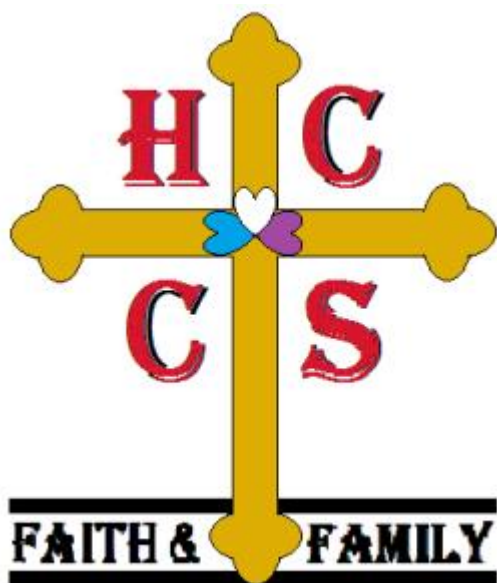


# HOLY CROSS CATHOLIC SCHOOL

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Serving Families Since 1949



## PARENT/STUDENT HANDBOOK PK-8TH

Policies and Procedures  
2024-25

1331 State Rd. 76  
Santa Cruz, New México 87567  
(505) 753-4644

Principal-John Arriola  
Pastor-Father Gabriel Gomez & Father Juan Gerardo Sanchez

website: [www.hccatholicsschool.or](http://www.hccatholicsschool.or)

Dear Families,

Welcome back and thank you for choosing Holy Cross Catholic School for your child's education! Father Javier, the faculty, staff, and I appreciate your trust in us. We look forward to working with you and your student in striving for academic excellence and spiritual development this upcoming year. Please know that my door is always open to you if you need to discuss anything that pertains to your child and the school, we are on the same team. As partners in this educational process, we ask you to set rules, times, and limits so that your students:

- Get a good night's sleep
- Arrive at school on time for morning prayer, 7:50 am
- Are dressed in a complete uniform
- Complete homework
- Have a lunch, either paid or brought from home daily if staying the full day

We ask that parents commit to the following:

- Attend mass weekly with your family
- Support school rules and learning expectations
- Treat the teachers and staff with respect
- Participate in school activities
- Return forms promptly
- Check your child's folder for newsletters, homework, and corrected work
- Keep current with tuition and other fees-extended care, hot lunch, and breakfast charges, etc.

The following handbook includes information specific to Holy Cross Catholic School and the Archdiocese of Santa Fe policy manual. Please read this handbook and contact me if you should have any questions.

Sincerely,

**John Arriola**

John Arriola

Principal

## Quick guide

### Disclaimer

The Archdiocese of Santa Fe Catholic School Policy Manual (ASFCSM) governs all Parish/Regional preschools, elementary schools, and Archdiocesan high schools (ASF policy #1300). Additional school-specific information is included in this handbook.

Not all situations can be covered in this handbook. Holy Cross Catholic School reserves the right to amend this handbook. Families will be notified as changes are made.

Simply through enrollment at Holy Cross Catholic School families and students enter into a covenant with the school and agree to the terms of this handbook.

### School hours

7:50-3:00	Regular dismissal
7:50-12:00	Every Friday (Working on Accreditation)

### Hot breakfast or lunch

The governor has passed a bill for free breakfast and lunch. We are still required to turn in the applications.

### Attendance

Please email or call the office when your child is absent, [hccsoffice@myhccs.org](mailto:hccsoffice@myhccs.org) or 505-753-4644.

### Weather

All parents will receive a text from our grading program, FACTS (SIS), to their cell phones with information about delays or closings. Delays and closings will also be listed on KOB and KOAT. H.C.C.S. will generally, but not always, follow Espanola public schools for delays and closings.

### Dress Code, abbreviated

Boys: solid navy collared shirt and solid navy shorts or pants, Mass light blue shirt.

Girls: solid navy collared shirt and solid navy shorts, pants, skirt, skort, jumper or collared dress or Mass plaid skirt or jumper.

Jackets/coats: solid color, no designs, logos or patterns

Sweaters/sweatshirts: no designs, logos or patterns Shoes: must have a closed toe and heel. If they have laces, they must be tied. Slip-on shoes are discouraged because they fall off easily. Shoes must **NOT** have lights, sounds, wheels or sequins.

Hairstyles: only natural hair color acceptable, dyed hair and highlights are not permitted. Dramatic cuts are not permitted. Hair should not hang over the eyes-bangs should be at or above eyebrows. Boys' hair should be off the collar and over the ears.

Socks and tights: crew and knee length, solid navy or black, are approved. Socks **MUST** cover the ankle bone. All students must wear socks or tights. Navy tights or leggings may be worn under skirts, dresses, or jumpers. Leggings may not be worn as pants-even if they are sold in the uniform section of the store.

### Mass dress

Boys: navy slacks and a light blue (oxford cloth) button-up shirt.

Girls: plaid 76 jumper or skirt and a light blue button-up shirt (peter pan or regular collar) these may be purchased from any company of choice.

### **Mission**

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 – 8<sup>th</sup>.

### **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 – 8<sup>th</sup> 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 autonomy, which enables everyone to be whatever he or she is called by God to be.

### **Accreditation**

Holy Cross Catholic School is fully accredited by the Western Catholic Educational Association.

### **Student Learning Expectations**

#### F=FAITH FOLLOWERS

1. Who actively participate in personal, family and community prayer
2. Who use Christ and The Holy Family as models for living
3. Who apply Christian Catholic conscience in making moral and ethical choices
4. Who witness Catholic doctrine and traditions
5. Who love God, themselves, others and creation

#### A=ACADEMICS

1. Develop a desire to learn
2. Develop academic knowledge and skills in all areas of curriculum
3. Integrate current technology in learning
4. Act as effective communicators using essential listening, speaking and writing skills

#### I=INTEGRITY

1. Strive to live a balanced and healthy spiritual, physical, intellectual, emotional and social lifestyle
2. Take responsibility for one's actions, including fair and generous behavior towards others
3. Is aware of one's own unique talents and gifts and uses them to the best of their ability

4. Demonstrate a positive attitude and sense of self as a child of God

#### T=THINKERS WHO

1. Demonstrate a strong foundation in core subjects
2. Work independently with consistently good study habits
3. Work collaboratively to enhance asking questions and problem-solving skills
4. Use knowledge and critical thinking skills in pursuit of continued lifelong learning
5. Research and analyze information effectively
6. Actively participate in global citizenship

#### H=HELP OTHERS THROUGH SERVICE

1. Active stewards who care for God's creation
2. Serve people with compassion, respect and generosity
3. Appreciate and respond to all people, cultures and beliefs
4. Respond to those in need and participate in school, parish and community service activities
- 5.

Promote and work for Social Justice

#### **Admission Policies**

Holy Cross follows the admission policy (ASF #2000).

All Catholic schools shall admit only those students who sincerely seek a Catholic Education. For Admission purposes, preference is given to students who are practicing Catholics, who have a basic knowledge and understanding of the Catholic faith, and who are registered members of a parish or mission within the Archdiocese.

By applying for admission to a Parish school, parents or legal guardians acknowledge and agree that their student will participate in religious instruction and formation in the Catholic faith. By applying for admission to a Parish school, parents or legal guardians acknowledge and agree that they will support the philosophy and mission of the Catholic school and all Catholic teachings. No student will be refused admission to a parish school because of race, color, national origin, or gender.

The age requirement for students entering the Pre-K Program is 3 or 4 year olds.

All students must follow the minimum age requirements of the State of New Mexico in order to enroll; students entering Kindergarten must be 5 by September 1<sup>st</sup>.

Locally set admission priorities and/or preferences including:

Dates for application, registration, testing, admission acceptance, and parent/student commitment procedures and deadlines; An interview with the parent or legal guardian and student, when possible; and a statement regarding the application, tuition, and other fees.

If a student applies to transfer from one Parish/Regional school to another the Principal of the school to which the student wishes to transfer may request that the parents or legal guardians of the student provide a reason for the requested transfer.

### **Students with special needs (including high-ability students)**

Holy Cross is not equipped to meet the needs of students who have special needs beyond what title one and differentiated instruction can provide. However, Holy Cross can meet the needs of students who need subject acceleration or grade acceleration.

### **Arrival and dismissal information mornings:**

Students may arrive as early as 7:30 am. All students go straight to their Marian Hall for breakfast, 7:50 morning prayer is held. Arrival after 7:50 is considered tardy. Students who arrive after 8:00 need to be signed in at the office by an adult.

Cars follow the directional arrows on the pavement.

### **Attendance Guidelines**

Please email or call the office when your child is absent, at [hccsoffice@myhccs.org](mailto:hccsoffice@myhccs.org) or 505-753-4644. If a student is absent for 3 or more days, a doctor's excuse is needed.

Please let the school know if your family has COVID-19 so extra cleaning may take place. Students will not be penalized due to COVID-19 absences. If a family member is ill, please quarantine your student for 5 calendar days. We will send work home digitally for students to complete.

Any absence, other than due to illness, is unexcused. Dr./Dental appointments will need a doctor's return slip. This includes trips. Teachers are not required to provide make-up tests, work, or assignments for unexcused absences. Should absence for any reason other than illness seem necessary, parents need to meet with the principal.

Parents need to schedule student appointments when school is out--after school or on non-school days. Students who are away from school for 3 hours or more will be counted as absent for half a day. When the student returns to school following an appointment, the parent/guardian needs to sign the student back into school in the office.

Families need to inform the school in writing if someone other than the parent/guardian is picking up the student--after school or for an appointment. Families are given a form to list everyone who has permission to pick up the student during the first week of school. Only individuals who are on the form may pick up a student from school.

The length of the school day is described in ASF #1420. Instructional time on all regular school days in all parish regional elementary schools will be at least that required by the state of New Mexico.

We do not anticipate any minimal school days this year. Early dismissal days will be the first and third Fridays of the month. Early dismissal days are marked on the school calendar.

### **School hours**

7:50-3:00

Regular dismissal

7:50-12:00

Every Friday(Working on Accreditation)

### **Athletics**

We currently have basketball for girls and boys grades 3-8.

## **Behavior**

This handbook has general behavior expectations but does not cover every single situation that requires discipline. Situations that are not specifically detailed in this handbook will be handled individually according to the norms of acceptable behavior.

The enforcement of general school rules, as well as classroom rules, is within the authority and responsibility of all staff members. Assigning corrective measures for misbehavior is at the discretion of the teacher or principal.

Students in our school are expected to conduct themselves so that their behavior will reflect well on the student and Holy Cross. Student behavior will show consideration for others and create a pleasant school atmosphere.

Students are always expected to be courteous. Correction by any staff member is to be accepted. The following actions are expected from all students during school hours and school events:

- Respecting the feelings and the needs of others is a Christian goal and is expected of all.
- Greet people with respect and use polite language, particularly please and thank you
- Cursing, abusive language, slander, lying, and cheating is not acceptable.
- Activities and actions are to be guided by the all-inclusive rule that we respect one another.
- Helping others while staying socially distant
- Work and always play as a Christian
- Include everyone
- Be fair and follow the rules when playing games.
- Respect for all gifts from God is always to be shown.
- All students are expected to respect school property and things belonging to others.
- Willful disobedience, disrespect, and defiance of authority will not be tolerated.
- Possession of any weapon, alcohol or drugs, and tobacco on school/parish grounds is unacceptable.

Holy Cross recognizes that every student has a right to learn, and any act by a classmate who interferes with that right will be addressed.

The true goal of any disciplinary measure is to assist the student in achieving self-discipline, which will show in clear and logical reasoning and in action which is consistent with good moral principles. As citizens in a democratic society, students must be given the opportunity to participate actively and responsibly in school life. When a student's behavior infringes upon the rights of others, or against the educational process, the student must be corrected. Corrective measures are intended to be positive actions rather than punitive. When punitive measures are necessary the following may be used by the principal.

### **Suspension ( ASF #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 separate 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.

1. 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.
2. 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/Preschool Director. A copy of the record must be kept in a file separate and apart from the student's Permanent Record.

The Principal must approve any suspension of a student.

### **Expulsion ( ASF # 2470)**

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort: a) after all other efforts of motivation and counseling have failed or b) where attendant\_\_\_ circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons or c) as set forth in ASF # 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

- 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-H 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 rests 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 ASF #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. (ASF #2460)

The principal and/or pastor are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

### **Appeal Process**

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**

1. Every attempt should be made to resolve a conflict at the lowest possible level.
2. 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:
  3. 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.
  4. 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. The specific provisions for a fair process are to be contained in the local school handbooks.
  5. If the Principal/Preschool Director 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 (18 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.
  6. Parents or legal guardians may request that the Pastor/Rector in the case of a Parish/Regional school review the matter or the decision.
  7. If the conflict cannot be resolved in an elementary school following steps one through three above, then a parent or employee may have recourse to the Superintendent.
  8. 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.

#### **1. 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.

#### **1. Appeal of Required Withdrawal of a Student**

If a Principal requires, for whatever reason, that a student withdraw from school the parent or legal guardian may appeal the principal's decision following the steps A. 3 and 4 above.

D. Appeal of Other Serious Decisions

- a. When a parent or an employee believes his/her rights have been violated and/or the Principal 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:
- b. The subject of the appeal.
- c. Any factual data, other than hearsay, the person considers appropriate.
- d. The efforts that have been made to resolve the issue.
- e. The decision of the Principal and/or Pastor/Rector must be appealed within ten (10) working days of the communication of that decision by the aggrieved party.
- f. 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.
- g. 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.
- i. The appeal process is designed to support the Catholic Church's belief in subsidiary and, therefore, at no time during the appeal process may the parent or employee be represented by an attorney. (ASF #1310)

**Student harassment and bullying ( ASF#2410)**

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, visual or environmental. Any student who violates this policy will be subject to disciplinary action, up to and including required withdrawal.

Each Parish school shall develop and disseminate a policy, in the context of the school mission and Catholic identity, which addresses student-to-student bullying and harassment. This policy shall state that it prohibits any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile or offensive, education environment.

In addition to this statement the policy shall contain the following: descriptive behaviors; procedures for reporting; investigative procedures; consequences and penalties; discretion statement that allows the Principal and Pastor/Rector to review individual situations and waive any or all penalties. The policy should also state if a bullying/harassment prevention program for staff, students, and parents and how individuals may access that program.

HCCS prohibits any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile or offensive, educational environment. The school will investigate any allegations according to Archdiocesan policy.

**Withdrawal due to parental behavior ( ASF#2470)**

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

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

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. The Principal must verify that parents were informed to terminate the inappropriate behavior and begin cooperating with school or Policy 2470 would be enforced. If such effort does not correct the situation, then after consultation with the Superintendent and, in the case of elementary schools, the Pastor/Rector, the Principal may require the parents to withdraw their child.

Documentation signed by the Principal and parents as well as any other information or evidence of consultation with the parents on the matter must be retained on file.

If the parents refuse to accept the withdrawal, the procedures for expulsion shall be followed as outlined in letters B – G in Policy No. 2460.

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

**Tobacco/alcohol/other drugs ( ASF#2330)**

All Archdiocesan 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.

**Communication**

Newsletters from the school are sent weekly through email. Make sure you read these, much information is here and only here. Classroom newsletters will be sent every week with the student in their homework folders. Please look for these. This is the primary way that teachers communicate with all parents.

Classrooms do not have phone access. If you call the school office, the secretary can take a message and then get it to the classroom teacher. She may be able to transfer your call to the teacher in an emergency.

Each classroom teacher has their own email which will be given out at the beginning of the school year. This is a great way to communicate with your student's teacher. They check email daily and will return messages within a day. They are not able to check email during the school day, so messages will be returned before or after school hours.

Many teachers also use the student's daily planners to write notes to families, please check daily to see if there is a note for you in the planner.

Some classes also use Class Dojo, check with your student's teacher to find out if they use it.

Parent/teacher/student conferences are held at the end of the first and third quarters. Families are assigned a time to attend. *Unless specifically prohibited by court order, the non-custodial parent has the right to the same information and opportunities for conferences provided to the custodial parent.*

### **Crisis Plans**

- A. All principals in cooperation with the faculty shall develop written general and specific crisis procedure plans, which shall be reviewed annually. These plans should provide specific procedures for emergency situations including, but not limited to intruders from within, intruders from outside, fire, tornado, and earthquake.
- B. They should also include, at a minimum, information regarding evacuation, notification of police and other appropriate authorities, signals/codes for personnel, a system to contact parents or responsible parties, a system for release of students, provisions for site isolation, methods of communication, both internal and external, first aid, faculty and staff assignments, closing of school and early dismissal of students.
- C. In the event of a natural disaster, the school shall respond to directions given by the Catholic Schools Office or local governing authority.
- D. The responsibility for determining whether the building should be evacuated rests with the principal. In the absence of the principal, the assistant principal, or the principal's designee, who shall be a certified teacher, shall be responsible for carrying out the emergency procedures.
- E. Copies of the procedures are to be distributed to all school personnel, including those involved in coaching and before and after school programs, who shall be instructed in these procedures. Any emergency, disaster, or dangerous situation shall be reported to the pastor and to the Superintendent as soon as possible.
- F. In the event of a lockdown the Pastor/Rector of parish elementary schools and the Superintendent must be notified. S/he will provide for notification of Catholic Center personnel.

## Emergency Drills

- A. Written standards of procedures for emergency drills (fire, lockdown, etc.) shall be posted in each classroom, gymnasium, cafeteria, and all other occupied areas of the building. All occupants of the building shall be made aware of the emergency procedures as posted.
- B. According to New Mexico law, private schools must conduct an emergency drill at least once a week during the first four weeks of the school year and at least once a month thereafter. Two drills during the year must be shelter-in-place (as opposed to evacuation) drills and one must be an evacuation drill, as directed by the State Department of Education.
- C. Fire extinguishers shall be placed in appropriate locations, clearly identified, and checked annually or more frequently, if required by local fire regulations.
- D. The fire marshal must prescribe reasonable rules, regulations and programs for teaching proper methods of fire prevention and control to all children in the state, whether in public or private schools.

## **Non-Authorized Persons**

All elementary schools will establish procedures to register visitors on campus and monitor non-authorized persons. Persons with no legitimate reason or written authorization to be on the school grounds will be asked to leave by any school personnel. If the person does not leave, the police will be called.

## **Dress Code**

Boys: solid navy collared shirt and solid navy shorts or pants

Girls: solid navy collared shirt and solid navy shorts, pants, skirt, skort, jumper or collared dress

Shirts will always be tucked in.

Jackets/coats: any solid color, no designs, logos or patterns

Sweaters/sweatshirts: no designs, logos or patterns

Shoes: must have a closed toe and heel. If shoes have laces, they must be tied in a bow. Slip-on shoes are discouraged. Shoes must not have lights, sounds, or wheels.

Hairstyles: only natural hair color is acceptable, dyed hair and highlights are not permitted. Dramatic cuts are also not permitted. Hair should not hang over the eyes-bangs should be at or above eyebrows. Boys' hair should be off the collar and over the ears. Girls need to have neatly combed hair worn out of their eyes.

Socks and tights: crew and knee length, solid navy or black, are approved. Socks **MUST** cover the ankle bone.

All students must wear socks or tights. Navy tights or leggings may be worn under skirts, dresses or jumpers.

Leggings may not be worn as pants-*even if they are sold in the uniform section of the store*. If leggings are worn as tights, socks must also be worn so that there is not a gap of skin between shoes and leggings.

### **Mass dress**

Boys: navy slacks and a light blue (oxford cloth) button-up shirt.

Girls: plaid 76 jumper or skirt and a light blue button-up shirt (Peter Pan or regular collar)

Plaid jumpers/skirts may be ordered by any company. All girls in Pre-K-8th grade need at least 1 plaid jumper or skirt. These **MUST** be worn on mass days and may be worn any other day of the week.

Boys may purchase their button-up shirts through any retailer. Button-up shirts **MUST** be worn to mass and may be worn any other day of the week.

### **Accessories**

Catholic school students do not wear accessories--, sunglasses, hats, etc. Small basic watches may also be worn. Smartwatches should be kept at home.

Girls at Holy Cross may polish their fingernails. They cannot have artificial nails.

### **Mondays**

Students may wear jeans and an official Holy Cross school t-shirt on Mondays. Order forms for school t-shirts will be given out during orientation. If a student is out of uniform during the week, they forfeit the right to wear jeans and a t-shirt the following Monday.

### **Electronic Devices**

Do not bring these to school. This includes cell phones, smart watches, tablets, Game Boys, PS4s, etc. If a device comes to school, it will be kept in the office for the parents to pick it up and take home.

### **Food**

Holy Cross offers both breakfast and lunch that follow the federal nutrition guidelines. Our program is accredited through the N.M.P.E.D. Students are welcome to bring their own breakfast or lunch. Microwaves and refrigerators are not available, please pack lunches accordingly. Holy Cross participates in the federal free meal programs. Forms are sent home with all students during the first week of school. *Please do not bring fast food to students at lunchtime.*

Class	Lunch Time
PK	10:45
K	11:00
1 <sup>st</sup>	11:00
2 <sup>nd</sup>	11:00

3 <sup>rd</sup>	11:00
4 <sup>th</sup>	11:00
5 <sup>th</sup> -8 <sup>th</sup>	11:00

After students have finished eating, they have a short recess. Most classes will be outside for recess or P.E. at some point during the day. Pre-K will go out to recess at a Please send warm coats and jackets, hats, and mittens during cold weather.

### Snacks and parties

Pre-K will have a snack during the afternoon. Please send in simple snacks that are low in sugar and processing.

Birthdays will be coordinated by each individual teacher.

Birthday invitations when brought to school will include all students in the class. If families prefer a smaller party, invitations will not be passed out at school.

### **Fundraising Obligation**

All families will sell raffle tickets. Each family will be given 50 tickets to sell for \$10 each, a total of \$500 the first week of school. If families don't sell all their tickets, the balance will be placed on their FACTS account, and it must be cleared by the end of the year. If your family doesn't receive tickets, let us know and we will get them to you right away. The drawing will be held in December.

All families are asked to participate in our many fundraisers. One of the ways we can keep tuition low is through fundraisers. This year our school has a fundraising goal of \$100,000 to meet the shortfall from tuition in our budget.

Our tuition cost is \$4,300 per child for current families K-8 and \$4,500 per child for Pre-K regardless if the child is full-time or not.

### **Obligated 20 Hours per Family**

Each family is obligated to volunteer 20 hours per school year. If this obligation is not met by May 1<sup>st</sup>, a \$300 volunteer fee will be added to FACTS. There will be a binder in each class where families can fill out their time.

### **Health**

#### Accident or illness at school (ASF #2340)

##### A. Accidents and Illness at School (Emergency Information Form)

1. Each school, preschool, 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) will 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/Regional 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.

It is the family's responsibility to change the emergency form if any addresses or phone numbers change. Families will let the office know immediately of the change.

#### Communicable Diseases (ASF #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 action on the part of the Pastor 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. Information will be conveyed on a need-to-know basis.

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

#### First aid

First aid supplies are always in the school office. All that Holy Cross can offer students injured at school are ice packs and Band-Aids. For injuries needing more attention, parents will be called to pick up the student or to give additional first aid. Gloves are worn whenever there is exposure to blood or bodily fluids.

#### Food Allergies (ASF # 2320)

Parish/Regional schools do not have a legal obligation to accept a student with a food allergy. It is acceptable for a Parish/Regional school to deny enrollment to a student if the school cannot reasonably accommodate the student's food allergy. If a Parish/Regional 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

- Notify the school of the child's allergies.
- Work with the school to develop a plan to accommodate the child's needs.
- Provide written medical documentation, instructions, and medications as directed by the child's physician.
- Provide properly labeled medications and replace medications after use or when expired.
- Provide the school, at the minimum, with at least two (2) Epi-pens for school or student use.
- 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).
- Review procedures with the school, the child's physician, and the child, after a reaction has occurred.
- Provide up-to-date emergency contact information.

##### 2. School's Responsibility

- Notify parents and the student that the school cannot guarantee an allergy-free environment.
- Ensure that all staff understand food allergies; 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 students' meals, educational tools, arts and crafts projects, etc.
- Create and review the Food Allergy Action Plan before an allergic reaction occurs to ensure the plan is efficient.



- Ensure that medications are appropriately stored and be sure that an emergency kit is available containing the physician's standing order for epinephrine. If a student is seven (7) years old, or older, the student may carry an EpiPen on his/her person if properly trained.
- Designate and properly train school personnel to administer medications.
- If a student needs or has self-injected with an Epi-pen, call 911, the parents, and the student's doctor in that order.
- Ensure that a trained staff member is available during school operations.
- Discuss field trips and other special activities with the family of the child to decide on appropriate strategies for managing the food allergy.
- Discourage children from "trading" food.
- Ensure all surfaces such as tables and toys are washed clean of contaminating foods.
- If needed, designate a specific table in the cafeteria for children with food allergies.
- Encourage all students to wash hands after handling food.

### 3. Student's Responsibility

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

### Immunizations

Holy Cross follows the state of New Mexico in immunization guidelines. All students must be up to date with their immunizations.

### Illness

Students should be fever-free for 24 hours before returning to school. Students who have thrown up need to not vomit for 24 hours and keep food down. Students who are sent home during the school day with a fever or vomiting will not be allowed to return to school the next day, as this would not allow for the 24-hour protection of the school.

### Medications (ASF #2320)

No over-the-counter medication for non-specific conditions is allowed unless a written Medical Treatment Plan with the student's medical provider's signature is submitted to the school office. In such a case, the parent shall submit the H.C.C.S. Medical Treatment Plan with the instructions for the administration of the over-the-counter medication to the Principal with the following information:

- Student's name
- Frequency
- Medications

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:
  - The dates and times when the medication is to be administered;

- Instructions as to proper dosage; and
  - The original signature of the student’s parent or legal guardian and the original signature of the prescribing doctor
3. All medications must be kept in a secure place to which students do not have access.
    - That there would be a risk to the student if the student were not able to personally carry the medication; and
    - That the student has been instructed on the indications for the use of the medication, on the administration of the medication, on the possible side effects, 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. (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 a 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 EpiPen 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:
  5. 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).
  6. 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).
  7. At the end of each school year, all medications shall be returned to the student’s parents or legal guardians or disposed of in an appropriate manner.

**Homework**

All students are assigned homework. Students in Pre-K and kindergarten will have simple homework. Most homework should be able to be completed without parent help. Students in grades 1-8 have homework planners in which students write homework and long-term assignments. Expect homework in spelling and math daily. Students are also required to read daily for 30 minutes. Homework is to be turned in daily unless teachers specify otherwise. Generally, homework will not be assigned over weekends.

If a student misses a day, homework is due the following day. For instance, if a student misses Monday, Monday’s homework is due Wednesday morning. If a student misses Monday and Tuesday, homework would be due on Thursday etc.

If you find your student is taking longer than expected on homework, contact the teacher! Below are the following guidelines:

Pre-K-1st grades	15 minutes
2nd-3rd grades	20-30 minutes
4th	30-45 minutes
5th-8th grades	45-60 minutes

## **Lost and Found**

Please label your student's sweaters, sweatshirts, jackets, lunch boxes, water bottles, and other items that are frequently lost/misplaced with the student's full name. Items found around the school will be turned into the office. Please check quarterly to see if you recognize any of the items lost and found! If your student comes home missing something, have them check the lost and found. Lost and found items not claimed by the end of the school year will be donated on June 15th.

## **Release of Student Information ( ASF #2370)**

Parish/Regional schools shall not publish or use a student's name, picture, voice, or likeness in any form of publication or media unless a verifiable photo/publicity release is obtained from the student's parents or legal guardians. Absent a verifiable photo/publicity release, Parish/Regional schools shall not use a student's name, picture, voice, or likeness in any publications or media, including but not limited to photographs, films, motion pictures, audio, DVD, videotape, websites, class pictures, school yearbook, or the school newspaper, whether in connection with the student's education or participation in school activities or events or otherwise. The verifiable release must be kept on file for the entire length of time that the student is at the school.

## **Religion**

Non-Catholics are welcome at our school, however, non-Catholic students are expected to participate fully in our religious observances and education

### Religious education

All classes have religious education daily, in addition to morning and dismissal prayer time and grace said before lunch. Most classes also have prayers of class intentions. This year we will be using Spirit of Truth catechism books.

Students in third grade will celebrate their first reconciliation (confession) and first Eucharist (communion) as a class late in the spring.

Parents also have required formation classes to attend, three Saturdays, before reconciliation. Dates will be given as soon as they are set. *These are required classes intended as religious education for adults.* If you miss one of these classes, you will need to meet with Father Javier to determine how and when to make them up.

### Observances

Mass is usually every Friday at 8:30 a.m. at Holy Cross Church.

Holy Cross observes all holy days of obligation that occur during the school year.

### Evangelization

Holy Cross parents can evangelize too! Families can do this through:

- Receiving the Eucharist as often as possible in order to be nourished and strengthened in the spreading of the Word of God.
- Reflecting on and communicating the importance of Catholic Education and sharing the reasons why you have chosen it for your students.
- Let people know that you send your students to Catholic Schools primarily for the Catholicity.

- Feeling strongly about Catholic Education and prayer in class and that they are special gifts and privileges not ever to be taken for granted.
- Knowing that the way to ground our families in God daily is through school involvement, church attendance, and participation in school activities.
- Reminding your students that seeing pictures and statues of Jesus, Mary and the saints throughout the Holy Cross is important and serves as a great reminder of what is important.

So, evangelize and let people know why you feel so strongly about Catholic Education!

### **Holding of Transcripts**

If tuition, raffle tickets, or breakfast/lunch is delinquent we reserve the right to hold transcripts.

### **Reporting student progress**

Progress reports will go out in the middle of each quarter, about week 4 out of 9.

### Conferences

Parent/student/teacher conferences will be held at the end of the first and third quarters. Students do not have school on conference days but are expected to attend with their parents. Times will be scheduled by the office.

### Promotion and Retention

Students will need to have passing grades in all core subjects before being promoted to the next grade. Parents of students who have the possibility of being retained will be notified by the third quarter.

### Graduation K and 8

Kindergarten and Eighth grade will graduate on the last day of school during the 8:30 Mass.

### **Specials**

Physical Education, Music, and Library are mandatory. A doctor's order will be needed in order for a child not to participate in Physical Education.

### **Use of name**

To use the Holy Cross Catholic School name or logo, parents/groups need to have permission from the principal. Receive permission before printing items.

### **Weather delays/closings**

All parents will receive a text from our grading program, FACTS, to their cell phones with information about delays or closings. Delays and closings will also be listed on KOB and KOAT. H.C.C.S. will generally, but not always, follow Espanola public schools for delays and closings.

**ARCHDIOCESE OF SANTA FE CATHOLIC SCHOOLS**

**PARENT/LEGAL GUARDIAN/STUDENT HANDBOOK AGREEMENT FORM**

I acknowledge that I have received a copy of the Holy Cross Catholic School Handbook. By virtue of having registered my child/ren at Holy Cross Catholic School 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.

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Printed Student Name

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Signature of Student

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Date

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Printed Legal Guardian

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Signature of Legal Guardian

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Date

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Printed Legal Guardian Name

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Signature of Legal Guardian

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Date

This agreement form must be signed by the student / parent/legal guardian and returned to the school office no later than **September 13, 2024.**