers, etc.) are allowed on any shirt, pants, shorts, socks, sweatshirt, or sweater.
- Shorts, skirts, skooters, and skorts must be knee length.

Boys:

- Red polo shirts with school logo. Shirts must be tucked in.
- Navy blue pants or shorts (shorts must be knee length). Embellishments, designs or colored buttons, other than navy in color, are not allowed.
- **Shorts may not be worn on MASS DAY.**
- Jackets and outer wear, not of uniform, may be worn but removed when the student enters the building and hung on the students' storage area.

Girls:

- Red polo shirts with school logo. Shirts must be tucked in.
- Plaid jumper from French Toast with red polo shirts.
- Plaid skort or skooter from French Toast with red polo shirt only.
- Navy blue pants, skorts, skirts, skooters, or shorts with red polo shirt only (shorts, skirts and skorts must be knee length, no more than 2 inches above or below). Embellishments, designs or colored buttons, other than navy in color, are not allowed. No capri pants.
- **Pants or shorts may not be worn on MASS DAY.**
- Jackets and outer wear, not of uniform, may be worn but removed when the student enters the building and hung on the students' storage area.
- NOTE: All are encouraged to wear our plaid uniform, however, because sizes do not accommodate our upper grade students, solid navy is an option.

REWARD DAY:

Reward day, Friday's, is BLUE jeans day (no low rise, torn, colored, or embellished jeans or capri pants). Tops may include red polo, red, white or blue solid shirts (collar or no collar), All Saints PE shirts, Catholic Education Week shirts. Shirts must be tucked in. Any color shirt (collar or no collar) may be purchased from CRM and must have the school logo added and can then be worn on Fridays. Regular uniform shoe requirement applies.

PARENT/VOLUNTEER DRESS CODE:

If you plan to volunteer, please maintain a professional image and wear appropriate attire.

DRESS CODE VIOLATION:

The Board has established a dress code for all students. Parents accept responsibility for their children's adherence to the dress code. If a student is not in proper uniform parent(s) will be called to bring proper uniform items. Students will not be allowed to attend class field trips or other school functions until proper attire arrives. Three dress code violations will result in student not participating in Friday Reward Day. Continued failure to follow uniform requirements will result in disciplinary action up to and including suspension.

BACKPACKS and LUNCH BOXES:

You may choose the backpack and lunch box of your choice, however, anything gothic, such as skulls or bones, anything suggestive or inappropriate or anything having to do with vampires, demons or witchcraft is not allowed. This will be at the discretion of the principal.

NOTE:

The words MODEST, ACCEPTABLE, APPROPRIATE, ENHANCE, QUESTIONABLE..... have different meanings for different people. If the situation arises where the student has a different interpretation from the school authority, the principal will make the final determination.

ORDERING:

Red Uniform Logo Shirts must be purchased from CRM Discount Awards and Screen Printing at 909 W. Second Street or at French Toast at www.frenchtoast.com. It is preferred that you purchase your shirts from CRM. If a red polo shirt differs in style or color from the approved dress code, parents will be notified. This will be at the discretion of the principal.

*Prices subject to change by vendor

Solid navy pants, shorts, jumpers, skorts, and skirts can be purchased at a store of your choice as well as from French Toast. www.frenchtoast.com or by calling 1-800-373-6248. Our school source code is: QS5GKGM. Our school receives 5% from EACH purchase made through French Toast. Other items are also available through Business Notions and French Toast, but not required.

Conditions of Athletic Participation

Prior to participating in any athletic practice session or athletic event, student(s) must:

- Be officially enrolled at All Saints Catholic School.
- Be eligible based on New Mexico Activities Association guidelines (2.0 GPA).
- Have complete forms which include a physical and proof of insurance.
- Have complete forms which include parent emergency information and parent permission forms and travel permission forms to athletic events out of town.

Snacks and Lunch

To comply with Covid requirements and to keep all students, staff, and families safe: Parents must send their children each morning with their own snacks, lunch, and plenty of water. No outside restaurants or delivery service will be allowed. The school will not be providing milk or lunches at this time. Meal drop offs will not be permitted at this time.

Nutritious snacks will be provided by parents/guardians. Teachers will be responsible for providing a classroom snack schedule or for informing parents/guardians if students provide their own daily snacks. Fridays will be a rotation at a local restaurant at a cost of \$3.00 per student. Lunch includes milk. Students not ordering should bring a sack lunch. Milk will be available for purchase for \$.50. Milk cards can be purchased for \$10. Lunch cards can be purchased for \$15.

Parents/Guardians will provide daily, healthy lunches for their children. If lunches are to be dropped off or delivered to the student, the parent, guardian or indicated person puts the student's name on the lunch and drop off at front round table upon entering the school building. This is done in order to avoid classroom interruptions. ***Microwaves will not be used for warming of student lunches.*** Thermoses may be used or anything that does not need to be heated may be brought in for lunch.

Inclement Weather Policy

The decision to close All Saints Catholic School due to inclement weather will coincide with the Roswell Independent School District schedule. Notification of delays or closures will be broadcast on local television and radio stations. If the school is under a two-hour delay, pre-school classes are automatically cancelled. A two-hour delay means that the school will open at 9:30am for early room, and the school day will begin at 10am.

Fire Drills

A fire drill is scheduled each week during the first four weeks of school. One fire drill per month will be conducted thereafter. Evacuation route maps are posted in each classroom. Two disaster drills for us to know and one emergency evacuation are scheduled annually.

Lost and Found

Lost items, not labeled with a student's name, may be claimed from the Lost & Found Box located in the school office.

Communication from School to Home

At All Saints Catholic School, the ordinary means by which the school communicates regularly with parents and guardians is through the school calendar and parent email group (PEG). Parent-Teacher Support (PTS) Organization meetings will be scheduled once a month to disseminate or discuss information. Parents are expected to participate in PTS activities and attend PTS meetings as outlined in the Parent Participation and Service Hour Policy (see page 18).

Student Release Procedures

A student release form will be available for each student on which parents or guardians will indicate the persons authorized to collect a child from All Saints Catholic School. These forms will be reviewed by staff members.

Staff members may release students following the procedures listed below:

During School Hours

1. Parents, guardians, or indicated persons must check in at the school office.
2. The secretary will notify the teacher that the child will be leaving and have the child come to the office for release.
3. The secretary will verify that the child is released to an authorized person.
4. A driver's license or picture identification must be shown by the person authorized on the student release form.
5. The adult picking the child up will sign the student out as early dismissal and state the reason for early release.

Upon School or Extended-Care Dismissal

1. Parents or guardians of pre-school students must sign the student release log daily.
2. All students leaving at the end of their school day (12:30 or 3:00 p.m.) will be dismissed in the school commons area or classroom (K - 8th); the Large Pre-school Classroom (Pre-school). Persons picking up preschool children will park and walk into the preschool to collect the children. Persons picking up children grades K-8 may either use the pick-up lane OR park and walk into the school to collect the children. Please note parents who wish to park and come into the building to pick up their child will be required to wait until all vehicles in the pick up lane have been cleared. Once drive through lane has been cleared of all vehicles, students will be released to their parent/guardian and will then be able to leave the building.
3. Children in extended care must be signed out. Parents who do not sign out their children will be charged the maximum amount of daycare allowable.
4. Parking WILL NOT BE ALLOWED in the pick up/drop off lane or outside the lane next to the fence. Please park only in the designated parking spaces.

Children should not be left unattended in vehicles in the parking lot. Please do not allow children to play in the parking lot at any time.

Parent Grievance Procedure

Principles: Anyone involved in a grievance at All Saints Catholic School is expected to engage in respectful, dignified dialogue with all other parties. We strive to teach our students to be responsible, ethical individuals and it is important that, as adults, we model these behaviors in an attempt to resolve the grievance consistent with the mission statement and school policies.

Procedures: The parties involved in a grievance shall attempt to resolve their grievance quickly and informally among themselves. If the parties are unable to resolve the grievance, the Board of Directors for All Saints Catholic School shall be informed of the issue and arrive at a resolution.

Chain of Command

1. Teacher
2. Principal
3. School Board of Trustees

Appointments with Classroom Teachers

Please feel free to schedule an appointment with your child's classroom teacher. Appointments will be scheduled before or after school hours.

Classroom Visits

Please note that these are suspended at this time due to Covid restrictions.

Parents are welcome to visit classrooms but must make prior arrangements with classroom teacher. During school hours 8:00 a.m. - 3:00 p.m., parents must check in at the school office and not bring siblings during this time to assure minimal disruption to the class and activities.

Classroom Parties or Events

Please note that these are suspended at this time due to Covid restrictions.

Classes will celebrate Thanksgiving, Christmas, Valentine's Day, Easter, and End of School parties or events organized by parent volunteers planned in cooperation with the classroom teacher. Parent volunteers must make other arrangements for siblings during parties and events due to planning and safety concerns.

Field Trips

Please note that these are suspended at this time due to Covid restrictions.

Field trips are considered part of the curriculum. The number, length of time and place will be determined by the meaningfulness of the trip, circumstances and age of the students.

Parents are welcome to attend most field trips with their child's class utilizing personal vehicles. Please notify your child's teacher if you wish to attend. Teachers will inform parents if/when volunteers are needed. Number of volunteers assisting on field trip may be determined by teacher planning field trip.

Parent drivers are responsible to submitting Proof of Insurance and a current copy of Driver's License prior to each field trip. Children must be transported only in vehicles that have current registration and insurance coverage. All drivers must have current driver's license and comply with motor vehicle and traffic laws.

Bus/Van transportation will be used for out-of-town field trips and might be used for local field trips. Students may be required to pay a fee for transportation and/or admission where applicable.

Students may not attend a field trip without a signed permission slip from a parent or guardian. Field trip permission slips are signed at the time of registration and parents/guardians will be given notification of the field trip in advance of the planned trip.

Field trips are a privilege, not a right. If a child has given a teacher reason to believe that he/she may require more than an ordinary amount of supervision, the child's parent or guardian must accompany that child on the field trip in order for the child to attend.

Medication Procedures

Medications will **not** be administered at All Saints Catholic School, with the exception of emergency medication for insect bites or stings, food allergies, or asthma (inhaler). Medications are to be kept locked up in the school office or in the student's classroom. Parents or guardians must sign and state instructions for the emergency medication on the student medication form available in the school office. Students are not permitted to keep any medication in their possession, even over-the-counter medications.

School Immunization Law

As any educational institution within the State of New Mexico, the School shall comply with all statutory regulations, and guidelines set forth in the New Mexico School Health Manual.

- “No student shall be enrolled in public, private, home or parochial schools in the state unless the person has been immunized in accordance with the Immunization Schedule of the Health Environment Department.”
- “It is the duty of each school administrator, whether of a public, private or parochial school, to inquire a record showing the required immunization status of every child enrolled in, or attending a school under his/her jurisdiction.”
- “If evidence of immunization is incorrect, not complete, not begun, not completed in a timely manner, or an affidavit of exemption is not received, the administrator shall immediately commence disenrollment proceedings.”

Provisions:

1. A student has up to thirty (30) days to be in compliance with the Immunization Requirement.
2. Medical Exemption - Any child under the age of eighteen (18), through his/her parent or guardian, may obtain an exemption for a period not to exceed ten (10) months by filing a statement or certificate with the director of the State Public Health Division signed by a licensed physician stating that the physical condition of the person seeking enrollment is such that immunization would seriously endanger the life or health of the person.
3. Religious Exemption - Any parent/guardian belonging to a recognized religious denomination whose teaching requires reliance upon prayer or spiritual means alone for healing, shall present a copy of the immunization exemption form approved by the State of New Mexico Department of Health.

Vision, Hearing and Scoliosis Screening

The principal or other designated person shall arrange for annual vision, hearing and scoliosis screening for all current students and each student new to the school.

Communicable and Infectious Diseases

The New Mexico Department of Health tracks outbreaks of confirmed or suspected communicable diseases. The School Administrator complies with the reporting requirements for these conditions. The School reserves the right to require a doctor's release for return to school after a child recovers from a communicable or infectious disease. Parents/guardians shall be encouraged to have their children immunized against Hepatitis.

Physical Education Participation

Excuses from P.E. classes shall be based upon certificates signed by licensed physicians, osteopaths or chiropractors.

Health and Emergencies

The Health and Emergency Record should be completed at the time of resignation. As concerns arise, a teacher may recommend physical, hearing, vision, or speech examinations for a student. If an accident or illness occurs, first aid will be administered, and the parents or guardians notified. **Please have current home and emergency numbers and addresses filed in the school office so contact can be made.**

Please do not send your child to school if they are sick. Please do not send your child to school if any of the COVID Questionnaire answers are “YES” or if you child has a fever. * Note that at this time, the perfect attendance award is suspended. If someone in your child's class is diagnosed with COVID-19, CDC guidelines require that all close contacts (which will include teacher, classmates, and family members) will be required to quarantine at home for 14

days. Please have your child's form filled out completely except the current temperature. A school representative must do this part with our infrared thermometer. Please have your child with their face covering on prior to the staff checking the temperature.

A child who has been absent due to high fever or flu may not return to school until he/she has been fever free, without fever-reducing medicine, for 24 hours. In addition, a child who has had vomiting or diarrhea in the morning before school may not attend class that day. Parents are requested to notify the school office if a child becomes ill with a contagious disease, such as Chicken Pox. Notifications will be sent home, through the school office, informing parents that their children have been exposed to the disease.

The school will send a child home when:

The child's oral temperature is 100.4 degrees (Fahrenheit) or greater or the child shows signs of illness.

If a student is lost or separated from the class, the teacher will immediately notify the School Principal. Another staff member will supervise the class as the teacher checks and secures all exits and thoroughly searches the school grounds for the missing child. If the student cannot be located, the teacher will immediately notify the police department and the parents or guardians.

Change of Address and/or Telephone Numbers

Parents are encouraged to keep the school office informed of any change of address and telephone number. It is important that our records are current so parents can be reached in case of an emergency or should a child become ill.

Parents are requested **NOT** to call students or teachers during the school day. Messages or emergency calls will be given to the party by the office. Calls to teachers will be welcomed before and after school hours.

Students may not use the school phones without permission and good cause. Student cell phones are not permitted for use during the school day. Office personnel will make all emergency calls for students. ***The office phone is strictly for business and emergency use only.***

Electronic Devices

Electronic devices are not allowed at school. Cell phones will be allowed but must be off or silenced and remain in the students' backpack. iPods, iPads, Air Pods, Apple watches, Nintendo DS, or any other type of electronic or battery running device is not allowed in school. Any student bringing in prohibited items will have them confiscated. Only parents can pick up confiscated items at the end of the day. Continuous confiscations will lead to further disciplinary action.

Accident or Illness During School Hours

If a student becomes ill or is involved in an accident at school, the parent/guardian will be notified immediately. In case of serious injury or other medical emergency, medical staff/paramedics shall be notified. If transportation to a medical facility is required, the administrator or other official school representative shall accompany the student in the absence of the parent/guardian.

The School shall notify and submit a written report to the school's insurance agent within 24 hours of an accident at the School or during a school-sponsored activity.

Discipline and Guidance

Courtesy and good manners are modeled and encouraged at All Saints Catholic School. Our goal is to promote student confidence, self-respect, respect for others and self-control in a nurturing, safe environment. Consistent disruption of the learning environment, lack of respect for others, lack of following school rules and policies or threats to student safety will be handled accordingly.

1. Students are encouraged to handle disputes through peer negotiations, facilitated by the classroom teacher.
2. Student misbehavior will be addressed by the classroom teacher through discussion and redirection of the student behavior. Repeated misbehavior will be documented, and the parents or guardians will be notified.
3. A conference may be scheduled between the teacher and the parents or guardians. The principal will be notified and may attend the conference. Documentation of the conference will be made.
4. Severe misbehavior requires immediate notification of the parents or guardians. Parents or guardians are expected to arrive at school to discuss the incident and possibly remove the child for the remainder of the school day. Documentation will follow.
5. Ongoing inability of the student to cooperate with peers, staff, and/or faculty will be resolved by the Board of Directors for All Saints Catholic School.

Corporal punishment is not permitted in the schools of the Diocese of Las Cruces.

Bullying

It is the policy of the board to prohibit “bullying.” This includes any type of threats and “cyber-bullying.” “Bullying” means a way of behaving aggressively in which a person is subjected to intentional unwanted and unapproved hurtful, verbal, non-verbal, and/or physical actions.

In assessing the existence of this policy and the appropriate discipline, the principal or his/her designee shall consider the nature and extent of the conduct, the age of the student(s) involved, the context of which the alleged conduct occurred, and any prior history of conduct prohibited by this policy on the part of the violator. Discipline shall be at the discretion of the principal.

Code of Conduct

The Student of Conduct at All Saints Catholic School has been developed with conviction that all students shall treat each other, school employees and visitors with the respect that befits their dignity as it is a sign of the Good News of Jesus Our Lord.

COURTESY AND GOOD MANNERS

Students at all times shall address teachers, administrator, school secretary, tutors, custodians and volunteers using proper titles and full names: Mrs., Mr., Miss, Sister, Father or the title “Sir” for men and “Ma’am” for women. First names are never to be used. The reason for this policy is to help students understand their appropriate role in relation to the person being addressed and to avoid familiarity which can lead to disrespect and a common attitude.

Self-Discipline

All Students are expected to:

1. Respect and obey teachers, staff, volunteers and the principal and be courteous to all who come to our school.
2. Be responsible for protecting the rights and safety of others.
3. Accept responsibility for their own actions.
4. Dress appropriately and practice habits of good personal hygiene.
5. Arrive at class on time daily except for illness or emergency, in which case a note or call from home will be provided.
6. Do all assigned class work on time.
7. Treat material items (books, building, grounds, food) with care and respect that show they understand what it means to live in a world where many are poor and where resources need to be shared.

Weapon Policy

No student shall bring a weapon on to school property, nor carry or keep any weapon (look-a-like weapon) on school property while attending or participating in any school activity. Threatening to bring a weapon, or threatening to use a weapon is harassment and within the scope of this policy. Any student in violation is subject to disciplinary action including suspension, expulsion, and discipline under the law.

Search and Seizure

Officials of the school reserve the right to search school property assigned to a student and a student's person or property while the student is under the authority of the school. Reasonable suspicion is in effect if a school official is attempting to prevent an injury or obtain prohibited substances.

Prohibited Substances

The school prohibits the use, possession, or distribution of any illegal substance on school premises which, when ingested, inhaled, injected, or smoked, affects a person's mood or behavior. Prohibited substances include associated paraphernalia. Any student in violation is subject to disciplinary action including suspension, expulsion, and discipline under the law.

Suspension

Suspension is the barring of the student from school entirely for a specified period to time, but no longer than ten (10) days. Suspension is for a continued minor offense or for a major offense. This will take place after the administrator contacts the parents giving the reasons and the effective dates for the suspension. Suspension is invoked to prevent disruption of the school environment or to assist the affected pupil in overcoming a disciplinary problem. A written notice of the suspension will be given to the parents; a copy is also kept in the student's file. Parent/Guardian must meet with the administrator before the student is allowed to return to school. Teachers involved will participate in this conference, and the student will be present.

Students with repeated suspensions, for whatever cause, will be asked to withdraw from school.

Termination

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

Arrival/Departure

During the Covid restrictions, all parent must use the drive-up line for drop off and pick up. Students may not exit the vehicle until a parent has handed in a completely filled out Covid questionnaire for each student, each has had their temperature taken, and has their snacks, drinks, and lunch.

For the safety of the students, parents/guardians of preschoolers must park in the parking lot and walk the children into the school building. Preschool parents may use the drive-thru lane from 7:50 am to 8:20 am. Parents/guardians of children grades K-8 must either use the drop off lane to drop off their child OR park in designated parking spaces in the parking lot and walk the child to the school commons area.

Pick up is the same as the arrival procedure. If someone other than the legal guardian or a designated contact person will be picking up the child, written notification to the teacher must be sent in advance. A picture ID is required before a student will be released to a person not on the authorized pick up list.

Parents, guardians, and teachers must work together to facilitate the social, emotional, and moral growth of the students at All Saints Catholic School.

Safety Policy

Covid precautions will be strictly followed. No one will be permitted to enter the building without the Covid questionnaire, temperature check, and face coverings. No nonessential persons will be permitted in the building at this time. The school will function as a closed campus until it is deemed safe to the health of our students, families, and staff .

The school intends that its students and employees have a safe environment in which to study and work. The school administration believes that safety is part of everyone's job, and that employees especially are responsible to help prevent and eliminate conditions and situations which may cause accidents, be hazardous, or threatening on the complex. Therefore, parents should report immediately any hazardous or unsafe conditions to the principal or office manager.

Unauthorized/Suspicious Persons

All visitors to the school must report to the office and obtain a "Visitor's Badge". Anyone resisting this procedure must be reported immediately to the school principal or directly to the police if the situation seems to warrant it.

Building Security

The School Building shall be kept locked outside of regular hours, except for after-school and evening activities requiring that it be open. During lunch period or other extended periods of time when no one is present, offices and classrooms are to be locked.

Child Abuse and Neglect

Every employee of the school must comply with New Mexico's State Statutory Requirement to report child abuse and neglect. If the school administrator or any other person is informed by a school employee of known suspected child abuse, those individuals, likewise are required to report.

"Every person...who knows or has reasonable suspicion that a child is an abused or neglected child shall report the matter immediately to:

1. A local law enforcement agency
 2. The department office in the county where the child resides; or
 3. Tribal law enforcement or social service agencies for an Indian child residing in Indian country." (NMSA 32A-4-3)
- June 1998: A Statewide Central Intake (SCI) number was established and is to be used for reporting Child Abuse: 1-800-797-3260.

School Administrators and Educators are bound by law to report child suspected child abuse and neglect, filling out the appropriate form available in the school office.

All school personnel are required by the State and the Diocese of Las Cruces to attend the Sexual Misconduct Workshop as provided by the Diocese.

School Supplies

Students are given a list of recommended school supplies at the time of registration or before school commences. These are to be obtained by the first day of school, labeled and maintained throughout the school year. All students are required to have a backpack with their name labeled on it.

Disaster Plan

In the event of an emergency evacuation the children will be moved to the following places in this order:

1. Assumption of the Blessed Virgin Mary Church – 2808 N. Kentucky – 575-622-9895 x300.
2. Assumption of the Blessed Virgin Mary PARISH OFFICE – 2808 N. Kentucky – 575-622-9895 x300.
3. Eastern New Mexico Medical Center - 405 W. Country Club Rd., Ph: 575-622-8170.

Parents will be called and notified of the location where they are able to pick up their child.

All staff will accompany the children except for the principal and the secretary, who will remain at the center, if safe, to call parents, and report to authorities the nature of the disaster. Any parent wishing to view All Saints Catholic School Disaster Plan for Fire, Flood, Severe Storm, Hostage and Bomb Threat may ask for a copy of said plans from the secretary or principal. These plans are in each faculty members handbook and are covered in the school years first in-service and again upon returning second semester. Emergency Response handbook is also posted in each classroom.

EMERGENCY DISASTER PROCEDURES

Event	Procedure	Action
Bomb Threat	Leave Building	Orderly movement of students and staff from inside the building to an outside area of safety.
Fire	Leave Building	Stated above
Severe Weather	Shelter – In Hallway DUCK, COVER Time permitting: Leave Building/ DUCK, COVER	Duck to your knees and cover your head All staff will accompany the children to the bathrooms or secure hallways of the school.
Weapon on Campus	Lock Down	INITIATE Lockdown
Utility Outage	Go Home	Students are dismissed from classes to return home by the most expeditious means. This action will be authorized by the administration only if there is time to transport students to their homes. Early dismissal will occur only if time permits adequate notification to parents or guardians.
Explosion	Classrooms: DUCK, COVER Open Areas: DROP Leave Building	Duck to your knees underneath tables or desks away from windows. When students and staff are in open areas such as the playground and athletic fields, drop to the ground and shield face and eyes with arms. STATED ABOVE

Parent Participation and Service Hours Policy

All Saints Catholic School is a private parochial school. As with other private schools, the cost to educate each student far exceeds the cost of tuition. Parental support and fund-raising at All Saints Catholic School helps close the gap between the cost of education and tuition. Additionally, and more importantly, research has demonstrated that children who achieve high academic success have parents who participate in their school's activities. In essence, "Service Hours" and "Parent Participation" are volunteer time spent by parents helping the school in various ways. To provide a quality education as well as to maintain and develop new programs at All Saints Catholic School, the following Service Hours Policy and Parent Participation Guidelines has been implemented and applies to every family with children enrolled at All Saints. As a parent of an All Saints student(s) you are expected to show your support by being involved in our school and its activities. Any family member over 18 is eligible to volunteer and complete hours for the family.

Important Points:

1. As the parent(s) of an All Saints Catholic School student, you are expected to serve at least forty (40) service hours per school year or pay a tuition supplement of \$20 per incomplete hour. Parents with only Pre-K students are expected to serve twenty-four (24) service hours per school year or pay a tuition supplement of \$20 per incomplete hour.
2. Completed Service Hours must be logged and submitted to the school office no later than May 1st or you will receive a bill for the incomplete hours.
3. Within the school year, each family is to raise a minimum of four hundred dollars (\$800.00) via their participation in All Saints Catholic School fund-raising activities. You will be notified of the specific events and requirements of each event.
4. It is your responsibility to actively participate in the education of your child(ren) at All Saints Catholic School.

If you need additional or replacement service hour time sheets to keep track of your service hours, please contact the school office.

Donation/Memorial/ Honorarium Form

Name of Donor _____

Address _____

City _____ State _____ Zip _____

Please accept my contribution of \$ _____ designated for one of the following:

_____ General Fund

_____ Technology

_____ Tuition Assistance

_____ Wherever donation is needed most

If interested, the school also has Honorarium Bricks available. Check with the school for prices.

Please make checks payable to All Saints Catholic School.

Your contribution is tax deductible. **TAX ID#: 01-0728205**

Given in Honor of _____

Given in Memory of _____

Please send an acknowledgment card to:

Name _____

Address _____

City _____ State _____ Zip _____

Send to: All Saints Catholic School
2700 N. Kentucky Avenue
Roswell, NM 88201