

HOLY CROSS CATHOLIC SCHOOL

Serving Families Since 1949

STAFF HANDBOOK

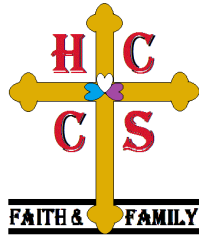
Policies and Procedures
2024-25



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“I give you a new commandment: Love one another just as I have loved you. It is by your love for one another that everyone will recognize you as my disciples.” John 13: 34-35



The Archdiocese of Santa Fe Catholic School Policy Manual (ASF/CSPM#1400) governs all Parish preschools and elementary schools and the Archdiocesan high school. The policies of the Archdiocese of Santa Fe Catholic School Policy Manual are incorporated into the Holy Cross Catholic School staff/Staff Handbook.

Mission Statement

Enlightened by the Holy Family of Nazareth, we at Holy Cross Catholic School, in partnership with parents/ families, provide an advanced and faith-based educational experience with an emphasis on the Catholic family values unique to Northern New Mexico to all students Pre-K-8th.

Philosophy

Since parents are the primary educators of their children, we at Holy Cross Catholic School, in partnership with parents/families, provide students Pre-K – 8th with a creative and respectful learning environment, always striving for academic excellence and intellectual growth in the atmosphere of a Christian Catholic Community at work, at worship and at play. By living and learning the Gospel values of faith, service, courage, justice, hope, love and reconciliation, the goal is to transform a person of virtue into a person of Christ. We honor the dignity and importance of each individual and we respect and strive for the autonomy, which enables everyone to be whatever he or she is called by God to be.

The staff determines whether or not our school is successful. Each member of the staff is vitally important to Holy Cross Catholic School. To insure that each of us can live our ministry in faith, a spirit of hope pervades our school. Staff, students, and parents alike should be appreciated, respected, and always feel “at home”.

As a member of the Holy Cross Catholic School community, each staff member daily models Christ's message of love in his/her words and actions. In a spirit of Christian generosity, staff are expected to graciously volunteer to help develop the interests and spirit of our students while supporting the goals and objectives of the school. Each member of the staff is considered to be an essential builder of the community, contributing to a welcoming atmosphere of respect.

This handbook is to enable the staff to understand and implement the policies of Holy Cross Catholic School and the Archdiocese of Santa Fe. The school's handbooks--this handbook and the parent/student handbook, are an addendum to the Archdiocesan contract. To enable the staff to work together effectively, all staff members are responsible for:

Implementing the philosophy and values of Holy Cross Catholic School and the Catholic Schools Office of the Archdiocese of Santa Fe

Knowing and implementing the policies and procedures in the Parent/Student Handbook.

Adhering to the policies of the Holy Cross Staff Handbook.

Goals

Goals are reviewed and established annually by the staff. Examination and analysis of disaggregated student data is the first step in establishing goals. Classroom teachers are responsible for communicating to parents the progress of their child toward attainment of the school-wide goals (Student Learning Expectations).

All students will score in between 50%-99% on the STAR testing in reading and math by the end of the year.

By completion of grade 8:

All students will have participated in service-learning activities to understand their purpose in this world is to live out Jesus' Gospel message of service and stewardship in the community.

Students' progress toward achieving the school-wide student learning expectations (SLEs) is measured by grade level benchmarks in Reading, Writing, Math and Service Learning.

Hours of Work

Staff are expected to be at school by 7:30 AM Monday through Friday. In the absence of teachers, other staff members may be asked to substitute during any non-teaching periods. This practice will be used only when other alternatives have been exhausted.

Before school, staff should be in Marian Hall at **7:30 AM**. Students begin prayer in Marian Hall at 7:50 AM. After school, teachers are to be available until at least 3:30 PM Monday through Friday for parent conferences or student tutoring. **If a staff member needs to leave prior to the end of the day, please notify the principal.**

All staff will sign out in the notebook before leaving the building to run an errand, for an emergency, etc.

Role of the Pastor (ASF/CSPM#1050)

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

Role of the Principal (ASF/CSPM#1060)

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

Role of the Elementary School Lead Teacher (ASF/CSPM#1060.1)

Under the direct supervision of the Principal, the lead teacher assists in the administration and supervision of the school. The lead teacher performs the duties assigned by the Principal as well as those outlined in the classroom teacher's job description. The lead teacher exercises the authority of the Principal when s/he is away from the school.

Role Of The Teacher (ASF/CSPM#1060.2)

Under the supervision of the Principal, the teacher serves actively in the education and faith development of the students. Archdiocesan and Parish/Regional Catholic School teachers are expected to abide by the standards of faith, morals, and teachings of the Catholic Church. Archdiocesan and Parish/Regional Catholic school teachers fulfill the duties as specified in the Archdiocese of Santa Fe Teacher Competencies and in accordance with Archdiocesan and local school policies.

Religious Standards In Employment (ASF/CSPM#3010)

It is the unique responsibility of a Catholic school to provide means and opportunities for the religious education and development of students. Hiring priority will be given to candidates, for teaching positions, who are Catholic, have an understanding of the Catholic faith and have a commitment to living that faith. Whether Catholic or not, teachers must model and uphold the teachings of the Catholic Church.

All school personnel are to conduct themselves in a manner that will be reflective of the goals of Catholic education. They are expected to become familiar with the mission statement, philosophy, goals, and objectives of the school and be supportive of them.

Accreditation (ASF/CSPM#1100)

All parish elementary schools will be accredited through the accrediting association designated by the Superintendent. The purpose of accreditation is to confirm that the professional educational standards of the school meet applicable guidelines. The accreditation process is intended to promote continuous school improvement.

Holy Cross Catholic School is fully accredited through the Western Catholic Educational Association and the Public Education Department of the state of New Mexico. Our next accreditation visit will be in 2024.

Contractual Responsibilities (ASF/CSPM#3100)

Teacher contracts will be for a term of one academic year only. The principal shall notify all teachers no later than the last day of the current academic year as to whether an offer contract will be made for the next academic year. A teacher who has been offered a contract can accept the offer by returning the signed contract to the designated school authority no later than fourteen (14) days after the offer. *Failure to accept the offer within fourteen days shall constitute a rejection of the contract offer.* Any extension of the date for the offer, or deadline for acceptance, can be made only by mutual consent of principal or Pastor/Rector and the employee. Such an extension must be written and signed by both parties, with notification of the extension given to the superintendent.

HCCS follows the policies of the Archdiocese of Santa Fe in regard to the signing of contracts for professional staff. Contracts are issued on a year-to-year basis and there is no expectation of continuing employment.

In order to insure continuity within the classroom and to protect the rights of students, staff, and the school, all teachers must sign a contract. The contract defines the salary, term of employment, and required duties. The Holy Cross Catholic School Staff Handbook and Parent/Student Handbook are considered an extension of the Archdiocesan contract. One copy of the contract will be given to the employee and the duplicate will be kept in the personnel file in the school office.

Background Investigations (ASF/CSPM#3020)

The Catholic Schools Office requires that all certified/licensed Catholic school personnel, including administrators and teachers, complete the Archdiocese of Santa Fe Abuse Awareness Training (VIRTUS) within 60 days of the date of hire. Upon completion of the training the Safe Environment/Victims Assistance Office of the Archdiocese will conduct a background check.

Failure to complete the training and background check within the first 60 days of the date of hire will result in suspension until both are completed. Suspension may not last more than 30 days and will result in termination if the training and background check are not completed by that time.

The Catholic Schools Office may require Catholic school personnel to update their background check every 5 years.

Certification

A Standard License, from any state, is required for all teachers and educational assistants. It is the professional responsibility of each teacher to maintain a current license/certification for the area that he/she is teaching. A copy of the teaching license must be on file in the Catholic Schools Office as well as in the individual's personnel file at Holy Cross. In addition, a staff member must submit the following documents to the Catholic Schools Office:

- a background check
- a drug/alcohol screening
- three letters of recommendation
- bloodborne pathogens
- official transcripts
- abuse awareness training (virtus)
- new employee in service

Termination for Cause

The following are the grounds for immediate termination:

1. Serious violation of contract or employment terms
2. Incompetence
3. Incapacity
4. Insubordination
5. Negligence
6. Immorality
7. Neglect of duty
8. Serious violation of the teachings of the Catholic Church
9. Attitudes and/or behaviors that demean Catholic beliefs or practices
10. Public scandal or public acts which violate the teachings of the Catholic Church
11. Sexual abuse or harassment
12. Abandonment of job
13. Theft
14. Fraud
15. Conviction of a felony or misdemeanor which may affect one's ability to perform one's assigned duties
16. Violation of ethical standards

Teacher Breaking of Contract (ASF/CSPM#3160)

Justice and professionalism demand that employees having entered into a contractual agreement for a particular school year will not seek employment at another school or business during that same contract term.

A teacher who has signed a contract with a school of the Archdiocese of Santa Fe may not terminate employment without prejudice during the term of the contract nor for a period of 30 days prior to the beginning of the school year except by written mutual agreement of the

principal and the teacher. **Teachers who break a contract with prejudice must pay 10% of the contract amount to the school.**

Teachers who sign two contracts may be subject to the loss of their teaching license/certificate if reported to the issuing State Department of Education.

Lawsuit Against the Archdiocese (ASF/CSPM#3560)

Any person who is or has been involved in a lawsuit against the Archdiocese of Santa Fe is not eligible for hire in the Archdiocese.

Professional Ethics

Professional Ethics requires discrete interactions with all involved in an educational community. On or off campus, staff members are expected to maintain exemplary conduct.

- **Students:** Academic and personal student issues must only be discussed with the immediate staff on professional terms. When a problem arises, the principal must be advised immediately and the situation resolved.
- **Staff:** The actions or teaching abilities of staff members should be discussed only in a professional manner. All staff members should be considered as equally important members of our team. Interactions with colleagues should be honest and when differences occur, both parties should work toward a mutually satisfactory resolution.
- **Administration:** Mutual respect, loyalty, and support between the administration and the staff are required for a good working relationship. Communication must be honest and direct. The staff must support the decisions of the administration and refrain from discussing professional differences with students or parents. **Any breach of professional confidence may be cause for dismissal.**
- **Parents:** When speaking with parents, **on or off campus**, there should be no criticism of our administrators, staff members, parents, or students. Discussions with parents must focus only on their child. Discussions regarding the behavior and attitude of every child should be objective and framed in positive language.

Professional Behavior (ASF/CSPM#3500)

Teachers in the Archdiocese of Santa Fe have been placed in a position of trust and as such are expected to maintain professional relationships at all times with their students, parents and other staff both in and out of school, including vacation periods. By virtue of their position in the community, teachers have an obligation to maintain Catholic Christian, professional decorum at all times.

All gatherings, whether in or out of school, where teachers are present with students and/or parents are considered occasions that call for professional behavior.

In the absence of permission from the principal, teachers should not entertain students in their homes. Teachers shall not engage in dating or other social relationships with students outside school.

All social activities with students or groups of students organized by teachers are to be conducted on school premises unless otherwise directed by the principal.

Use of alcohol, cigarettes and/or tobacco products by teachers in the presence of students is forbidden during working hours and during activities connected with the school.

Teachers should not meet with students other than on school premises, except with permission of the principal in extraordinary circumstances.

All electronic communications to and from Archdiocesan school employees shall be for the purpose of official school business. Teachers should not use the Internet to engage in chat rooms, email, social networks, or other electronic communication for the purpose of socializing or informally communicating with students outside of school. Any teacher who knowingly enters pornographic or other inappropriate websites or uses the hardware or electronic capabilities of the school for personal reasons without the permission of the principal may be subject to disciplinary action or termination. Teachers are responsible for maintaining the security of computer hardware, thus prohibiting student access to the teacher's e-mail and/or confidential files.

Being Alone With Students

No employee is to be alone with a single student unless the door to the room is open or a window or other opening allows persons to view the room or unless he/she is in an open area of the school or grounds.

Controversial Issues in the Classroom

Depending on the age of the student, the classroom should be a place for the mutual exchange of ideas, allowing for the discussion of controversial topics in an open and intellectual fashion. The teacher must avoid taking advantage of his or her position in the classroom by suppressing student views that differ from his or her own. **The teacher may not promote any position that would be opposed to those promulgated by the Catholic Church.**

Contractual Days

The first contract day is included on contracts. All staff are expected to be in attendance the first and last week of the school year.

Staff members are expected to attend all school and archdiocesan meetings, teacher meetings, and professional development trainings/workshops/in-services. Staff should avoid scheduling appointments on these days. Teachers not in attendance for professional development days must claim this day as a personal day.

Professional Dress

- Staff members may wear jeans if they are appropriate.
- Staff members are expected to be well-groomed, neat, and professional in appearance.
- Staff may not wear, shorts, athletic wear, strapless tops, spaghetti straps, or sweatpants.
- Female staff should not wear tops that are low-cut or show cleavage.

Technology Usage

Each staff member is expected to sign an Authorized Use Policy Agreement and enforce this policy with his/her students (Refer to Technology Authorized Use Policy Agreement). Students using computers should be monitored continuously for the appropriateness of all sites.

Tutoring (ASF/CSPM#3430)

Teacher recommendations for tutoring must be approved by the principal. No teacher may accept pay for tutoring a pupil from his/her class during the academic year.

Use of Name Policy (ASF/CSPM#1540)

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

Staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the principal and Pastor/Rector in Parish/Regional schools.

In appropriate cases determined by the principal and Pastor/Rector or principal and superintendent, permission for ongoing events, activities, or publications requiring approval under this policy may be given.

Smoking

The Archdiocese of Santa Fe has a smoke-free policy. Therefore, smoking is prohibited everywhere on the grounds of Holy Cross Parish.

Outside Employment

Teachers must not engage in gainful employment that interferes with school duties. The administration reserves the right to judge whether or not outside employment is compatible with schoolwork and responsibilities.

Co-Curricular Activities

All teachers are expected to assume some non-teaching responsibilities. Examples of such activities include a morning greeter at 7:30, lunch and recess duty, coaching an academic team, and moderating various school activities or events that occur on an occasional basis. The administration will distribute such duties as evenly as possible.

Disciplinary Actions

Holy Cross Catholic School is a Roman Catholic Institution and the staff represents this institution. The life choices of staff members must be consistent with the expectations of a Catholic in good standing with the Catholic Church. Any conduct inconsistent with the teachings of the Roman Catholic Church shall be grounds for disciplinary actions as the principal and/or pastor should deem appropriate including termination of the contract of employment.

Duties

Staff members are assigned to supervise during recess, lunch, and dismissal. Only Band-Aids and ice may be administered to students. Students should be instructed to wash abrasions with soap and water. Students with serious injuries should be escorted to the office.

All staff must follow universal health precautions as outlined in the Archdiocesan Bloodborne Pathogen training at all times. Gloves must be worn at all times when dealing with bodily fluids, vomit, or blood.

Student Supervision (ASF/CSPM#2310)

Supervisors shall be present and actively supervising students in a reasonable and prudent manner appropriate to the activities/classes to which they have been assigned. Supervision requires both physical presence and attention to students. Supervision of all students at all times is the legal responsibility of the teacher and requires both physical presence and attention to students. Students may not be left unsupervised at any time. If possible, ask another teacher to monitor students or call the office.

Students should never be left in building A or B before or after school without supervision; this includes children of staff. Staff should not be involved in social conversations, using a cell phone, or texting when supervising students during lunch recess. Staff should always be alert to areas of concern.

Teachers who provide tutoring services to students after school must make sure that students have been picked up or have reported to Extended Care before leaving.

Safety

Unsafe building or grounds conditions are to be reported to the principal.

Release of Students (ASF/CSPM#2310)

Students shall only be released from school during school hours at the written request of their custodial parents or legal guardians. Students shall not be permitted to go off campus for field trips or school-sponsored events without the written permission of their custodial parents or legal guardians. School personnel shall not knowingly permit students to leave campus during school hours or immediately before or after school with any person, agency, or organization other than the student's custodial parent or legal guardian unless the school is explicitly authorized to do so in writing by the custodial parent or legal guardian.

Staff Professional Growth (ASF/CSPM#3400)

Each teacher and assistant principal, full or part-time, will plan and engage in programs of religious and professional growth. The Assistant Principal/Teacher and Principal will review the professional growth program as part of the annual evaluation process.

Each principal will likewise plan and engage in programs of religious and professional improvement. These plans will be reviewed and updated as part of the annual Principal evaluation process.

Staff are required to record attendance at in-services on the appropriate Archdiocesan form. A copy of the Record of Professional Development is given to the principal at the end of the school year.

Principal, assistant principal, and teacher attendance at Archdiocesan and local in-services is mandatory. Absences will be handled in accordance with the Archdiocesan policy on Leaves of Absence (Policy No. 3150). Unauthorized absence from an in-service will be treated as any unauthorized absence from work. Wages will be deducted at a rate based on the daily wage and the length of the in-service time missed (6 hrs. = 1 day). (ASF/CSPM#3410)

Personnel Files (ASF/CSPM#3140)

The Catholic Schools Office maintains the original personnel files of all licensed employees. Each principal shall keep a duplicate personnel file for the assistant principal and each teacher.

All licensure information must be sent to the Catholic Schools Office by **September 30** of the current school year or within **60 days** of the date of hire. The documents required for the files of licensed personnel kept in the Catholic Schools Office include:

1. Completed Archdiocesan application
2. Three letters of recommendation of professional nature
3. State licensure, **valid for the position**
4. Signed contract for the current position/school year
5. Official college transcripts which substantiate the salary lane indicated on the current contract
6. Personnel Employment Record
7. Record of Professional Development
8. Sexual Misconduct Policy and Procedures Workshop VIRTUS completion certificate
9. Criminal Background Check report
10. Form I-9, Employment Eligibility Verification
11. Drug/Alcohol Screening

Copies of these items are also kept in the school's personnel file. When an employee terminates, the personnel file is kept indefinitely by the Catholic Schools Office; the Personnel Employment Record is kept permanently.

Items in an employee's personnel file are the property of the Archdiocese of Santa Fe and the local school where the individual is employed. Access to personnel files shall be limited to the Superintendent, professional staff of the Catholic Schools Office, Pastor/Rector, Principal/Director, attorneys designated by the Archdiocese, and as otherwise designated by law. While under contract and with prior notice to the Principal/Director, the Assistant Principal or Teacher may have access to all unrestricted material in his/her file and may review the unrestricted material only in the presence of the Principal/Director. The personnel file may not be removed from the office; however, the Principal or Teacher may request copies of any unrestricted materials. No other request for information from a personnel file will be honored. This policy does not apply to documents requested by a properly served subpoena.

Requests for personal information about an employee, such as for the verification of employment or salary, must be handled by the Catholic Schools Office or the school administrator and may only be given when the request has been verified to be legitimate. The CSO and school office are to keep confidential the employee's home address and telephone numbers and may not provide such information without the employee's permission, which includes uses for fundraising and other school-related activities.

When an employee transfers from one school to another within the system, the employee should request in writing that the principal forward the personnel file to the new school. The school is to send the complete file, keeping a copy of the Personnel Employment Record permanently for verification of employment. The employee must immediately notify the Catholic Schools Office about the change.

Salaries and Benefits

Notice of Students Non-Discrimination Policy

The Catholic schools of the Archdiocese of Santa Fe, under the jurisdiction of Archbishop John C. Wester and the direction of the Superintendent of Catholic Schools, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit handicapped students in accordance with Archdiocesan Policy No. 2000 concerning student admission. These schools do not discriminate on the basis of race, age, handicap, color, or national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, or athletic or other school-administered programs.

Salaries (ASF/CSPM#3120)

The Archdiocesan Salary Scale is applicable to all full-time lay elementary school teachers unless a Parish/Regional school has received a written exemption from the Superintendent.

- A. A full-time teacher is one who works under the direct supervision of the Principal for at least 37.5 hours per week.
- B. The amounts shown on the salary scale are annual contract salaries for full-time teachers. Part-time teachers should be paid a proportion of the salary scale based on the number of hours worked compared with 37.5 hours per week. Payment is made, less required deductions, over a ten or twelve-month period at the option of the teacher.
- C. First-year teachers entering employment in the Archdiocese shall ordinarily begin on the first step (Step 0) of their classification. Further advancement on the salary schedule shall be governed by the provisions in paragraphs D-H below.
- D. Classification under the salary scale is based upon earned collegiate degrees, regular semester credits earned in excess of degree requirements in fully accredited colleges and

universities, and CDE units. Credits earned elsewhere will be acceptable only on approval of the Catholic Schools Office.

E. Classifications under the salary scale are determined once annually, on the basis of credits earned prior to the first day of service. It is the responsibility of the teacher, according to local policy, to indicate in writing his/her intention to take courses during the summer that may result in reclassification before the first day of required service. Any classes taken without prior notification, and any credits earned after the first day of service, count towards salary classification for the following academic year.

F. Transcripts or official grade cards containing evidence of credits earned should be filed with the principal immediately upon completion. The principal shall file these transcripts with the permanent academic record of the teacher.

G. A teacher who has accumulated the necessary additional semester and/or CDE credits will be advanced to the next lane in the following academic school year.

H. When determining an employee's years of service, all years of *applicable* experience within our *school system* will be counted and up to 5 years of *applicable* experience external to our school system may be counted.

Pay Period

Pay is according to your contract, based on a 12-month schedule. Employees are issued checks every other Monday.

Payroll Deductions

In accordance with federal law, all personnel is subject to automatic payroll deductions for social security, and federal, and state income taxes. Holy Cross Catholic School pays an equal amount for social security taxes withheld.

Retirement

Retirement contributions are not made by the school or archdiocese, the school has a relationship with Equitable Financial, and payroll deductions can be made. An employee is eligible to participate after three (3) months of permanent full-time or part-time employment.

Health Insurance

Health insurance is through the Catholic Schools Office. This is to be reviewed and included before contracts are offered and signed for the new school year.

Health insurance coverage paid by the school is to be up to 50% of the cost of a single premium for the employee.

Length of Service

Percentage of Contribution by School

90 days through completion of 3 years	25%
3 years through completion of 5 years	35%
5 years through completion of 10 years	50%
After 10 years	75%

Accumulation And Use Of Sick Days And Personal Leave (ASF/CSPM#3110)

Staff are given eight (8) sick days and two (2) personal days per school year. A teacher is able to accumulate a maximum of twenty sick days which include eight days for the current school year.

There will be no payment of unused sick leave paid at the end of a contract year, on termination, or in the event of death.

Planned personal leave days must be approved by the Administration. Personal leave may not be granted if several employees are expected to be absent from school. **Except in cases of emergencies, employees are asked to give a minimum of one week’s notice to the office.**

It is recognized that there are times when staff members are required to be absent from their job. Leave request forms should be submitted to the principal as soon as possible and a minimum of one week in advance so that arrangements for a substitute may be made. In allowing for these necessary occasions, the following categories of leave are established:

Leaves Of Absences(ASF/CSPM#3150)

Leaves of Absence - Leave is defined as any authorized absence within a contract year for regularly scheduled work days that have been approved by the proper authority. The following types of leave are available to principals, preschool directors, assistant principals and full-time teachers, and full-time educational assistants and may be made available to part-time teachers and educational assistants if specifically provided in their contracts. A full-time teacher is one who works under the direct supervision of the principal for at least 37.5 hours per week.

1. Sick Leave - Sick leave is earned by principals, full-time teachers and educational assistants, and, part-time teachers and educational assistants, at the rate specified in the individual's contract. An employee may, at the discretion of the administration, use a portion or all of the total annual sick leave to be earned during the year in advance; s/he then must complete the school year in order to be entitled to the full amount. Unused sick leave may be accumulated to a maximum of twenty working days for teachers. Unused sick leave shall be transferred with the teacher from school to school in the Archdiocesan system. Sick leave **may not** be used for vacation. Sick leave may be used **only** for employee illness, injury, or pregnancy; or to care for an immediate family member. No pay will be given for unused sick leave. A doctor's certification verifying inability to work may be required when sick leave is taken in excess of three consecutive working days. A fitness-for-duty medical certification to return to work must also be provided if the sick leave or medical leave has exceeded twenty days. Sick leave that is taken in circumstances that would qualify for Family and Medical Leave (FMLA) will also be counted against the individual's total available FMLA leave.

2. Personal Leave With Pay--Teachers and educational assistants may use two days per year to conduct personal business. These days **must** be approved by the Principal **in advance**. The day before and after a holiday and the first and last day of school should not be used for personal leave.
3. Leave Without Pay -Teachers and educational assistants will be considered on Leave Without Pay any time the employee is absent from work for a purpose not specifically covered by Policy No. 3150, or when the employee has used up his or her available leave under a specific category (i.e., if an employee is absent due to illness but has no Sick Leave available). The employee's daily wage will be subtracted for each day the employee is on Leave Without Pay. The daily wage shall be computed at the rate defined by the number of contracted days to be worked in the current academic year.
4. Bereavement/Funeral Leave - Principals, assistant principals, teachers, educational assistants and support staff may use up to three working days for death in their immediate family. Bereavement Leave is with pay and is **not** to be deducted from Sick Leave or Personal Leave. Additional days, if necessary for travel, may be taken as Personal Leave. "Immediate family" is defined as: parent, step-parent, legal guardian, brother, sister, spouse, child, step-child, grandparent, grandchild, and in-laws. Leave for funerals other than immediate family will be considered on an individual basis and must be approved by the Principal.
5. Court Leave - Time off for jury duty shall be granted. It is the policy of the Archdiocese of Santa Fe that full pay will be granted to an employee who is required to respond to a formal written summons to appear in court for jury duty, subpoena, or other legal process which requires an absence from work (but does not include court summons that are the result of personal issues, negligence, or infraction of the law, in which cases personal leave must be used). The employee must notify his/her supervisor of the required court leave by presenting the official court summons as soon as possible after receipt of notice to appear. Upon completion of the employee's court obligation, he/she is required to return to work promptly, unless to do so would equate to less than one hour remaining in his/her normal work day. In the case of jury duty or other court-compensated service, the employee is required to turn in such compensation to the Catholic school. In the event that an employee reporting to the court for jury duty, or pursuant to subpoena, is excused for the day, s/he shall report to school for duty within a reasonable time the same day.
6. Military Leave - Military leave will be granted as required by applicable federal and state law.
7. Professional Leave - The principal, at his or her discretion, may grant permission to teachers to attend educational meetings, workshops, or conventions, or to observe the educational programs of other schools without loss of pay. The Pastor/Rector, in his discretion, may similarly grant permission to the Principal to attend educational meetings, workshops, or conventions, or to observe the educational programs of other schools without loss of pay.
8. Educational Leave of Absence - For needs extending beyond the benefit of FMLA or for other personal reasons, an *unpaid* leave of absence or a sabbatical leave (for professional

study) may be granted for a valid reason. As an extension of the FMLA, such a leave may be granted to an employee with at least 1 year of service; leave of absence for other reasons or sabbatical leave may be approved for an employee who has worked at least 7 years in the Archdiocese of Santa Fe Catholic Schools System.

Such leave is restricted to not more than one contract year. For contract employees, the leave must be requested in writing and approved by the Principal and Superintendent; for other school personnel, the leave must be requested in writing and approved by the Principal and Pastor/Rector; in the case of a principal, the request must be directed to the Pastor/Rector and Superintendent. The date of departure and return must be clearly indicated in the written request.

During the time of the leave, no vacation or personal leave will accrue, nor is the employee eligible for holiday pay, however, the employee has the option to pay the monthly medical and life insurance premiums to maintain group coverage. No contribution will be made to the retirement fund during the leave; as such payment is based upon salary received. The time away on leave of absence is not counted toward total years of service.

A return from leave of absence status is subject to and contingent upon availability of current openings for which the employee is deemed qualified. The Catholic school will endeavor (without guarantee) to place the employee in a position of like status and pay with former rights and benefits; in some cases, this may require that the employee transfer to another Catholic school.

Following an employee's return from an educational leave of absence, the employee may not request another educational leave of absence for a period of two years from the last day of the educational leave of absence.

9. Procedures for Requesting Leave - For all leave, except sick leave and FMLA leave, dates of departure and return must be approved by the principal prior to the taking of the leave.
10. Family and Medical Leave. The Archdiocese allows time off without pay for Family and Medical Leave pursuant to the provisions of the Family and Medical Leave Act (FMLA) of 1993. Any request for leave under this section and any questions about this policy **must be referred to the Catholic Schools Office**.

An employee who has been employed by the Archdiocese for at least 12 months and who has worked at least 1,250 hours during the 12 months preceding the commencement of a leave of absence is eligible for FMLA leave.

An employee who meets these criteria is eligible for unpaid leave for a period of up to 12 work weeks (60 work days) during 12-month period. For purposes of determining eligibility, the Archdiocese shall look to see whether the employee has taken FMLA time off or leave in the 12-month period immediately preceding the date the requested leave is expected to begin.

An eligible employee may take a leave for one or more of the following reasons:

1. Birth of the employee's child or placement of a son or daughter with the employee for adoption or foster care;
2. The inability of the employee to perform the functions of his or her position due to a serious health condition; or
3. Care for a spouse, child (under 16 years or disabled) or parent with a serious health condition.

"Serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

Applications for Family and Medical Leaves of absence must be submitted to the school Principal at least thirty (30) days or as soon as practicable before the leave is to commence. If notification and appropriate medical certification are not provided within 15 calendar days from the date of the request, approval of leave may be delayed.

Medical certification of the serious health condition of the employee for which leave is requested is required within 15 days of date of request. FMLA leave may be delayed pending receipt of necessary information.

Where both spouses work for the Archdiocese, they may be limited to a combined total of 12 work weeks during a 12 month period unless the leave is necessitated by the serious health condition of the employee or that of the employee's spouse or child.

Employees may be required to use any earned sick leave concurrently with and from the beginning of any FMLA leave. In that case, the FMLA leave will be paid until earned sick leave is exhausted. Leave is without pay once any earned sick leave is exhausted. In circumstances where workers' compensation disability leave is taken for reasons that would qualify an employee for FMLA leave under this policy, the workers' compensation leave will run concurrently with the FMLA leave.

Where medically necessary, the FMLA leave may be taken on an intermittent or reduced schedule basis. Instructional employees may be subject to certain limitations on taking intermittent leave or taking leave on a reduced leave schedule (29 C.F.R. §§ 625.600 et seq.). Instructional employees are defined as those whose principle function is to teach and instruct students in a class, small group or individual setting.

After the maximum length of time allotted for FMLA Leave expires, an employee who does not return to work may be terminated.

During FMLA leaves of absence, the Archdiocese will continue to pay the health insurance premiums. Barring other circumstances beyond an employee's control, if the employee is able

but does not return to work after the expiration of the leave, the employee will be required to reimburse the Archdiocese for repayment of insurance premiums during the FMLA leave.

Employees on leave must contact the Principal and the Catholic Schools Office before the first day back to work, and must bring a medical release from their physician certifying the ability to return to work if the leave was for health reasons. Failure to return to work on the day after the expiration of leave may result in termination of employment.

The employee will be restored to the same or equivalent position of employment held when leave commenced, including all benefits, pay and other terms and conditions of employment.

The Catholic Schools Office must be contacted in any situation in which FMLA leave is or may be involved.

Evaluation of Staff

The purpose of the teacher professional growth process is to enrich and improve performance. The Teacher professional growth process includes the following:

- Informal observation visits by the administration throughout the year with an emphasis on implementation of a continuous improvement process and the Plan Do Study Act (PDSA) cycle;
- Informal observations by the administration will be conducted throughout the year to provide feedback to staff;
- Informal and formal observations of research-based effective instructional practice by the administration throughout the year.
- Data collection to verify the implementation of effective instructional practice and achievement of school-wide goals.

Classroom visits will occur at any time during the school year.

The staff evaluation program at Holy Cross Catholic School has the following features:

1. Goals for the upcoming school year are written
2. Meeting with the principal to review and to discuss proposed goals, by September 1st.
3. Meeting with principal for a review of progress towards goals and change of goals if needed in December and final review of progress in May with end of year evaluation.
4. Teachers complete Self Evaluation before end of year. Principal completes teacher evaluation form by the last school day.
5. Teacher and principal meet to go over progress on goals and discussion over evaluation form week after school is out as part of check out process.
6. Completion of the End of the Year Teacher Professional Growth Plan Self Evaluation by the last day of May.

Corrective Action (ASF/CSPM#3600)

The Superintendent, Pastor/Rector or Principal may use corrective action to assist an employee in performing professional duties or as a component of a disciplinary action plan. In all cases, the employee must meet with the supervisor to discuss the corrective action that is planned. The employee must be given the corrective action plan in writing. The corrective action plan must include:

1. The time and date of the corrective action meeting;
2. A description of the inappropriate action(s) or identified problem;
3. The specific action(s) to be taken by the employee to correct the action(s) or problem;
4. The time allowed for correcting the action(s) or problem;
5. Any actions the supervisor will take to assist the employee; and
6. An opportunity for the employee to ask for clarification or obtain more information.

The employee and supervisor should sign two copies of the corrective action plan. The employee should keep one copy and the supervisor should file the second copy.

Administrative Leave

The Superintendent, Pastor/Rector and Principal may place an employee on administrative leave for any one or combination of the following reasons:

Discipline

1. Actions of a serious nature that require an immediate response;
 2. Repeated disregard for school policy or the directives of the Superintendent, Pastor/Rector or Principal;
 3. As a final disciplinary step when previous corrective action has failed
 4. When termination is being contemplated; or
 5. To remove the employee from the workplace to conduct an investigation of a serious allegation.
- The leave shall last the duration of the investigation which should not exceed ten working days.

Administrative leave for discipline as described in 1- 4 above should be for a period no longer than 3 days. Administrative leave for discipline may be with or without pay. The Superintendent must be notified of any administrative leave for discipline.

Official Leave (ASF/CSPM#3610)

1. Any leave granted by the Superintendent, Pastor/Rector, Principal as defined in Archdiocesan Policy 3150 section A: 6 - 6;
2. To comply with a court order, subpoena or to act as a witness in a case as a representative of the school; or
3. Any other “official” reason the Superintendent, Pastor/Rector, or Principal deems necessary.

Harassment (N.M.S.A. 30-3A-2)(ASF/CSPM#3550)

The Archdiocese strongly opposes and prohibits all forms of harassment (e.g. harassment based on an individual’s race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), whether verbal, physical, or environmental. Any employee who believes that s/he is being harassed should notify his or her immediate supervisor or, in the case of the immediate supervisor as the source of the harassment, the next immediate supervisor. Any employee who violates this policy will be subject to disciplinary action, up to and including termination.

Harassment is prohibited by law. For the purposes 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 .

Harassment may constitute a form of employment discrimination when

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual's employment;
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance.

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;
- unwelcome sexual advances by vendors or other visitors if the advances are condoned explicitly or implicitly by the school.

Parental Harassment

Under normal circumstances, a student is not to be deprived of a Catholic education on grounds relating to the attitude of parents/guardian. Nevertheless, it is recognized that a situation could arise in which the uncooperative or disruptive attitude of a student's parents/guardians might so diminish the effectiveness of the school in acting "loco parentis" (in place of parents) and 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 any teacher, administrator, or coach of the school in the presence or hearing of a student.
- Any parent, guardian or other person who insults or abuses any teacher, administrator, coach or staff member in the presence of other school personnel or students and at a place which is on school premises or at some place where the teacher is required to be in connection with assigned school activities.

Teacher to Student Bullying/Harassment

In order to reinforce the Catholic culture of the school, all staff should model and promote the dignity of others. Staff should refrain from bullying behavior.

Emergency Card

Every staff member, full time and part time, should complete an emergency card at the beginning of the year and keep the information current throughout the year.

Appeal Process (ASF/CSPM#1310)

Any appeal concerning any matter relating to Parish/Regional elementary schools shall be processed in accordance with the following regulations:

A .Resolution of Ordinary Differences within the School Community

Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise which will require an objective review by a third party in order to assure the maintenance of

positive relationships within the school community. To facilitate reconciliation, communication and the strengthening of the community of faith, the following general guidelines shall be followed:

1. In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.
2. If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the school principal/director. The specific provisions for a fair process are to be contained in the local school handbooks.
3. If the Principal is believed to be acting contrary to Archdiocesan or local school policy, or if there is a disagreement regarding the principal's or preschool director's decision affecting a student, then the student (16 years or older), the student's parent or legal guardian may request that the Pastor/Rector in the case of a Parish/Regional school or the Superintendent in the case of the Archdiocesan high school review the matter or the decision.
4. If the conflict cannot be resolved in an elementary school or preschool following steps one through three above, then a parent, student (16 years or older) or employee may have recourse to the Superintendent.
5. If an aggrieved party requests that the Superintendent review a matter or a decision arising out of a local school, the Superintendent may (at his or her sole option) assign a hearing officer to review the matter and take testimony if necessary. The Superintendent may consider evidence obtained by the hearing officer in reviewing the matter and in making his/her final decision.

B. Recognition of Local Authority

In cases involving Principal and Pastor discretion, the Catholic Schools Office recognizes the local administrations' authority to exercise discretionary rights within the parameters of local and Archdiocesan policy.

C. Appeal of Required Withdrawal of a Student

If a Principal requires, for whatever reason, that a student withdraw from school, the student (if 16 years or older), or the parent or legal guardian may appeal the principal's/director's decision following the steps in A. 3 and 4 above.

D. Appeal of Other Serious Decisions

There shall be no right of appeal for a student, parent or legal guardian if a Principal takes some disciplinary action toward a student other than required withdrawal from the school. There shall be no right of appeal, for example, for the suspension of a student, or for detention. There may be occasions; however, where a Principal/Director's decision has serious consequences and the student (if 16 years or older) or the student's parent or legal guardian requests a review by the Pastor/Rector or Superintendent. It shall be within the sole discretion of the Pastor/Rector or Superintendent to determine whether to review the decision.

E. Process of Appeal

1. When a parent, an employee or a student (16 years or older) believes his/her rights have been violated and/or the Principal/Director and/or Pastor/Rector is believed to be acting contrary to Archdiocesan or local policy, the person may submit an appeal in writing to the Superintendent with the following information, provided steps one through three above have been followed:
2. The subject of the appeal.
3. Any factual data, other than hearsay, the person considers appropriate.
4. The efforts that have been made to resolve the issue
5. The decision of the Principal, Preschool Director and/or Pastor/Rector must be appealed within ten (10) working days of the communication of that decision by the aggrieved party.
6. The Superintendent may, in his or her sole discretion, designate another person to hear the appeal and to render a decision on the Superintendent's behalf.
7. If the Superintendent accepts the appeal, the Superintendent (or his or her designee) shall have the discretion to review documents and take testimony (if necessary) from any witness who may have knowledge or information regarding the subject of the appeal. Should a hearing be necessary, the Superintendent may hear the appeal alone or form a hearing committee, if s/he deems appropriate.
8. The decision of the Superintendent is final and binding and concludes the appeal process. There shall be no further right of appeal.
9. The appeal process is designed to support the Catholic Church's belief in subsidiarity and, therefore, at no time during the appeal process may the parent, employee or student (16 years of age) be represented by an attorney.

Daily Classroom Management and Procedures

Length of School Day (ASF/CSPM31420)

Instructional time on all regular school days in all Parish/Regional elementary schools and the Archdiocesan high school will be at least that required by the State of New Mexico.

Minimal school days may be taken a maximum of ten times per year for the purpose of professional development or for extended staff meetings. On minimal school days, schools must be in session a minimum of either one-half period more than half the total number of periods or 3.5 hours. Parental notice of minimal school days should be given well enough in advance for parents to make arrangements for after school care. Whenever possible, minimal school days will be noted on the annual school calendar. The Superintendent must approve requests for exceptions to the minimal school day requirements

Closure Due to Weather or Facility Conditions

HCCS usually follows the Espanola Public Schools for weather delays and closures. Delays and closures will be posted on KOB and KOAT and a text message will be sent through MSP to parents and staff. If a two hour delay is called, supervision begins at 9:30 a.m. in Marian Hall with Morning Prayer at 9:50 a.m.

ARCHDIOCESAN CURRICULUM

Preschool Course of Instruction

1. The basic program in pre-kindergarten includes: religion, communication and language arts, mathematics, self, family and community, science, art, physical education, music and rhythm and technology.
2. The underlying instructional strategy in pre-kindergarten is the use of organized and free-play activities that are intended to provide opportunities for the child to interact, explore and relate successfully in his/her environment.

Elementary School Course of Instruction

1. The basic program in kindergarten through eighth grade shall include religion, language arts, mathematics, music, art, physical education, social studies, science, health and safety should be incorporated into the basic program. Use of technology should be integrated into the instructional program. Inclusion of foreign language is recommended, but optional.

Lesson Plans

Page numbers and titles are not adequate lesson plans. Lesson Plans should be submitted by 8:00 Monday morning. Teachers are required to have a copy of the week's lesson plan on their desk. They should be based on the Archdiocese of Santa Fe Catholic Schools Office proficiency standards. Teachers are required to use the HCCS lesson plan template, or see the principal for an exception.

Research Based Effective Instructional Strategies

Teachers are encouraged to use instructional strategies weekly from Teach Like a Champion 2.0

Grades

Teachers are required to have a minimum of two grades for each subject for each week. Grades for students must be entered in the gradebook on My Students Progress.

School rules

HCCS Rules are stated in the Parent/Student Handbook. All rules are expected to be enforced by all staff. School rules include but are not limited to the following:

1. Students are responsible for what they say and do
2. Students respect staff and each other
3. Students follow directions given by staff and/or volunteers

4. Students are to be in school uniform.

Classrooms should be left neat and organized. Students should straighten shelves, tables, and work areas and pick up paper/crayons/pencils etc. from the floor before leaving the classroom at the end of the day.

Students must walk in buildings.

Teachers should always be in control of a group when going from one location to another.

Additional classroom rules must be posted in the classroom. **Rules and possible consequences need to be gone over the first day of each semester and as often as needed.**

- Staff are responsible and have authority whenever they are on campus.
- Staff are expected to be physically and mentally present at all times and to interact and/or participate in activities with the students.
- At no time are students unattended.
- Staff should establish and maintain high expectations for appropriate student behavior and *should correct inappropriate behavior of any student when it is witnessed.*
- playground rules
 - Slide down slides walk up steps
 - Swing front to back not side to side
 - Sticks, pine cones and rocks belong on the ground
 - Balls are the only thing thrown
 - Leaves belong on trees, flowers are for everyone to enjoy
- lunch rules
 - Line up in alphabetical order to go through the lunch line
 - If not buying hot lunch wait until your turn and then go to the desk to be counted for milk/no milk
 - Stay in seats until dismissed
 - Raise hands to request using the restroom
 - Use inside voices
 - walk
 - Use utensils and a napkin
 - *Eat at least 2 things* including a vegetable or fruit
 - No fast food, gum, soda or energy drinks

Classroom Conduct

Staff should have **high expectations** for appropriate student behavior and should correct the inappropriate behavior of **any student** when witnessed.

Ordinary discipline matters are the responsibility of the teacher. The following procedures help to set an atmosphere necessary for learning:

- The first day of each semester outline expectations for student behavior and work.
- Set classroom rules, post them and insist that they be followed
- Well planned lessons that keep students on task decrease the time available for student misconduct.
- Attempt to handle discipline problems in the classroom. Enlist the assistance of the principal as needed. Keep the principal informed of discipline issues.
- Be firm, fair, equitable and consistent.
- Avoid setting consequences for the whole class when the discipline problem is with a few students.
- Do what you said that you were going to do. Avoid repeated warnings with no follow-up.
- Consistently adhere to the rules.
- Avoid sarcasm and put-downs.

If student misconduct occurs, any or all of the following actions may be helpful:

- Talk with the student privately.
- Withhold privileges.
- Require reflective writing as a consequence for a poor choice or inappropriate behavior. These assignments should be reasonable in length and should be corrected by the student for spelling and grammar. Refrain from punishments that require writing the same statement numerous times (lines).
- For younger students, assign time-out in an isolated area of the room. Do not place students unsupervised in the hall for time-out.
- After exhausting all possible means of dealing with the situation or if this strategy has been pre-arranged with the principal, call the office to come and get the student.
- Talk with the parents/guardians to alert them and discuss possible ways of improving student behavior.
- Inform the principal and solicit advice regarding the student.

Lunch and Recess

- Students go to lunch first then, after the class has finished eating, recess.
- Students stay in their seats until the class has finished eating.
- Read the cafeteria and recess rules the first day of school and repeat as needed. Enforce these when on duty. Teachers must pick up their students after lunch recess on time at the playground and escort them to class.
- Teachers will have a “duty free” lunch time to eat/grade/copy materials etc. from the time they are dropped off at the cafeteria until recess time. Two staff a week will be on recess duty each week. Every third week, on a rotating schedule, teachers will have off.

Attendance, Tardies and Lunch Count

- Each homeroom teacher records students' absences and tardies for his/her homeroom on MSP and sends a hard copy to the office by 8:30 AM daily, except on school Mass days of when attendance should be recorded before leaving for mass.
- Lunch count, all money, forms etc. should be sent to the office the amount and purpose for the money/check clearly marked by 8:30 AM daily with the attendance/tardy slip.
- A student who is not with their classroom by 8:00 must be marked tardy and sign in at the office before coming to class.
- Students may not leave/return to school during the day without the parent signing them out/in in the office.
- The teacher is responsible for any money collected and left in the room during the day or overnight.

Student Use of Office Phone

A student may receive permission to use the office phone. Teachers should ask the student the purpose of the phone call and whom s/he is wishing to call before sending them to the office.

On-campus Cell Phone Usage

Students may ask the principal to bring a cell phone to school for the following reasons only:

1. a student travels home on foot, bike or bus,
2. a student is changing households due to shared custody or
3. a student is staying with someone else due to parents being out of town

If a student brings a cell phone to school, it will be kept in the school office during the school day and returned to student after school.

Prayer and Mass Attendance

Prayer is an essential part of the school day. There are several opportunities to pray throughout the day—before snacks and meals, at dismissal and during religion class. Teachers are expected to stand with their class for the school-wide morning prayer (**7:50am**) in Marian Hall and should ensure that all students are participating and focused.

All staff and students are expected to participate in all liturgical celebrations. Students attend Mass during school every Friday, Ash Wednesday and on Holy Days of Obligation. Students should sit with plenty of space between them (typically 4 to a pew). Students will participate in the singing and Mass responses. The school congregation is the choir. Families are invited and encouraged to attend.

Daily Schedule

A daily schedule should be posted. This should be consistent. In addition to the core subjects of math, language arts, religion, science and social studies, specials—art, p.e., music, technology and library will also be reflected in the weekly schedule.

Homework

Students should place homework in their designated folder and take it home daily. All students are required to be read to or be read to for 30 minutes each night. The amount of homework will vary by grade level. Teachers should consider the ability of the group and the assignments of other teachers when requiring homework. The purpose of homework is to provide practice in needed skill and to train pupils in good study habits. Reading nightly and math practice is the majority of homework. Make sure that homework meets the following:

- Students are able to do it by themselves
- The assignment is based on classwork
- Students understand what they are to do
- Not all the students in a class are necessarily given the same homework assignment. Assignments may vary from remedial to practice and reinforcement to challenging.

Make-Up Work

The Parent/Student Handbook states that students are to ask their teachers for make-up work. By asking for this, the student is also agreeing to assume the responsibility to see that the work is made up. Make-up work is at the discretion of the teacher.

Restrooms

Students are to be taught proper bathroom etiquette and to conserve soap, paper towels, and tissue. Instruct students to report missing items to the office immediately. Insist on good conduct and neatness in the restroom.

Recess

Assigned areas will be given the first week of school. Students should play in their designated areas. Grades k-2 play behind building A and behind Marian Hall on alternating weeks. Grades 3-7 play on the asphalt between the buildings and behind Marian Hall on alternating weeks

Dismissal

At the end of the day, the teacher is responsible for the condition of the classroom. Students must pick up/put away all papers, crayons, pencils etc. from desks and the floor. Teachers stay with their students, in a group, on the asphalt and dismiss them to their family members. Remember to pray before dismissal and if students need to go back inside for a forgotten item, make sure they go with someone. This is a great time to catch parents with information about the day or upcoming items

Communication

Effective communication is essential for developing a strong partnership with families and the community.

- Contact with parents should be frequent. A positive approach should be taken in communication with parents. Use of phone calls, written notes, notes in planners, progress updates and classroom newsletters are encouraged.

- Achievement and improvement, in addition to negative behavior and poor grades, are good reasons for contact with parents.
- Parents of students receiving a D or F on the /progress report/report card need a “heads up” meeting/call before the progress report/report card is sent home.
- Send/share a copy of newsletters to the office so the office can answer parent questions

Notes to Parents

Teachers are expected to send a class newsletter regularly to inform parents of class news and upcoming events.

All notes written to parents, including notes in planners, must be dated and written in a professional manner.

A copy of sensitive notes should be given to the principal. A copy of the note will remain in the student’s file. This will enable the principal to support staff and staff if a controversy should arise.

Confidential Information

Confidentiality should be a priority. Do not discuss faults or problems of the school, staff, administration, students, etc. in public.

Students have a right to expect that adults will keep their confidences. However, any information involving health, life, or safety shared with a teacher or other staff member should be promptly reported to the principal and to the student’s parents.

School Calendar

The school calendar is established in cooperation with the Archdiocese of Santa Fe Catholic Schools and the parish calendar. Each staff member is responsible for submitting dates of field trips to the office in the month preceding the event. Please also let the office know of any special events, guest speakers, field trips etc. **Please inform the office in writing a minimum of two weeks before all scheduled events.**

Messages From Parents

Staff should respond to parent messages on the same day he/she receives email, text, written or verbal messages.

Substitutes

When ill, staff members are required to call Angela, the school secretary, 505-692-3016 as early as possible to arrange for a substitute. If Angela is unavailable, call the principal 615-509-3058. If at all possible, call the evening prior to an anticipated missed absence. Otherwise call before 6:00 AM. Requests for anticipated leave should be made at least 1-2 weeks prior to the leave. Every effort should be made to schedule doctor appointments after 3:30 p.m. on all days, including the first and third Fridays of each month when there is an early dismissal at 1:00 p.m.

Substitute Folders

A copy of your general classroom procedures, emergency lesson plans/work and a schedule must be clearly labeled and submitted to the office **by September 15th**. A substitute folder with a day's worth of work, and extra student work will always be in the office in case of an emergency absence. A set of the day's lesson plans should be left, faxed, emailed or brought in for the substitute teacher. A copy of current weekly lesson plans and a class schedule should be left on your desk at all times.

Academic Procedures

Grading

- Assignments/quizzes should be graded by the teacher and returned within 5 working days of assignment/quiz.
- Projects and tests should be graded and returned to the student within five working days of the test's date.
- All graded tests and/or assignments should be sent home in the yellow folder for parent review. Set up a system in which you know that parents have received and reviewed all work that is sent home (signature sheet stapled inside the folder).
- All communication on student work should be academically focused.

Reporting of Student Progress (ASF/CSPM#4400)

Academic grades are to be based solely on scholastic achievement as defined by the individual school. Behavior should be evaluated separately.

Teachers have the primary responsibility to confer with parents about the progress of their children. The principal has responsibility to oversee this process. In cases involving ongoing problems or serious concerns which may lead to action beyond the scope of the teacher's responsibilities, the principal must be included in the conference with the parents.

Report cards, standardized test scores and parent-teacher conferences shall provide parents with tangible evidence of student progress. When semester and/or quarter failure in a particular subject seems likely, parents shall be promptly notified in advance of the probable failure.

GRADING CODE

(3rd – 6th)

Grades on report cards are to be given in letters. The symbols A, B, C, D, and F are to be used to indicate five degrees of rating. These symbols are interpreted below, plusses and minuses may be added with the percentage ranges:

A – (93 -100) – OUTSTANDING ACHIEVEMENT

B – (92-85) – ABOVE AVERAGE ACHIEVEMENT

C – (84-76) – AVERAGE ACHIEVEMENT

D – (75-70) – BELOW AVERAGE ACHIEVEMENT - BUT PASSING

F – BELOW 70 – NOT WORKING TO CAPACITY and NOT PASSING

A student who earns a grade of F should receive a score between 69 and 60.

Pre-K, K, 1st, 2nd AND special classes (art, Spanish, music, physical education, library, technology)

Teachers use the following grading scale:

O	outstanding	exceeds grade level standards
G	good	performs just above grade level standards
S	satisfactory	performs at grade level standards
N	needs improvement	not quite meeting grade level standards
U	unsatisfactory	not meeting grade level standards

Family Education Rights and Privacy Act - The Buckley Amendment

Holy Cross Catholic School adheres to the Buckley Amendment regarding access to student records and academic confidentiality.

1. Students may only grade their own work and not the work of other students.
2. Graded work may not be displayed in the halls.
3. A student should never be asked to state his/her grade aloud.
4. Parent volunteers may not grade student work.
5. Teachers should not state students' grades aloud to the class.

Progress Reports

When a student's work is poor, or there is a noticeable drop in the quality of assignments, notify parents and principal **IMMEDIATELY**. Concerns to parents should be specific, academically/behaviorally oriented and verifiable.

Students in all grades will receive a mid-quarter progress report. These reports are to be looked upon as indicators of the student's work. Students will be responsible for returning signed progress reports to the homeroom teacher within a week of the report going home. Teachers should keep the progress reports and contact parents if any progress report has not been returned within a week.

Parents or teachers wanting a conference at the time of the progress reports will set up an appointment before or after school.

First and third quarter conferences will be scheduled by the school secretary, so that there are not conflicts in scheduled times for families. If families need to reschedule times, let the office know of the new time. All teachers and staff are expected to be in attendance on conference days.

Report Cards

- Report cards are issued quarterly.
- Conferences are held, and report cards given to parents, after the first and third quarters.
- Refer to the HCCS calendar for deadlines for progress reports and report cards. Teachers of music, P. E., art, technology and library should turn grades into classroom teachers following the HCCS schedule.
- Teachers must enter final grades (grades averaged from all four quarters) on students' permanent records in May before they leave for the summer. Permanent records may not be taken off school grounds.

Elementary School Promotion And Retention (ASF/CSPM#4420)

A. Promotion

Promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance.

B. Retention

All decisions regarding retention are the responsibility of the principal in consultation with the teacher(s).

In cases of inadequate progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all the factors related to the student's development (emotional, physical, social, as well as intellectual and academic) collected from a wide range of sources throughout the year. Excessive absences and/or tardies may be cause for retention or withdrawal from the school as defined in the local school handbook.

The following are minimum procedures for retention:

1. Consultation between teacher(s) and principal,
2. A conference is held with the parents no later than the end of the first semester to advise them of the possibility of retention and to discuss possible remedial actions,
3. Follow-up conferences with the parents are held to evaluate the progress of the student,
4. Evaluations and reports to parents must indicate lack of student progress,
5. Ordinarily, a decision will be made by the end of the third quarter regarding retention.

No student shall be retained more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school (grades K-6).

C. Local school policy should define the extent to which the school can serve students with special needs. Schools may accommodate students with learning challenges who require curriculum modifications. Adaptations and modifications should be regularly discussed with parents and use of significant modifications should be noted on the report card and in the permanent record. Such a record should say, "Grade indicated by an asterisk denotes progress made based on a curricular program adapted to the needs and abilities of this student."

Controversial Issues (ASF/CSPM#4300)

A controversial issue is defined as a current problem or subject which has publicly evoked opposing viewpoints on the part of any mass medium or communication or of any organized group, or as any subject that arises in the classroom on which strong emotional bias is expressed by members of the classroom group.

A. Catholic school administrators and teachers have the obligation of teaching and advocating Church

doctrine, which is contained in the Catechism of the Catholic Church or in other authentic teaching documents of the Catholic Church when this doctrine is relevant to any controversial issue being considered.

The presentation of controversial issues in the classroom shall take place solely at the discretion of the principal and only after the principal has approved all materials and information to be used in the presentation. The principal shall also supervise the manner in which controversial issues are presented and discussed in the classroom.

The Principal shall exercise professional judgment in granting permission for outside speakers to address any class or the entire student body. If the issue or topic is religious or doctrinal in nature, speakers must be approved by the Pastor/Rector for Parish schools, as well as through the Archdiocesan approval process. No speaker may at any time contradict the teaching of the Church as presented in the Catechism of the Catholic Church or in other authentic teaching documents of the Catholic Church.

Political Issues (ASF/CSPM#4310)

The teaching of political matters should evoke faithful citizenship, an obligation to study the issues and political involvement. However, advocating a specific political stance, party affiliation and/or political agenda is not to be exercised by staff, parents and/or students, in the name of the school or during school-sponsored activities.

The posting of political materials in all Parish/Regional preschools and elementary schools school is strictly prohibited.

Student Testing

STAR Early Literacy is given to kindergarten students. Students in first through seventh grades take STAR literacy and math tests. Fifth grade students also take the ACRE (Assessment of Catholic Religious Education). STAR tests are given within the first month of school, January and April. ACRE is given in April.

Reconciliation and Communion

Students in third grade will receive instruction as part of their religious education and receive the sacrament of reconciliation on a Saturday in the spring. Third grade students will also receive instruction in receiving communion and will receive their first Eucharist on another Saturday in the spring.

Assemblies

When an assembly of any type is held, teachers must accompany their class. Teachers must also accompany their class to any practice session for mass or program.

FIELD TRIPS (ASF/CSPM#4340)

A. A field trip is defined as a school sponsored educational activity, supervised by school personnel and adult volunteers, which occurs off-campus and is recognized as a valuable

extension of the classroom experience. The educational value of the trip should support and reinforce Archdiocesan curriculum guidelines and justify the time, distance and expense involved.

B. The Principal must give approval and sanction all field trips. Since field trips are a privilege, conditions for participation in an activity should be established and communicated to parents and students.

C. The following guidelines must be followed:

1. The teacher should provide adequate preparation and follow-up for students.
2. Parental approval must be obtained in writing on the form provided by the Archdiocese of Santa Fe (*Appendix: Field Trip Authorization*). Students who do not have the signed authorized permission form shall be excluded from participation in off-campus activities. *Verbal permission or permission communicated through e-mail is not acceptable.* Permission forms that have been signed and faxed in their entirety are permissible.
3. Parents should be informed of the date, purpose, departure time, destination, expense, means of transportation and probable time of return.
4. Careful arrangements should be made to provide for students' safety. When students travel on foot, they should be instructed and supervised regarding the crossing of streets, etc. When students travel by vehicle, it is preferable that the travel be on a bus with a professional driver, proper licenses and insurance. In all cases, field trip transportation shall meet local, state and federal laws and Archdiocesan policy regarding the transportation of children.
5. School personnel may not transport students in personal vehicles.
6. The field trip must be adequately supervised. Ordinarily, one adult should accompany every ten students. The nature of the trip and age of the students may require additional supervision. If parents assist in the supervision, they should receive instructions regarding their responsibilities.
7. Field trips for preschool and elementary school students (Pk-6) shall be limited to day trips, unless approved in advance by the Superintendent.
8. Archdiocesan schools may not sponsor field trips outside the continental United States, unless approved in advance by the Superintendent.
9. Schools must take all original signed permission forms on the field trip. A copy of all signed field trip forms should be kept in the school office for a period of one year from the date of the field trip.

Field Trips are for the purpose of enriching and fostering knowledge of the community and developing and refining student behavior to a variety of social situations. Field trips are encouraged if they are an integral part of the development of the subject under study. They should be well-planned with adequate supervision. Students should view them as class outside the classroom and not as a day of play. **All field trips must be approved by the administration.** A field trip request must be submitted a **minimum of 2 weeks prior** to the date of the trip. Teachers may invite parents who have attended the Archdiocesan Abuse Awareness Workshop (VIRTIS) to accompany the class on the field trip.

- In addition, the following policies and procedures are in place:
- Siblings of children are not allowed to accompany a class on a field trip even if the parent is a chaperone.
- The field trip should be planned as early as possible and *usually at least one month in advance* so it can be placed on the school's monthly calendar for parents.
- Field trips are a privilege and not a right. To be allowed to go on a field trip a student must be in good standing academically, and not having more than 5 absences per semester unless absences are confirmed by a doctor's note. Only those students who have submitted a signed Archdiocesan Field Trip Permission Form will attend the field trip.
- A fax of the original field trip permission form is acceptable but an email or phone call is not.
- Field trip permission forms will be kept in the office for one year.

Whenever a field trip, or special event is scheduled, teachers must let the cafeteria know you will be away as well as those you share recess duty with and an specials you will miss at least 1 week in advance.

Class Parties

Students are permitted class parties: Christmas, All Saints, Saint Valentine's Day, etc. Room parents may assist the classroom teacher with these parties.

Speakers

Guest speakers are encouraged. All arrangements for guest speakers should be discussed with the principal **prior to** extending an invitation to a speaker.

Visitors

When inviting groups of parents to view special programs, projects, etc., notify the office of the time, program and number expected. Visitors will be reminded to sign in the visitor's book at the office and obtain a visitor's badge.

Dismissal

Due to family obligations and co-curricular activities, teachers must be prompt in dismissing students at 3:00 from the courtyard and 1:00 on first and third Fridays. Teachers may have their classes outside at 2:50. At dismissal, teachers in grades 1-7 must walk their students to the courtyard, waiting with their class until the approved adult picks up each student or the students go to extended care. Pre-K and K students are picked up and signed out by an approved adult in their classrooms.

Library

The primary purpose of Holy Cross Catholic School's library is to serve the students of Holy Cross Catholic School by providing recreational reading and research materials. Staff and students may check out and return books. Library time is scheduled for each class weekly. During this time they will learn library skills, return and check out books. Most classes are limited to checking out two books at a time, one "chapter" book and one "fun" book.

1. One week limit for checking out books and one week limit for renewal.
2. Any student who has an overdue book may not check out another book.
3. Library materials should be treated carefully and returned in an acceptable condition.

Emergency procedures

There will be a fire drill monthly sometime during the first week of the month. A fire drill report sheet is required during each fire drill. When you run out let the office know so we can get you more. These should be on a clipboard with your class roster by the door. Another emergency drill will also be held the first week of the month, rotating between lock-down, tornado and earthquake drills.

We will have an evacuation drill during the first month of school. All classes evacuate to the church and sit in their assigned pew. More information will be given during the drill.

Fire drills

Drills will be held monthly.

1. Close classroom doors.
2. Students walk silently in an orderly fashion.
3. Exit following directions posted in the classroom or area.
 - Marian Hall out to the playground, line up by volleyball net
 - Building B line up, by class by the fence that separates the parking lots
 - Building A line up, by class on the small playground behind building A by the wall
4. Face away from the building(s)
5. Count and check roll once outside.
6. Stay in designated area in silence until signaled to return to building.
7. A hard copy of the classroom roster and fire drill report sheets should be with the teacher at all fire drills (clip board)

Lock-Down Drill

1. Keep a calm atmosphere.
2. Lock the door, turn off all lights, and have students sit under their desks silently
3. If an intruder enters the classroom, students should try to run past him/her into the hall, throw books at them, try to get away
4. Once all clear is given, go back to work/instruction

Accidents and Injuries

In the case of minor cuts and bruises, students clean the minor cut in the closest restroom.

- Parents should be sent a short note of explanation.
- Band-Aids and ice packs are available in the office. The student may apply them as needed.
- In case of a serious injury or an head injury, contact the office immediately. Do not move the child if there is the possibility of broken bones, internal or head injuries.
- When a serious injury occurs, the supervising teacher is required to complete the Archdiocesan Accident Report Form immediately and give it to the principal before the end of the day.

MEDICATIONS GIVEN AT SCHOOL

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

1. The medicine must be in a prescription bottle or original container.

2. There must be a written request, signed by the student's parent or legal guardian, and by the student's doctor, specifically authorizing school personnel to administer any medication sent to school. That request must contain the following information:
 - a. The dates and times when the medication is to be administered;
 - b. Instructions as to proper dosage; and
 - c. The original signature of the student's parent or legal guardian and the original signature of the prescribing doctor.
3. Principals **may not** accept general, on-demand or standing orders for students to take over the counter (OTC) medications for non-specific conditions.
 - a. All medications must be kept in a secure place to which students do not have access. (Exception: School personnel may keep back-ups of inhalers or Epi-pens in the classroom, as well as in the school office, if such inhalers or Epi-pens are properly secured.) Because of the risk of students sharing medication, no student may carry his or her own medications on school campus or at any school-related event. If a student would be seriously at risk if they were not able to personally carry an Epi-pen or inhaler, and the student's parent or legal guardian requests that the student be permitted to do so, the school may grant an exception to this policy if the student's parent or legal guardian, and the student's doctor document the following:
 - b. That there would be a risk to the student if the student were not able to personally carry the medication; and
 - c. That the student has been instructed on the indications for use of the medication, on the administration of the medication, on the possible side effects, on the student's responsibility not to share the medication with anyone, and the *student's responsibility to notify the teacher of the use immediately after such use.*
- 4 . The person designated by the principal to administer medication to students shall keep a log of all medicine administered. Where reasonable and feasible, a student's medication is to be self-administered in the presence of the principal (or designee).
5. Glucose testing and insulin administration is to be coordinated by the student's parent or legal guardian, in collaboration with the school's principal (or designee).

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

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

Students with Food Allergies

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

1. Family's Responsibility

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

2. School's Responsibility

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

3. Student's Responsibility

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

First Aid Kit (ASF/CSPM#1320) (ASF/CSPM#2320)

All Holy Cross Catholic School is able to offer students in the form of first aid is bandaids and ice. If there is a need for more first aid, parents will be called and they can do what is needed.

In an emergency, staff is required to act “in loco parentis” as stated in the NM Health Manual. The reasonable adult standard must be applied by staff in all emergencies. The safety of the student is primary.

Parents are responsible for providing to the school information regarding any life-threatening medical condition that would necessitate a school staff member to administer medication, injection or other treatment to prevent death of a student.

Emergency Information Form (ASF/CSPM#2340)

1. Each school and extended day care program must have readily available, updated and completed emergency forms for each student.
2. When a student becomes ill or is involved in an accident, the principal (or designee) shall immediately contact the student’s parent or legal guardian.
3. In case of serious injury, the principal (or designee) should call the paramedics. If the Principal (or designee) cannot reach the student’s parent or legal guardian, an attempt shall be made to contact any other person listed on the student’s emergency card.
4. All Parish schools must require that the parents or legal guardians of all students sign a statement authorizing the school to seek medical attention for the student if they or other persons cannot be contacted.

Tobacco, Alcohol and Other Drugs(ASF/CSPM#2330)

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

School personnel shall immediately report any incident involving the presence of any person on school campus or at any school-sponsored activity for purposes of possessing, using, manufacturing, selling or transferring marijuana, prescription, dangerous or narcotic drugs, to the principal. The principal shall in turn report the incident to local law enforcement.

Drug and Alcohol Use(ASF/CSPM#3510)

The abuse of controlled substances at work is an unsafe and counterproductive practice that will not be tolerated by the Archdiocese of Santa Fe. Employees are prohibited from selling, purchasing or using illegal drugs or alcohol on school premises, during school functions, or while conducting school business. Additionally, employees are prohibited from reporting to work or to any school function while

under the influence of illegal drugs or alcohol. This policy includes the abuse of prescription drugs. Any violation of this policy is cause for termination.

Student Health

A student suspected of having a communicable disease will be removed from the classroom, sent to the office and parents notified to come and take the child for a doctor's examination. Temporary exclusion from school will result if the student has a communicable disease (see below). All immunization records must be current. Immunizations may be obtained free of charge at the County Health Department.

A DOCTOR'S PERMIT TO REENTER SCHOOL IS REQUIRED FOR THE FOLLOWING DISEASES/CONDITIONS:

Whooping Cough	Measles	Head Lice
Diphtheria	Chicken Pox	Other contagious/communicable
Mumps	Scarlet Fever	diseases/conditions

Communicable Diseases (ASF/CSPM#1510)

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

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

Where required by law, the school will report a communicable disease to the New Mexico Department of Health and Human Services (505) 627-0006 and proceed according to their directives. The Superintendent must be notified immediately of any action directed by the Department of Health and Human Services.

Joint Use of Buildings

Sundays the Holy Cross Parish Religious Education Program has use of all elementary classrooms.

- Teachers and students should leave the classroom neat and clean for the use of the Religious Education Program.
- Desks and tables should be completely clear of any items including water bottles, pencils and papers.
- Students are encouraged to turn desks so that they are facing each other, so others can't easily get into them.

Classrooms, the gym and Marian Hall are joint-use facilities with the parish. If you would like to use one of these spaces, other than during school time, call the church office.

Contact With Students During School Hours

Contact by Police

The following procedures must be followed when a police officer seeks to interview or take custody of a student during school hours:

- A. The principal shall request that the police officer identify himself or herself, produce credentials, and state the purpose for the visit.
- B. The Principal shall inquire whether it is necessary to handle the law enforcement business on school premises during school hours. Final responsibility shall rest with the officer to determine whether the law enforcement business should take place on school premises during school hours.
- C. Except in the case of emergency or other circumstances justifying other action, the Principal should summon the student to the school office in a routine manner, so that the law enforcement contact or arrest does not occur in the presence of other students. The principal should make every effort to handle the matter in a manner that is calculated to minimize embarrassment to the student and to ensure confidentiality for the student.
- D. If the police officer seeks to interview a student about the suspected child abuse of that student, the principal shall permit the police officer to interview the student without first contacting the student's custodial parents or legal guardians to advise them of the requested interview. It shall be the responsibility of the police officer to meet any legal requirements relating to advising a student of his or her constitutional or statutory rights. If appropriate, the Principal may remain in the room with the police officer and the student to witness the interview. It shall be the responsibility of the police officer to contact the student's parents or legal guardians following the interview to advise them of the fact that the interview has taken place. In all such situations, the Principal shall immediately contact the Pastor/Rector (Parish/Regional School) and the Superintendent of Schools to advise them of the interview.
- E. If the police officer seeks to interview a student about some matter other than suspected child abuse, the Principal should immediately contact the student's custodial parents or legal guardians to advise them of the requested interview. The Principal shall not permit the police officer to interview the student until and unless the Principal receives verbal authorization from the student's custodial parents or legal guardians to allow such interview to proceed without them being present, or until and unless the custodial parents or legal guardians are present. It shall be the responsibility of the police officer to meet any legal requirements relating to advising a student of his or her constitutional or statutory rights. If it is found to be appropriate to question a student without the custodial parent/guardian being present, the investigating officer shall inform the student that if requested, the Principal may remain in the room with the police officer and the student to witness the interview. If the custodial parent/guardian is present and requests to witness the interview, it shall be up to the police officer to decide whether and how to proceed. In all such situations, the Principal shall immediately contact the Pastor/Rector (Parish/Regional School) and the Superintendent of Schools to advise them of the requested interview.
- F. If the police officer seeks to arrest a student, and produces a warrant for such arrest, the Principal shall inspect the warrant; contact the student's custodial parents or legal guardians to advise them of the warrant and the requested arrest, and then contact the Pastor/Rector (Parish/Regional School) and the Superintendent of Schools. The Principal should request that the police officer speak with the student's custodial parents or legal

guardians before removing the student from the premises.

Contact by Children, Youth and Families Department (CYFD)(ASF/CSPM#2360)

The following procedures must be followed when a CYFD representative seeks to interview or take custody of a student during school hours:

- A. The Principal shall request that the CYFD representative produce identification, CYFD credentials, and state the purpose for the visit. The Principal shall make a written notation of the CYFD representative's name and credentials, and the date, time and summary of the conversation, and shall retain the notation in the school file.
- B. The Principal shall inquire whether it is necessary to handle the CYFD business on school premises during school hours. Final responsibility shall rest with the CYFD representative to determine whether such business should take place on school premises during school hours.
- C. Except in the case of emergency or other exigent circumstances justifying other action, the Principal should summon the student to the school administration office in a routine manner, so that the CYFD contact does not occur in the presence of other students. The Principal should make every effort to handle the matter in a manner that is calculated to minimize embarrassment to the student and to ensure confidentiality for the student.
- D. If the CYFD representative seeks to interview a student, the Principal shall not allow such interview unless the CYFD representative produces a warrant or court order, or unless emergency circumstances exist, or unless the student's custodial parent or legal guardian consents to such interview. In the case of a warrant or court order or emergency circumstances, the Principal shall permit the CYFD representative to interview the student without first contacting the student's custodial parents or legal guardians. In the absence of a warrant, court order, or emergency circumstances, the Principal shall not permit the CYFD representative to interview the student until and unless the Principal receives verbal authorization from the student's custodial parents or legal guardians to allow such interview to proceed without them being present, or until and unless the custodial parents or legal guardians are present. It shall be the
- E. responsibility of the CYFD representative to meet any legal requirements relating to advising a student of his or her constitutional or statutory rights. If it is found to be appropriate to question a student without the custodial parent/guardian being present, the Principal (or the student's teacher, if appropriate) shall remain in the room with the CYFD representative and the student to witness the interview. If the custodial parent/guardian is present and requests to witness the interview, it shall be up to the CYFD representative to decide whether and how to proceed. In all such situations, the Principal shall immediately contact the Pastor/Rector (Parish/Regional School) and the Superintendent of Schools to advise them of the requested interview.
- F. If the CYFD representative seeks to take custody of a student, the Principal shall not allow that to occur unless the CYFD representative produces a warrant or court order permitting such custody, or unless emergency circumstances exist, or unless the student's custodial parent or legal guardian consents to such custody. In all such cases, the Principal shall immediately contact the Pastor/Rector (Parish/Regional School) and the Superintendent of Schools. The Principal shall request that the CYFD representative speak with the student's custodial parents or legal guardians before removing the student from the premises. If the CYFD representative decides to take custody of the student

without first notifying the parent/guardian, the Principal shall:

- a. Request information from the CYFD representative regarding when the parents or legal guardians will be notified and by whom;
- b. Obtain all pertinent information from CYFD regarding where the child will be taken and how the parents or legal guardians can reach the caseworker(s);
- c. Request that a gender specific police officer accompany the CYFD representative and the student to wherever the student is being taken; and
- d. If permitted by CYFD, call the student's custodial parents or legal guardians to advise them of the situation.

G. Contact by Others

- a. The Principal and the student's teachers shall not allow any student to be alone on the school campus with anyone who is not a teacher, school employee, school counselor, tutor, fellow student or custodial parent or legal guardian of the student, even if that person is a doctor, nurse, psychologist or counselor, unless the student's custodial parent or legal guardian gives consent.
 - b. Teachers shall not allow any student to leave a classroom to speak with non-school personnel without the explicit permission of the Principal.
 - c. The Principal and the student's teachers shall not allow any student to leave a classroom to speak with a non-custodial parent unless the student's custodial parents or legal guardians give consent or such contact is permitted by court order.
 - d. The Principal shall not allow any organization, agency, or person (excluding police officers and CYFD personnel) to take custody of any student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by the student's parent or legal guardian.
- H. All schools shall establish procedures to register visitors on campus. If a person has no legitimate reason or written authorization to be on school grounds, school personnel shall ask such person to leave the school campus. If the person does not leave, school personnel and/or the Principal shall call local law enforcement.

Reporting Child Abuse and/or Neglect (ASF/CSPM#2350)

When school personnel reasonably suspect child abuse or neglect by a person responsible for a student's welfare, they shall follow the procedures of the state of New Mexico and report the suspicion to proper authorities.

For suspected sexual misconduct, the Archdiocese's Policy and Procedures are to be followed.

Any school official or employee who has knowledge or reasonably suspects that a student has been subjected to injury, abuse or neglect must immediately report the injury, abuse or neglect to the Principal. The New Mexico mandatory reporting law, Abuse and Neglect Act: §32A-4-2 NMSA requires that school personnel, or any person who has the responsibility for the care or treatment of a minor, who reasonably believes that the minor has been the victim of physical injury, physical abuse, sexual abuse, or neglect, shall immediately report or cause a report to be made of this information to Children, Youth and Families Department (CYFD) at (655) 333-SAFE [7233] or #SAFE from a cell phone and local law enforcement. The initial report must be made orally by the teacher or other school official who has knowledge or a reasonable suspicion of injury, abuse or neglect, in the presence of the

Principal. That oral report shall be followed by a written report to the agency to which the oral report was made within 72 hours. The Principal shall immediately notify the Pastor/Rector and the Superintendent of Schools of any oral or written report that is filed with CYFD or with local law enforcement.

The information that should be included in the initial report of suspected abuse is:

1. Name, address, age, sex, race of child.
2. Name and address of parent or guardian.
3. Nature and extent of child's injuries or neglect.
4. Name and address of person(s) suspected of abuse or neglect.
5. Family composition.
6. Source of information.
7. Person making the report.
8. Any action taken by the reporting source.
9. Any other helpful information.
10. Name of the agency and official to whom the report was made.

If an employee or volunteer of the school is suspected of being responsible for the physical injury, abuse, or neglect of a student (as defined in the New Mexico Statutes), the Principal will report the situation to CYFD and the police, as required by law, and will immediately contact the Catholic Schools Office at the Archdiocese.

Pursuant to New Mexico statute[s], any certified person or governing board member who reasonably suspects or receives a reasonable allegation that a person who is certified by the State of New Mexico has engaged in conduct involving minors that would be subject to the reporting requirement of the New Mexico Statute[s] shall report or cause a written report to be made to the New Mexico Public Education Department about the misconduct, as soon as is reasonably practicable, but no later than three (3) business days after the person first suspects or receives an allegation of the misconduct.

Reporting Suspected Sexual Abuse or Pregnant Teen

School personnel must consider the possibility of sexual abuse in pregnant teen cases. If the pregnant teen is under 15 years of age, then school personnel must make a child abuse report immediately to CYFD and local law enforcement. If the teen is 15 years or older, the situation may still be a reportable offense, and it is recommended that school personnel contact CYFD and local law enforcement.

Reporting Suspected Physical Abuse, Sexual Abuse or Neglect

School personnel should be observant of bruising, injury, markings, or unusual behavior of a student that may be the result of abuse or neglect. When school personnel suspects physical abuse or neglect of a student, they may ask what happened, who did it, when did it happen, and where did it happen, and then report the information to the principal. A report must then be made to local law enforcement and CYFD. When school personnel suspect sexual abuse of a student, they will not ask any follow up questions, and will report the information to the principal. A report must then be made to local law enforcement and CYFD.

Third Party Report of Abuse

If a third party informs school personnel that a student may be the victim of abuse or neglect, the third party should be encouraged to make a written report. Upon receipt of an oral or written report of abuse or neglect, the principal shall immediately report the claim to CYFD and local law enforcement.

Maintenance of Class Space, Equipment, Materials and Safety

Audio-Visual Equipment, Laptops, and Computers

Televisions, DVRs, projectors, and laptops are the property of the school. All equipment is to be used with care, all are important teaching tools. Classroom laptops are for the use of the students and teachers.

Classroom Order

Each teacher is responsible for the physical condition and appearance of their classroom. This includes marking on desktops, hand/feet marks on walls, scratched floors etc. Stickers should not be put directly on desks. Sticker charts and name tags stick on desks well with rubber cement. To keep posters on walls, use hot glue. Classrooms should be kept beautiful, neat and organized at all times. c. Housekeeping of the classroom is the responsibility of the teacher *and* the class. Books and papers should not be on the floor. Classrooms should remain free of clutter.

Daily student duties should include: picking up scraps of paper, crayons, pencils etc. on the classroom floor, cleaning whiteboard and ledges, straightening book shelves and materials, etc.

Emphasize the usefulness of orderly desks. Have a brief clean-up period at the end of the day/week. Everything that belongs in a desk should be in the desk, and not on the floor. All students' desks and tables should be washed or wiped down with an antibacterial wipe weekly.

Before leaving each day

1. Desks cleared of belongings, by students, before they leave for the day
2. Turn off, and put away chromebooks.
3. Put papers in proper places--files or tidy stacks
4. Clean boards and have them ready for the next morning's work
5. Pick up detritus from the floor.
6. Turn off lights and air conditioners
7. Lock doors.

Security

The following doors should be **kept locked** at all times:

1. All building A doors. When the swamp coolers are on, make sure the door is tightly closed.
2. Gym doors
3. All church doors
4. Marian Hall
5. Staff must escort students to and from any class that is held in a different building.

Inventory

Teachers are required to prepare an inventory of furniture and textbooks in the classrooms before school begins and at end of the school year. The office will provide the forms.

Bulletin Boards

Bulletin boards should showcase student work, achievements and learning. Displayed work should be neatly organized and labeled. Bulletin boards should be changed once a month and reflect what students are learning.

Textbooks and Class Books

Keep records books given to students. Each student will be issued textbooks with the same number, if possible. All textbooks must be covered by the student and remain covered throughout the entire school year. Books should be carried to and from school in a book bag. Damaged or lost books require a replacement to be paid by the student. Teachers are responsible for the inventory, assignment and collection of books.

Search Of Students and Schools (ASF/CSPM#2420)

A student assigned a desk has use of, but not proprietary right to the desk. Desks are the property of the school. Authorized school personnel may make periodic checks of desks, and their contents, at any time for any reason.

The Principal, Pastor/Rector, Superintendent or professional staff of the Catholic Schools Office may conduct a search of the school plant and every aperture thereof, including desks. School searches must be reasonable and related to the school official's responsibilities.

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

After consultation with the Catholic Schools Office, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc. may be made if the school official has a reasonable suspicion that such an inspection will reveal possession of objects or any substance which is prohibited on school property.

Probation (ASF/CSPM#2440)

Probation refers to the careful supervision and evaluation of the student's conduct or academic progress for a specified period, at the end of which a determination is made concerning whether the student has corrected the misconduct or made appropriate academic progress.

A student may be placed on probation by the Principal.

- A. Probation may be imposed in accordance with rules established by the school. Probation shall include an agreement in writing between or among the student, parents or legal guardians and the school administrator addressing the student's misconduct or academic deficiencies, duration of probation, corrective measures to

ensure compliance with applicable rules or requirements and the consequences of any violation of the terms of the probation. Parents must be notified in writing when the probation is terminated or if it is to be extended.

Subject to compliance with the terms of the probation agreement, a probationary period shall not exceed two semesters.

Suspension (ASF/CSPM#2450)

Suspension refers to the isolation of a student from some or all classes and/or school activities.

Suspension is defined as a temporary dismissal of a student from the school. Suspension is a serious consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success.

A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct after having been placed on probation.

A. Suspension may be imposed in accordance with rules established by the school. The student may be required to attend school, but be separated from classes (in-school suspension) or remain at home (out-of-school suspension). The suspended student will be expected to continue schoolwork on an independent basis either at school or at home. Whether a student is in or out of school, suspension may not exceed three days, except in extraordinary circumstances or to allow time to complete an investigation or inquiry pending expulsion.

B. Suspension may encompass extracurricular activities subject to the school's handbook. School officials shall make reasonable efforts to notify the student's parents or legal guardians prior to imposing any suspension upon a student. In situations where immediate suspension is warranted, school officials shall notify a student's parents or legal guardians about the suspension as soon as is practicable under the circumstances.

The school shall keep a written record including date of the suspension, reasons, notes relating to the conference with the parents and terms and conditions of the suspension that shall be signed by the parent and Principal. A copy of the record must be kept in a file separate and apart from the student's Permanent Record. The Principal/Preschool Director must approve any suspension of a student.

Expulsion

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort:

1. after all other efforts of motivation and counseling have failed or
2. where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons or
3. as set forth in Policy 2470 regarding student withdrawal on grounds of parental behavior. Local schools should publish in the parent/student handbook a non-exclusive list of those actions that may constitute expulsion.

Procedures For Expulsion (ASF/CSPM#2460)

- A. A record shall be kept of previous measures of remediation, counseling, probation, conferences and/or suspensions. This documentation should include written communication between the school and the family.

IN THE CASE OF SERIOUS CIRCUMSTANCES AS DESCRIBED IN “B” ABOVE, THE STUDENT SHALL BE IMMEDIATELY SUSPENDED UNTIL THE PROCESS DESCRIBED IN NUMBERS B-G CAN BE COMPLETED.

- B. Parents MUST be informed by WRITTEN notice that expulsion is contemplated.

C. A conference shall be held with parents, student, Principal/Preschool Director, Pastor/Rector, and, if appropriate, teachers at which time the grounds for dismissal will be presented and discussed.

D. Expulsion should be determined only after consultation with the Superintendent (and the Pastor/Rector in Parish/Regional schools). The final decision to expel a student rest with the Principal and Pastor/Rector with the knowledge and consent of the Superintendent.

E. Once the decision has been made to expel a student, WRITTEN notification of the decision must be sent to the parents and a copy forwarded to the Superintendent.

F. The Principal shall notify the parents in writing of the appeal process. (See Policy 1310)

G. The Principal shall properly document all expulsion cases including grounds, evidence, record of conferences and final notice. Such documentation shall be maintained in a file separate and apart from the Student Permanent Record.

Email, Mailboxes and Phone Messages

Check mailboxes at the beginning and end of the day and more frequently if possible. Phone messages will be put in mailboxes. Emergency messages will be delivered to the classroom by the office. Please check your school email for parent messages. Email, phone messages, and parent notes should be replied to within a day.

Purchasing Procedures

All items for schoolwide use in school must be approved by the office and/or principal before purchase. A purchase order must be completed for all items. Receipts should be stapled to the purchase order.

Maintenance

If you see something that needs attention, please fill out a maintenance request form and turn it in the the office/principal. The information will be relayed to the maintenance staff.

Withdrawals and New Students

The exact date of a student’s withdrawal must be marked in your grade book. This date also needs to be recorded to the permanent card immediately. A new student’s entrance date must also be marked in the grade book and will be recorded on the permanent record.

Technology(ASF/CSO#4020)

Materials with sensitive or mature content used for instructional purposes shall require written parental permission prior to student viewing. All Parish/Regional elementary schools will support their teachers in their work to convey messages that are consistent with the teachings of the Catholic Church. Catholic spiritual and moral dimensions must always be considered in the resources, technology and materials selected. Educational technologies must be used, both by Catholic educators and students in a manner that is educationally appropriate and with the standards of electronic ethics and copyright law.

Use of the Internet (ASF/CSPM#3530)

Use of the internet in the classroom shall be for an educational purpose related to the curriculum of the Archdiocese of Santa Fe and be approved by the Principal, Assistant Principal or Department Chair. All staff, staff and students shall comply with the copyright laws. The administrator will determine if the content requires parental permission before student viewing.

All electronic communications to and from Archdiocesan school employees shall be for the purpose of official school business. Teachers should not use the Internet to engage in chat rooms, e-mail, social networks or other electronic communication for the purpose of socializing or informally communicating with students outside of school. Any teacher who knowingly enters pornographic or other inappropriate websites or uses the hardware or electronic capabilities of the school for personal reasons without the permission of the principal may be subject to disciplinary action or termination. Teachers are responsible for maintaining security of computer hardware, thus prohibiting student access to the teacher's email and/or confidential files.

Use Of Social Media (ASF/CSPM#3520)

The Archdiocese of Santa Fe recognizes that employees, students and parents may engage in the use of social media. At all times while using social media, the employee's postings should reflect the values of the Catholic school community. Administrators, staff may not post:

1. The Archdiocesan or school logo without written consent of the Principal;
2. Confidential information about students;
3. Images of students or co-workers;
4. Using their school email address.

The line between professional and personal relationships is blurred within a social media context. Therefore employees should not join or engage with students, families or fellow employees in a social media context that exists outside those approved by the school.

In using school approved social media, employees are advised to maintain their professionalism as Catholic school employees and have responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting.

Use Of School/Parish Owned Technology

The hardware, software and electronic media provided to staff, staff and students is the property of the school and/or parish and is not for personal use.

Texting: Staff should not be texting to students. Staff may text with parents, if they don't mind parents having their cell phone numbers.

Statement of Non-Discrimination by Archdiocesan Schools (ASF/CSPM#6200)

All schools must publish their yearly statement affirming non-discriminatory policies regarding race and sex (Title IX) in the treatment of students and the employment practices of the school. These statements are to be in accord with the Catholic Schools Office statements of non-discrimination, which are given below and are to be reprinted in their entirety. Original copies of the statements and methods of publication are to be dated and maintained in the administrative school file. These files are to be available to government and Archdiocesan personnel.

Assurance Statement of Compliance With the Purposes of Title IX Education Act

The Catholic schools of the Archdiocese of Santa Fe, under the jurisdiction of Archbishop John C. Wester and at the direction of the Superintendent of Catholic Schools, attest that none of the Catholic schools discriminates on the basis of sex in its admission policies, treatment of students or its employment practices.

Archdiocese Of Santa Fe Catholic Schools Staff Handbook Agreement Form

I acknowledge that I have received a copy of the Holy Cross Catholic School Handbook. I agree to abide by the policies and procedures contained herein. I acknowledge that the information contained herein is always subject to change, interpretation, and elimination by the School at its sole discretion, without notice. I understand that this Handbook supersedes and revokes all previously issued materials.

The specific Archdiocesan policies identified in this Handbook are summaries only. For complete copies of the policies referenced, refer to the Archdiocese of Santa Fe Catholic Schools Policy Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator’s Manual that governs.

Printed name of staff

Staff Signature

Date

This agreement form must be signed by the staff member and returned to the school office no later than **September 6, 2024.**