

2017-2018



Holy Cross Catholic School Parent/Student **Preschool Handbook**

WEBSITE: <http://www.lascrucescatholicschool.com>

Holy Cross Catholic School
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Board of Directors

MEMBERS

Andrew Ondo *	Christine Wright
Hillary Avitia*	Caroline Harrington
Karen Hand	Patricio Quintana
Kelly Burnham	Rosemary Crawford*
Fr. Richard Catanach (LCCS Chaplain)	

* Parent

EX-OFFICIO

Fr. Richard Catanach, Pastor
Mrs. Connie Limón, Principal
Mr. Adrian Galaz, Assistant Principal
Mr. David McNeill, Legal Consultant

Las Cruces Catholic School Board meetings are held on the second Wednesday of the month in the LCCS Middle School building. If you wish to attend, you are welcome. If you wish to be on the agenda, please notify the administration or a board member before the first Tuesday of the month. If you are interested in becoming a board member, please contact the Board President.

Principals Letter

Dear Student(s) and Parent(s),

Welcome to Holy Cross School and St. Mary's High. Our 2017-2018 student handbook contains important information regarding the policies and rules that govern the school. The handbook has been updated to include changes effective this year. Upon reading the handbook, please sign and return the signature page at the end of the handbook. Signing this page is confirmation that you have read and understood all of the information contained in the handbook. Please read the handbook carefully as it represents the POLICY AND CONTRACT between you and the school.

We strive to maintain the highest standards of Catholic Education possible. The faculty and staff are well trained and certified professionals who provide a strong academic program along with grounded Catholic morals and values.

In order to have a productive school year, it is vital that you, as parent(s), take an active role in our school community. Your volunteer hours are critical to success. Be sure to complete your hours each quarter and ensure your child's instructor is signing off on all assigned hours for credit.

Another important aspect of our success and achieving the next level, is that our students arrive to school on time, prepared for the day and in the correct uniform.

Again, WELCOME and THANK YOU for choosing the Holy Cross School and St. Mary's High for your child's education.

Sincerely,



Mrs. Connie Limón
Administrator/Principal

**THE LCCS PRESCHOOL MAINTAINS AN OPEN DOOR POLICY.
PARENTS ARE WELCOME TO VISIT THE CLASS AT ANY TIME**

Vision & Mission Statements

~VISION~

It is envisioned by Las Cruces Catholic School (LCCS) that the truly ideal educational mission, philosophy, setting, processes, and stakeholders of a Catholic school are those that will enable and require the school to:

- ✦ promote and achieve the highest possible levels of academic excellence for all its students, as determined by widely accepted national and international standards of educational quality;
- ✦ provide all its students the strong foundation of values and virtues--rooted in the Catholic faith--that are essential for their ongoing formation both as life-long leaders of the Catholic Church and their communities, and as truly responsible citizens;
- ✦ support and augment the parents' role as "first teachers and mentors" of their children.

~MISSION~

Rooted in Roman Catholic Tradition, Las Cruces Catholic Schools promote excellence in education, and foster Christian spiritual, intellectual and moral virtues in our students.

Profession of Catholic Identity

Catholic identity is at the core of our mission at Las Cruces Catholic Schools. This means that our schools must be readily and unmistakably identifiable as Catholic schools, working hand and glove with the Church in moving children and their families toward their salvation in Christ. This identity will be evident in the following ways:

- ✦ Las Cruces Catholic Schools will be distinctly Catholic and Christ-centered and this purpose/mission will be evident in both schools.
- ✦ LCCS will work collaboratively with the parents/guardians as primary educators to ensure quality faith formation, active participation in the life of the Church through Eucharistic liturgy, prayer, and Christian service, and a sound academic education.
- ✦ The Catholic character of LCCS will reflect the beauty and tradition of the Church and her liturgy, including her sacramental life and the lives of the Saints.
- ✦ LCCS will provide programs of faith formation where Sacred Scripture, Sacred Tradition and Magisterial teachings and values will be taught and integrated into all aspects of school life.
- ✦ Catholic moral formation and moral teaching will be integrated appropriately at every grade across subject areas.
- ✦ The student population of LCCS will be required to participate in community service so that they might be given the opportunity to practice Christian charity as an integral part of their Catholic education.
- ✦ LCCS will utilize the guidance and leadership of a school chaplain in order to ensure proper instruction of Catholic doctrine.
- ✦ The Principal/Administrator of LCCS, under the guidance of the school chaplain, will schedule retreats and other spiritual opportunities regularly for the faculty, staff, students, and school board members, to deepen their personal faith commitment and foster growth of the faith community within the school.
- ✦ LCCS Will be an effective means of evangelization in our Catholic community and the extended Las Cruces community which we serve.
- ✦ The Principal/Administrator of LCCS will identify ways to maintain and strengthen meaningful connections with the home parishes of its students.
- ✦ The Principal/Administrator will seek ways to promote the mission and purpose of LCCS through appropriate avenues of communication and media in the Las Cruces community at large.
- ✦ The LCCS Board of Directors will support all stakeholders in the continued foundation and growth of our Catholic Identity.

SIP Goals for 2017-2018

as determined by the LCCS School Board

- **Goal 1: Demographics**
 - 1.1-LCCS will serve students from all religions, including the non-religious, ethnic backgrounds, and economic status.

- **Goal 2: Student Achievement**
 - 2.1-All students will reach high academic performance, attaining a score above the mean average in all academic areas tested.
 - 2.2-Students experiencing difficulty will be provided with effective and timely assistance, and successfully transition from elementary to middle school, middle school to high school and high school to post-secondary.

- **Goal 3: School Culture and Climate**
 - 3.1-LCCS will foster respect for prayer, reverence, understanding, and active participation at mass and in all aspects of spiritual life throughout the day.
 - 3.2-All students will be educated in learning environments that are appropriate, safe, drug and violence free, and conducive to learning.

- **Goal 4: Staff Quality, Recruitment and Retention**
 - 4.1-Qualified and highly effective personnel will be recruited, developed, and retained.

- **Goal 5: Curriculum, Instruction and Assessment**
 - 5.1-The LCCS curriculum, instruction and assessment will be aligned to the Common Core Standards, thus the National Standards.

- **Goal 6: Family and Community Involvement**
 - 6.1-Parents and community members will support and contribute to efforts that all students reach high academic standards.

- **Goal 7: School Context and Organization**
 - 7.1-Student and Teacher handbooks will outline policies and procedures to assist in running an organized, effective and efficient educational environment conducive to learning for all students.

- **Goal 8: Technology**
 - 8.1-Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.

Admission & Retention Policies

Admissions

1. Parents/Guardians and students must agree to uphold the Catholic and patriotic values and traditions that form the basis of education at our school, and to abide by the policies and regulations of the school. The policies include the participation in prayer and in the Pledge of Allegiance.
2. New and transfer students will be interviewed with their parents by the administrator and may be required to meet with a faculty committee to determine the appropriateness and the compatibility of this school for each particular student. Students transferring from local schools and students whose academic and/or discipline records from a previous school appear ambiguous will be placed on nine (9) weeks of probation.
3. Space is available based on the state mandated policies for class size.
4. The parent/guardians of the student(s) to be admitted agree to pay tuition and other required fees recommended by the Board of Directors, and agree to participate with the school in their student(s) education by providing fifty (50) hours of service to the School Service Program per school year. 12.5 service hours must be completed at the end of each 9-week grading period. Report cards will be held at the front office for all service hours not up-to-date. For every service hour not completed by the end of the school year, a \$10 per hour charge will be assessed and added to tuition fees.
5. The State of New Mexico requires that pre-school classrooms have an open door policy and are supportive of family involvement. As per state regulations, we invite children three to five years of age (who are toilet trained) to be part of the program.
6. New Mexico State compulsory attendance law and Catholic School policy dictates that children must be five (5) years old on or before September 1st to enter kindergarten and six (6) years old on or before September 1st to enter first grade. The only exception for early admission to grade 1 is when documentation is presented showing that a child has successfully completed an accredited kindergarten. In this case, the parents must agree to additional evaluations by a LCCS teacher during a probationary period. Kindergarten children are given a school readiness test during the first week of school. Maximum enrollment is twenty (20) students per kindergarten classroom.
7. The Board of Directors approves the guidelines, rules, and regulations implemented by the faculty, administration, and staff of the Las Cruces Catholic School. The Las Cruces Catholic School reserves the right to deny admission and/or continuance to any student who cannot in good faith demonstrate that he/she will comply with values, academic processes, policies, or rules and regulations of the school. Second semester eighth grade students will not be permitted to enroll.
8. The Administrator will make the final decision of admission.

Preschool Regulations

1. Parents are expected to bring the children to the classroom by 8 a.m. and to be picked up in the classroom by 2:45 p.m. These will be the regular hours for the preschool, and parents must keep these hours (Children can be dropped off as early as 7:50 a.m.)
2. If your child becomes ill at school, the teacher will contact you by phone, and you must pick up your child within 30 minutes.

3. If the child's illness is contagious, a doctor's written statement will be required before the child ill be allowed to return to school.
4. If a child cannot adjust to the preschool program, the parents and the teacher will meet and contract may be terminated.
5. Children will be required to rest every day. This rest time may include a nap. Vinyl bi-fold sleeping mats are required (no sleeping bags). Children may bring a blanket that will remain in the classroom for an entire week (laundering on weekends only). Children may bring stuffed animal or favorite toy for naptime. However, the toy must remain in the classroom for the entire year.
6. Preschool staff will not be responsible for clothing that has not been marked with your child's name. We discourage students from wearing jewelry at school.
7. Parents are welcome to come into the classroom to observe at any time make arrangements with the Director. We welcome parent volunteers in the classroom, however, please do not bring younger children into the classroom. We are not licensed for students under 3 years old, and they can be a distraction to our students.

Probation

Probation is a specified time during which the student will be observed as to his/her willingness and ability to follow the behavioral and academic norms of the school

- Probation applies to:
 - a. A student who is having difficulty following the school's code of student behavior.
 - b. A student transferring to the Las Cruces Catholic School.
- During a period of probation, all requirements, outlined in writing, of the probation must be met.
- The decision to recommend withdrawal or allow the student to continue will be made at the end of the probation period based on the recommendations of teachers and the Administrator.
- Based on these recommendations, the student:
 - a. May be removed from probation status.
 - b. May continue for one more quarter (but no longer) on probation.
 - c. May be asked to withdraw from the school.
- A decision of withdrawal can be reconsidered only in the instance of a student who leaves due to academic failure. If the student wishes to reapply to the Las Cruces Catholic School at a later date, he/she must have done well for at least two semesters elsewhere before his/her request will be reviewed.

Termination

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

Withdrawals

If parents/guardians plan to, or are required to, withdraw student(s) prior to the end of the school year, a withdrawal form from the school office must be circulated among the teachers and staff to obtain grades and fees/charges owed. All textbooks, library books, and other school property must be turned in.

Tuition/fee issues will be settled with the bookkeeper before records or report cards will be released.

Due Process

Parents/Guardians and students are entitled to Due Process, which allows a hearing about decisions made. Parents/Guardians shall have an opportunity to present their views and may ask the board to review the Administrator's decision.

Due Process Procedures:

1. The request for a Due Process hearing must be made in writing and sent to the president of the Board of Directors.
2. The Board of Directors will set a date for the hearing.
3. The parties concerned must appear in person at the hearing before the Board of Directors and make their plea.
4. The Board of Directors will consult in closed session to make their decision, which will be presented in writing to the party making the appeal.
5. The decision of the Board of Directors will be binding.

Las Cruces Catholic School expects parents and guardians to be supportive of actions taken by the school concerning their children. Such actions are not taken lightly by the school. The first and primary response to a child is one of negotiation and counsel, with the hope that the child can grow in responsibility and maturity.

Extended Day Program

The Extended Day Program runs from 7:00 a.m. to 7:45 a.m. and from 3:10 p.m. to 6:00 p.m., Monday through Friday during school on a FEE BASIS. On early dismissal days, the program operates from the time of dismissal to 6:00 p.m. The program is open during most school holidays to form a year round day care option. The particulars of the program including fee options and enrollment procedures will be sent home with the students at the beginning of the school year. Playground rules for the school pertain to Extended Care participants.

Change of Address and/or Telephone Number

Parents must keep the school office informed of any changes of address, telephone number and bank account information if paying on a monthly basis through FACTS. It is important that our records are current, so parents can be reached in case of emergency or should a child become ill.

Classroom Parties

Students are welcome to bring cupcakes or similar treats on their birthday. These may be enjoyed at 2:00 p.m. Please notify the classroom teacher one week in advance. Home party invitations may not be passed out in school **unless all** members of the class are to receive an invitation. Balloons, flowers, and gifts are STRONGLY DISCOURAGED, and will remain in the office until dismissal time. Holiday parties will be organized by the home room teacher and the home room parents. Specific details will be forthcoming as appropriate. Administrative approval is required for any deviation from the schedule. No noon time pizza parties.

Communications

School-Home Communications

At the Las Cruces Catholic School, the ordinary means by which the school communicates regularly with parents and guardians is through e-mail, the PTO school newsletter and monthly calendars (Please check our student's backpack). Parent meetings will also be called to disseminate or discuss information.

Chain of Command for Preschool

TEACHER ⇒ Preschool Director ⇒ ADMINISTRATOR ⇒ BOARD OF DIRECTORS

Chain of Command for Elementary/HS

TEACHER ⇒ ADMINISTRATOR ⇒ BOARD OF DIRECTORS

Concerns and Complaints

Everyone at the Las Cruces Catholic School is dedicated to providing an excellent Catholic and Academic education for all of our students. Please contact your child's teacher if, for any reason, you become dissatisfied with a procedure or event at the school. (Teacher hours are 7:45 a.m. to 3:15 p.m. Administrator hours are 7:30 a.m. to 3:45 p.m.) If, after communicating with the teacher and administrator you feel that an adequate solution was not reached, the concerns should be brought to the Board of Directors.

Registration

Registration Fee

In order to process registration, all school fees, payments and service hours must be up-to-date. The registration fee is non-refundable and due at the time of registration. **Currently enrolled student** registration fee is \$175.00 per student during early registration and \$225.00 per student thereafter. **New student** registration fee is \$325.00 per student. Registration fees are used to cover the following costs:

- Religion textbooks and worship resources
- Library use, networking costs
- Processing of student records
- PTO Dues
- SNACKS

Current Students

Parents/Guardians must register to readmit their child/children each year in February to reserve class space. State statutes govern class size for each elementary grade.

The following information is required for registration of current students:

1. The registration fee is due at the time of registration. The registration fee is \$175.00 or \$225.00 per student and is non-refundable.
2. Health records must be updated and current.
3. Current parent/legal guardian's address(es) and telephone number(s) must be provided.
4. Current emergency contact information must be provided.
5. All prior debt to the school must be eliminated before current registration can be accepted.
6. Proof of service hours--completed and/or purchased--must be provided. 12.5 hours is due each quarter, and 50 hours must be completed by the end of the school year.
7. The student's teacher has made a positive recommendation for continuation at LCCS.

New Students

All new students registering MUST bring their ORIGINAL or CLEAR COPIES of the following documents:

1. Birth Certificate
2. Current Immunization Records
3. Baptismal Certificate (if Catholic)
4. Report of Special Education Testing (if applicable)
5. Decree of Custody in case of divorce, adoption, etc.

6. Registration fee is due at time of enrollment New Student's registration fee is \$325.00 PER STUDENT, which is non-refundable and must be paid at time of registration.

Health Records

It is the parent's responsibility to inform the school officials and the child's teacher about any health problems such as epilepsy, asthma, intestinal problems, migraine headaches, etc. which affect their child. Please put this information in writing with specific instructions. This information should be written, and regularly updated on the Emergency Procedure Card.

Immunizations

The State Health Department mandates that all students have their immunizations up-to-date. A copy of the immunization record is mandatory upon registration and updated as necessary each year. Students without proof of immunization records or without updated records will not be allowed to register.

Tuition & Fees

Rates

The LCCS Board of Directors sets tuition rates and policies annually. The approved 2017-2018 tuition rates and payments for students in Preschool through 12th grade are:

	YEARLY	MONTHLY (10)	MONTHLY (12)
K - 8th			
1st Child	\$5,950.00	\$595.00	\$495.84
2nd Child	\$5,450.00	\$545.00	\$454.17
3rd Child	\$5,150.00	\$515.00	\$429.17

Las Cruces Catholic School/St. Mary's High School bases its tuition policy on the premise that tuition payments are an investment in your child's education and Catholic formation. It is the duty of the school administration, in the spirit of Christian stewardship, to ensure that adequate financial resources are available for the school and that enrollment is as affordable as possible to all families.

Tuition Payment Plans

Tuition is paid by enrolling in the FACTS Tuition Program. The payment plans are as follows:

- **OPTION 1:** Full payment is due August 1st, processed by check, credit card, or cash in the tuition office. 1.5% discount applies for full tuition payments received by August 5th.
- **OPTION 2:** First half of tuition is due August 1st, and the second half is due December 1st. Payment is processed by check, credit card, or cash in the tuition office. .75% discount applies when first semi-annual payment received by August 5th.
- **OPTION 3:** Four equal installments processed by FACTS with payments due August 1st, November 1st, February 1st, and April 1st.
- **OPTION 4:** Ten monthly payments processed by FACTS with payments due on the 5th of every month (August - May).
- **OPTION 5:** Twelve monthly payments processed by FACTS with payments due on the 5th of every month (July - June). *This option is only available if the first payment is received by July 5th.*

Request for Exemption

In the event that a family cannot choose one of the payment plan options, the family is required to meet with the Financial Administrator so that suitable arrangements can be made and monitored.

Exemptions require that the family demonstrates a significant need for an alternative payment plan to be implemented in order to meet the tuition responsibility.

Late Registration

Tuition for students registered late shall be prorated over the number of months they will be enrolled with the final payment scheduled for May 5th. A student enrolled for one day during the month is considered enrolled for the entire month.

Late Payments

Should circumstances arise that may cause delay in payment, suitable arrangements must be made with the Financial Administrator at least five days before a scheduled payment date. Missed payments due to insufficient funds will automatically be charged a \$30 missed payment fee by FACTS. Missed payments will be re-attempted on the next payment date in addition to the scheduled payment for that month.

Students whose accounts are two months behind will be held out of class until arrangements to pay are discussed with the Financial Administrator. Three missed monthly payments in a single semester may result in automatic disenrollment.

Report cards, transcripts and access to Gradelink will not be released for any student whose tuition, extended care, service hour accounts or any other school fee are not current until a mutually agreeable arrangement has been approved by school administrators.

Delinquent Tuition from Previous Year(s)

All previously unpaid tuition, extended care, and service hours must be up-to-date by August 1st in order to be eligible for re-admission. School families failing to pay outstanding balances according to the tuition and extended care agreements or if unwilling to make suitable alternative arrangements, will be informed that their child(ren) may not be readmitted.

Outstanding balances for students no longer enrolled in the school will be given a 30-day period to contact the Financial Administrator and arrange a payment plan. Failure to arrange a payment plan within 30 days of disenrollment will lead to the outstanding balance to be turned over to a collection agency.

Other Fees

Certain activities may require a fee, and payment will be dependent upon each specific activity. The principal and the activity sponsor will make the determination for other fees. Parents will be notified of any additional fees before they become due.

Assistance

Tuition assistance applications are accepted in March. Families may pick up a packet at the front office. A selection committee will review all applications and make the final determinations.

New families are eligible for tuition assistance starting with the second semester of their enrollment. Application must be filled out at the time of registration. You may also apply for Educate New Mexico scholarships. Check out the website at www.educatenm.org for more information.

Preschool students can receive assistance through CYFD Childcare Bureau. The phone number is 575-373-6600.

School Service Program Requirement

As a way to keep tuition costs down, and in the spirit of Christian charity, the Las Cruces Catholic School has a program of School Service Hours to generate the required fifty (50) hours of volunteer assistance per family, per year. Individuals provide valuable services to the school while demonstrating to their children the importance of service, education, and the community.

Fifty (50) service hours must be completed annually by the parents in order to assure registration the following year. A total of 12.5 hours MUST be completed by the end of each 9 weeks. Parents who have difficulty providing service time to the school have the option of purchasing these hours at the rate of \$10 per hour. Within the service hour requirement is participation in class bingo assignments each semester.

Student Records

Permanent student records are housed in the administrative office. The Las Cruces Catholic School shall maintain the following education records of students:

1. Religious Education
2. Academic
3. Personal and Family Information
4. Attendance
5. Health
6. Assessment
7. Standardized Testing
8. Disciplinary

According to the Unlimited Access Act, the following individuals will have access to student records:

1. Parents/guardians of students under eighteen (18) years of age
2. Parents/guardians of students over eighteen (18) years of age, if such student is a dependent as defined in the Internal Revenue Code
3. Eligible Students (eighteen years of age or older)
4. School administrator(s)
5. School secretary
6. Superintendent of Instruction
7. Teachers (for current students only)

Limited Access to Education Records requires authorization prior to release of records for:

1. New Mexico State and local officials to whom information is required to be reported such as auditors, case manager, legal counsel
2. Recognized testing organizations
3. Accrediting organization teams during review visits
4. Appropriate and duly authorized persons in connection with an emergency
5. Subpoena or court order (not applicable to friendly request)
6. Persons with the written consent of the parent/guardian of a student under eighteen (18) years of age, or the written consent of the student over eighteen (18) years of age
7. School or schools in which a student intends to enroll.

Transfer of Records

1. Requests from other schools need to be transacted from office to office, i.e. forms or a phone call from secretary and/or Administrator.
2. We will mail copies of permanent records directly to the school.
3. We will no longer hand-deliver records to local schools unless it is done by a school official.
4. No records will be released or transferred unless all tuition and fees have been paid in full.
5. **Transcript Fee-First copy is free, thereafter \$5 per copy.**

Attendance

- The school office is open from 7:45 a.m. to 3:45 p.m. including the lunch hour. All registrations and other business transactions will be handled through the school office unless otherwise specified.
- Preschool students must be escorted to and from the classroom by a care taker. Preschool hours are from 7:50 a.m. to 2:50 p.m. Preschoolers will be taken to extended care.
- Students should arrive on the school grounds no earlier than 7:45 a.m., unless they are registered in the before-school program. Everyone one must be attended on the school grounds before 7:45 a.m. (See topic on EXTENDED DAY PROGRAM)
- In case of bad weather, we will follow the decision of the Las Cruces Public School system in regard to the closing of school; parents should listen to the local radio broadcasts for information.
- Regular attendance at school is essential for all students. The school adheres to the official school calendar.

Absence & Tardiness

Absences

- For your child's protection, we request that parents notify the school office between 8:00 a.m. and 8:30 a.m. of the student's absence on any given day.
- Consistent unexcused absences will be construed to mean that the parents and student are no longer interested in remaining with the Las Cruces Catholic School. The student will be considered as having excessive unexcused absences when ten (10) absences have been recorded. The student may be asked to leave the school.

Student Check-Out Policy

Teachers begin their end of day activities around 2:25 each day and this is a busy time for them. The school will be a closed campus each day from 2:25 until regular dismissal at 2:50. Anyone picking up children after 2:25 will be asked to wait until parent pick-up opens.

1. It is the policy of the school that students will not be allowed to leave during the day. When the parents bring students to school, the students will remain on campus until they are picked up at the end of the school day or at the designated hour from the Extended Day Program.
2. Students who must leave for scheduled appointments or other business will follow the steps listed below: (Liability and safety dictate these rules.)
 - a. The parent/guardian must physically present him/herself at the office to request that the student be dismissed.
 - b. The parent/guardian will sign out the student in a permanent records book at the office.
 - c. The student will then be called by intercom system to the office for the parent/guardian to assume custody of the student. Students must not leave the building unaccompanied.
 - d. Anytime a student is brought to the school between 8:00 AM and 3:10 PM, the student will be signed-in by parent/guardian to ensure that school authorities have taken custody.
3. In the event that any other person, not the parent or legal guardian, wants to pick-up a student, the following rules will be followed:
 - a. The individual(s) must fully identify themselves to the front office personnel and state their reason for being there. Individual identification will be examined, and the person must be named on the student's Emergency Procedure Card.
 - b. If the individual(s) fit the criteria established, the student will be called by intercom to report to the office for the stated business.
 - c. The person responsible for the student must sign the student out.

4. In the event that legal authorities wish to pick up a student, the following will prevail:
 - a. The legal authorities will identify themselves and provide the proper identification materials. Once this has been done, the legal authority's home office will be contacted in order to assure the legality of the authorities present and their business.
 - b. The parents will then be contacted and asked to come to the school to assure that parental permission is duly given. Legal authorities should not resist the time delay if their cause is just.
 - c. If the parent approves of the legal authority's picking up the student(s), the parent and legal authority will sign-out the student. The student will then be called to the office by intercom.
 - d. If the student is returned the same day, the parent will sign-in the student in order that the school may again take custody of the student.

NOTE: Students will not be released to any individual, under any circumstance, when it is the judgment of school personnel that intoxication is apparent.

Visitors

REQUIREMENTS FOR VOLUNTEERS

Parents wishing to volunteer in the classroom, for a field trip or lunch duty must submit to a diocesan approved background check and attend the Sexual Misconduct Workshop before being allowed to work with children. These measures are required by the Diocese of Las Cruces and the LCCS School Board for the safety of our children.

Health Program

The health of our students is a basic concern. Parents are primarily responsible for the care of their children's health, but the school provides certain services to aid them in fulfilling this important obligation.

1. For the protection of all students, the following rules must be followed at all times. Whenever a student exhibits one or more of the following symptoms, the parents will be contacted, and the student must be pickup up within thirty (30) minutes:
 - a. A fever of 99.6 degrees or higher
 - b. Suspected contagious disease
 - c. Vomiting
 - d. Diarrhea
 - e. Severe cold symptoms
 - f. Discomfort lasting thirty minutes or longer
 - g. Head lice
2. If your child has any of the above symptoms in the morning before coming to school, please keep him/her at home. A child with a serious cold or with a rash or fever should be kept at home for observation. If you send your children to school, they will be expected to follow the class routine including P.E. and recess. Emergency first aid will be administered to cuts, scratches, and minor playground accidents.
3. The parent/guardian, or the person named on the Emergency Procedure Form, will be notified if a child must be sent home. For the safety of the child, parents are asked to sign out the student. It will be the parent/guardian's responsibility to obtain medical attention for the student.
4. If an emergency occurs which is so great that the student must be medically transported from the school, the parent/guardian will be notified as soon as possible. The hospital emergency room will not give emergency care without the parent/guardian's permission and presence.

Requirements for Returning to School

To determine when your child will be permitted to return to school:

- Respiratory infections: Doctor's note
- Fever: 24 hours after fever breaks
- Strep Throat: 24 hours after antibiotic treatment begins
- Pertussis: 5 days after initiation/doctor's note
- Skin Infections: 24 hours after treatment has been initiated
- Pink Eye: 24 hours after antibiotic treatment begins
- Diarrhea/Vomiting: 24 hours after it resolves
- Cut or sore leaking body fluid: Excluded from school until cut or sore is scabbed over or healed
- Chicken Pox: 6 days dried and crusted

This list is not all-inclusive. Please use your best judgement when choosing to have your child return to school. The health and wellbeing of all teachers and students is our priority, please abide by these guidelines. If your child is going to be out due to any illness, please contact their teacher or the front office.

Head Lice

Head lice are a common problem in schools and can easily be eliminated with proper procedures and treatment. Parents need not be embarrassed or ashamed if their child becomes afflicted with lice. It is of utmost importance that parents give their children regular inspections for head lice before they spread to classmates at school.

The staff at LCCS will also periodically check for head lice. If it is determined that a child has head lice, the following procedures will be followed:

1. Any siblings of the child affected, who are also students at LCCS, will be checked for lice.
2. Parents will be notified and the affected student(s) must be picked up within 30 minutes.
3. Parents of classmates will be notified that a child in the class has been determined to have lice.
4. A thorough cleaning of the affected classroom will take place, especially all soft surfaces (rugs, stuffed animals, etc.).
5. All students in the affected classroom will be asked to clean coats, backpacks, and any other surface that might foster the growth and spread of lice.
6. The student(s) will be allowed to return to school 24 hours after the parent has rendered treatment at home. A staff member will check the student before he/she is allowed back into the classroom.
7. The student(s) will have a follow-up check up to two weeks after the initial incident to ensure that all lice have been eliminated.

NOTE: If you discover that your child has head lice, please notify the school office immediately so that proper precautions can be taken.

Medication

1. **NO** medication will be administered to any student at any time. Parents/guardians must come to school to administer medications. The only exceptions are asthma inhalers or the EpiPen medication which must be self-administered, kept in the office medical box, and must be in the original prescription bottle/package with:
 - a. Your child's name on the bottle/package
 - b. The name of the medication/drug
 - c. The dosage amount
 - d. The date and the time to be given
2. No child of any age may keep medication or cough drops on his/her person, in his/her backpack or book bag, or in his/her locker or classroom.

Lost & Found

A depository for lost and found items will be maintained inside the MPR. Items will be kept for a two-week period and then be donated to charity.

Cafeteria/Hot Lunch Program

Sack Lunches

Those students not using the hot lunch program may bring a sack lunch. For safety reasons, the sack lunch should not include any glassware or canned carbonated soft drinks. If lunch is forgotten, parents are to bring the lunch to the school office, not the student's classroom.

Snacks

Nutritious snacks will be provided for students in the morning and in the afternoon

Lunch Tickets

- The cost of lunch is **\$3.75** per day (which includes milk). The weekly cost is **\$18.75**.
- Lunch tickets are sold in the mornings only, in the extended Day Program room, between 7:30 and 8:30 a.m. Tickets may be purchased daily, weekly, or monthly.
- Extra milk and additional beverages are available for 50¢ each.
- If your child is allergic to milk, a note from the child's doctor must be provided and an alternative drink will be provided at no extra charge.
- Students on fee and reduced lunch must pick up tickets in the morning with the Extended Day Program room (library).
- Tickets may be pre-paid and the child may pick up a ticket any day they would like to have a cafeteria lunch in the Extended Day Program room (library)
- To avoid lunch ticket lines, parents may send an envelope with the student's name, grade days they would like to purchase lunch, and the amount enclosed. Parents can drop the envelope off in the lunch ticket box in the Extended Day Program room. The tickets will be sent to the child's classroom.
- If the student forgets his/her lunch or money, he/she may charge a lunch.

Cafeteria Regulations

1. Lunch-time prayer: A prayer is recited in each classroom before dismissal for lunch. A prayer after the meal is recited in the cafeteria at the end of lunch.
2. All students must exhibit good manners and be courteous to fellow students, cafeteria staff, parent volunteers, and the faculty on duty.
3. All toys and sports equipment **MUST** be deposited in the designated area upon entering the cafeteria for lunch.
4. Students will arrive at the cafeteria in staggered time intervals.
5. Each grade will sit at assigned tables. Students will sit only at the table assigned for their grade.
6. Students are expected to use care not to create an undue mess while eating, and clean their places before leaving.
7. Students may talk quietly, using inside voices.
8. Each student is expected to eat his/her own lunch.
9. No one is allowed to return to the classroom for any reason during the lunch period.
10. No one is allowed to get up to visit a friend.
11. Students must raise their hands for permission to buy a snack or to use the restroom.
12. At the end of the lunch period, the students are to stand, push in their chairs, and wait quietly for after-meal prayer.

13. Lunch boxes and portions not consumed at lunchtime are to be put on the designated carts.
14. Students may purchase snacks ONLY after consuming their regular lunches.

Lunch Schedule

	GRADES	LUNCH PERIOD
First Lunch:	Kindergarten through 5th Grade	11:15 AM - 11:45 AM
Second Lunch:	Pre-School, MS, and HS	11:55 AM - 12:25 PM

Arrival and Departure Procedures

Parents should park in the South parking lot near the church and enter through the blue door on the west end of the school. Parents must sign in their children into the proper classroom and sign them out when they are picked up. If your child arrives before 7:50 a.m., it is necessary to go to the multipurpose room. At 7:50 a.m. the teachers will get the students from the extended day care program. All students not picked up at the end of the school day, will be sent to the Extended Daycare program at 2:45 p.m.

Federal Programs (Title Programs)

LCCS participates in the following programs offered for students in conjunction with the Las Cruces Public School System: Title I, Title II, Title IV, and Title VI. See administrator for additional information.

Preschool Curriculum

Play

The philosophy behind this curriculum guide is that when the child plays, the child is thinking, daydreaming, fantasizing and making up activities. During play, the child is creative, imaginative and puts together images of family and feelings. Periods of uninterrupted play are included in the curriculum to allow children to imitate positive adult models, foster perseverance and sustained effort. It allows for an investment of time and energy for a goal, the pleasure of deep involvement, and helps to build self-reliance, independence and confidence. Play allows students to explore many aspects of a situation. Play also, gives the opportunity for creative problem solving, negotiation and turn taking. It gives children opportunities to observe differences, similarities and above all develop good social skills.

Learning Centers

Learning center are used to provide opportunities for children to learn about themselves, other people, the world, and above all **God**. The centers provide a safe atmosphere for exploration and experimentation. Centers provide experience for working in-groups or individually. They also foster and encourage independence and responsibility. Most importantly, learning centers provide children with a place where they can use planned experiences to encounter a theme or concept more than once.

Religion

The child will begin to develop a relationship with a loving God. The child will learn about God's gifts by recognizing that God is good and created us. The child will develop an awareness of church as being God's family. The child will learn the importance of prayer and song in their life. The child will begin to develop a sense of right and wrong behavior.

Mass

All students, Catholic and non-Catholic, at the Las Cruces Catholic School in grades Pre-Kinder through High School will attend Mass once a week, currently 8:15 a.m. on Wednesday mornings. Teachers are

expected to attend children's liturgy and Mass with their students. Seating is pre-arranged and is assigned by grade level. Please dress your child appropriately for mass.

Prayers

We pray together before class in the morning, before and after lunch, and before dismissal. Classroom prayers may vary in design because children are often motivated to pray when they are allowed to offer their own intentions and/or pray spontaneously. Preschool and Kindergarten children will offer an appropriate prayer before eating snacks. After the morning prayer offering, students will recite The Pledge of Allegiance, and the Salute to the State of New Mexico

Math

Math readiness at the preschool level involves development of cognitive skills. Math knowledge comes from the child's perception of the relationship between two objects. This knowledge comes from the understanding of colors, shapes, quantitative concepts, such as, size differences, basic counting skills through practical application, classifying, forming and recognizing numerals. The best way of teaching these concepts is through manipulative, play experience, and some work on paper.

Language Arts

Language is the development of communication skills that enable the child to share her/his world with others. These skills include listening, speaking and thinking. Transferring thoughts into words is the primary skill upon which future language development is based. Learning experiences that promote an understanding of the sense of self-help the child express his/her thoughts and feelings in various ways. Visual discrimination and memory, and auditory discrimination and memory are important readiness skills that can be acquired through play activities. Listening to and sharing stories, poetry and finger plays enhance the love of language. The child will begin to develop good listening skills. The child will begin to develop visual skills. The child will begin to develop both verbal and nonverbal communication skills. The child will begin to develop prewriting skills.

Social Studies

Social Studies is experienced in the everyday preschool environment. The child learns patterns of appropriate behavior. A secure environment, supervised by caring adults, allows the child to practice acquired social skills of playing, sharing, turn taking and respect for others. Holiday traditions, seasons, historical events and cultural differences broaden the preschool experience. The child will develop a positive self-concept. The child will become aware of geography and will develop respect towards our country. The child will also develop awareness of the world around them and of conservation of limited resources. Safety procedures and an understanding that people move by way of different forms of transportation will also be emphasized.

Science

Science readiness is encouraged by making the child aware of God's world. The child is encouraged through the use of the five senses. Creative experiences provide a foundation for scientific reasoning. The child begins to question, experience, discover and project with appropriate experiences. The child will have an opportunity to demonstrate good health habits. The child will begin to be aware of her/his body. The child will become aware of living things. The child will become aware of his/her environment.

Sensory-Perceptual Skills

The children will be given opportunities to match, sort and name a variety of colors, shapes and sizes. They will sequence objects and pictures by size, classify items by attributes such as color, size or shape, classify pictures by categories such as animals, people or toys. They will be asked to duplicate two and three-dimensional designs with blocks, identify missing parts of pictures and shapes. They will work on recognizing similarities and differences in a variety of pictures and respond to different kinds of sounds. They will work on recognizing whether the sound is loud or soft, fast or slow. They will work on naming and matching environmental sounds with associated pictures. They will use imitative and creative expression

in the recall of poems and role play of stories, retell the events of a story in sequence, follow a series of three directions with motor actions and identify pairs of words that rhyme.

Motor Skills

The children will be assisted in developing both gross and fine motor skills such as, body movement, movement to music, ball handling, performance of given verbal instructions, simple obstacle courses, cut simple patterns, balance tasks, reproduce rhythm patterns, perform chalkboard movements, paper folding tasks, and discriminate various textures, shapes and sizes.

Music

Music is a channel for creative expression in manner, spiritual, emotional and physical response that the sound evokes from the listener. Singing and listening to music, dancing and other rhythmic activities are way of developing a love and appreciation for music. The child will begin to listen to and perform songs. The child will begin to express rhythm through various movements to music.

Messy Media/Art

Preschool art should be a joyful, creative experience full of self-expression. Creative art activities will come from use of manipulative that develop fine motor skills such as clay, paint, paste, glue, crayons, and & water play. The child will develop basic skills needed to color, cut, paste, paint and weave. The child will show responsibility I the use of art media and tools. The child will be given an opportunity to develop creative self expression by using a variety of media, tools, and methods. The child will show appreciation of artistic work of others. The child will begin to reproduce color, form, and textures. The child will become confident in a variety of methods and median such as finger-painting using hands, fingers, arms and feet, make patterns, use chalk and use clay.

Field Trips

Field trips are encouraged for each grade level. Pre-trip teaching and preparation, and appropriate follow-up activities are incorporated into the field trips. Prior administrative permission must be given. Students will not be allowed to take part in field trips without written permission from their parents/guardians.

Parents will always be notified of a planned field trip prior to its occurrence. All students are expected to participate. Transportation for field trips is provided for all students by parents in private vehicles and/or school van. Siblings of students will not be allowed to participate in school field trips. **Please note: Field trips may only be attended by students who are members of the participating class. (However, siblings who are not school-age may attend field trips with volunteer parent chaperones.)**

Library Media Center

The library provides books as a supplement to the curriculum and also provides books for enjoyment. Library Skills will be taught at all levels. The Library Skills Test scores are recorded in each student's English grade. Students are responsible for books in their possession. Students are expected to return books on time. Books are checked out for one-week period and may be renewed for a second week. Fines are levied at \$.05 daily at the discretion of the librarian (not including non-school days). Lost or damaged books or other media must be paid for or replaced by the end of each semester or a report care will not be issued. (See students' responsibilities.)

Supplies

Students are given a list of recommended school supplies at the time of registration or prior to the commencement of school. These supplies are to be obtained by the first day of school, labeled and maintained throughout the school year. Individual classroom teachers may require additional supplies after the beginning of the school year.

Naptime

A small blanket and floor mat are required for students.

Progress Reports

Progress reports will be given twice a year.

Parent/Teacher Conferences

Required parent/teacher conferences are held at the Las Cruces Catholic School during the school year. Teachers may request additional conferences with parents/guardians as needed. Parents/guardians are free to call the school office for additional conferences with specific teachers; however, we ask that teachers be contacted only at school, and during working hours. If parents would like additional conferences, they can be scheduled if the Administrator or the teacher deems it necessary.

Safety

The Las Cruces Catholic School makes the safety of our students a top priority. Parents/guardians can assist with this important task by reading and becoming fully aware of all the safety procedures of the school.

Sexual/Physical Abuse

- School administrators and educators are bound by law to report suspected child abuse.
- All school personnel are required by the state and the Diocese of Las Cruces to attend the Sexual Misconduct Workshop as provided by the Diocese.

Disaster Planning and Drills

1. **Fire Drills:** The Administrator is responsible for conducting monthly fire drills. If you are present during a drill, please follow all guidelines and map exit plans. A teacher report is due from each classroom following each drill, and the reports are filed for examination by the fire department or other authorized officials.
2. **Emergency Actions and Standard Operating Procedures:** Each building maintains a Disaster Preparedness Handbook that is available in the office for parent/guardian review. The following table contains the actions that students and staff will take in response to specific emergencies. In the event that the listed emergencies or disasters occur, the Administrator and certified and non-certified personnel will direct the orderly movement of students to safe areas while the extent of the disaster is determined. The Department of Public Safety will be contacted as soon as possible in the case of any event.
3. **Evacuation:** This action, which is authorized by the Administrator, consists of vacating a site and transporting students and staff to another predetermined location. Parent notification will be made by phone, public announcements, radio, television, and other means to inform them of the location of the evacuation site.
4. **Convert School:** This action prepares the school for conversion to a congregate care center, first aid station, or feeding center, as a part of the school's arrangement with other community agencies. If appropriate, students will be sent home; if not, they will remain at school under the care of the teacher(s) and await further information.

NOTE: Please see the following table for an outline of Emergency Disaster Procedures.

Emergency Disaster Procedures Table

EVENT	PROCEDURE	ACTION
BOMB THREAT	Leave building	Orderly movement of students and staff from inside the school building to an outside area of safety
FIRE	Leave building	Orderly movement of students and staff from inside the school building to an outside area of safety
SEVERE WEATHER	Duck, Cover, and Hold	Duck to knees underneath tables or desks, away from windows. Hold on to desk or table leg with both hands. (Initiated by the school warning system, voice or intercom.)
WEAPON(S) ON CAMPUS	Code Red	Lockdown. (CODE: " INITIATE CODE RED")
UTILITY OUTAGE	Go Home	Students are dismissed from classes to return home by the most expeditious means. This action will be authorized by the administration only if there is time to transport students to their homes. Early dismissal will occur only if time permits adequate notification to parents or guardians. (Initiated by voice or written communication.)
CAMPUS UNREST	Secure Building	This action is taken when danger is outside the classrooms. Classroom and external doors will be locked. (Initiated by the ringing of five (5) long, evenly-spaced bells for by voice stating "Initiate Code Red".)
EXPLOSION	<u>Classrooms:</u> Duck, Cover, and Hold	Duck to knees underneath tables or desks, away from windows. Hold on to desk or table leg with both hands. (Initiated by the school warning system, voice or intercom.)
	<u>Open Areas:</u> Drop	When students and staff are in open areas such as the playground and athletic fields, drop to the ground and shield face and eyes with arms. (Initiated by school warning system or by voice.)
	Leave Building	Orderly movement of students and staff from inside the school building to an outside area of safety
FALLEN AIRCRAFT	To be determined	Administrator will determine action.
HAZARDOUS MATERIALS ACCIDENT	To be determined	Administrator will determine action.

Student Responsibilities & Expectations

School Rules

1. Be on time and in uniform.
2. Respect yourself, others and property.
3. Listen and follow directions.
4. Do your best work on time.
5. Walk and be quiet in the school.
6. No Gum.

Students Should

1. Students must complete their school work, follow the rules, and fully participate in the learning process, which includes coming to school with paper, pencils, books, and completed homework assignments.
2. In the spirit of Christian love and charity, students must make an effort to get along with and be considerate of others, be responsible for their own behavior, and do everything possible to contribute to a positive learning environment.
3. Students must listen and follow directions.
4. Students must respect school property and the property of other students. This includes taking care not to disturb, write upon, or take anyone else's property.
5. Please leave music/audio equipment, video games, hard balls, toys, knives, etc. at home. **Cell phones may not be used during school hours.** Any of these devices found in use during school hours will be confiscated and returned at the end of the day. If this behavior continues, parents will be required to pick up confiscated items. (Jump drives may be used, with permission, for academic purposes only.)
6. Students should refrain from engaging in verbal or physical fights and are prohibited from hitting, striking, kicking or in any other way harming another person. Bullying, hazing, or harassment in any form will not be tolerated. LCCS has a **ZERO TOLERANCE** policy for harassment/bullying in any form, by or towards employees, students, volunteers, parents, or guardians.
7. All students must use appropriate language at all times. Cursing and swearing are unacceptable.
8. Always use bathrooms assigned for students, only. Do not use the teachers' bathrooms or lounge area at any time or for any reason.
9. A student must never approach a loiterer at school, but report the presence of strangers to the most immediate adult supervisor in the vicinity.
10. Students must use courtesy and good manners at all times, including extracurricular activities. Remember to make visitors feel welcome and greet them with kindness and respect.
11. Always remember to be a positive role model for younger students.
12. Students should show concern for the physical and mental health of themselves and others and never knowingly possess, transmit, or be under the influence of a drug not specifically prescribed for them by a licensed physician.
13. Students may only call parents/guardians for emergencies. (Not forgotten homework.) If any student needs to contact a parent/guardian in a non-emergency situation, he/she must obtain permission from the office, and the call will then be placed by a staff member.

Discipline

- If a student requires discipline in the classroom, the teacher or educational assistant will write and incident report that must be signed by the parent.
- If behavior is excessively disruptive, the child will be placed in time-out or will be moved to one of the other preschool classrooms.
- If behavior does not subside, the child will be taken to the preschool director and/or the principal.

- If behavior becomes excessively disruptive, parents will be called to pick up the child.
- Corporal Punishment is not permitted in the schools of the Dioceses of Las Cruces.
- If negative behavior becomes a pattern, a parent conference will be called with the teacher, the director, the principal and the parents to initiate a behavior modification plan.
- If negative behavior does not subside within two weeks, the child will be withdrawn from LCCS Preschool.

Playground Rules

All rules apply to school time and extended day care use of facilities.

General Recess

1. Adults/teachers on duty should facilitate taking turns on equipment and games.
2. Soccer, kick ball, and touch football may be played at recess. Hard bats and balls are limited to P.E. time or directed play with a teacher.
3. Students may not engage in dangerous games.
4. Students may not engage in games that leave or single out a students.
5. Do not disrupt games in progress or get in the way of P.E. classes.
6. Do not bounce balls against the building.
7. Students should not pick up or throw rocks, wood chips, sand, mulch, or any other object.
8. No rough play or karate kicking will be tolerated.
9. Line up immediately when the bell rings (or the whistle blows).
 - a. Once the bell or whistle is blown to line up, students should line up quietly until dismissed to go inside.
10. Pick up and return all equipment to proper storage areas.
11. The soccer fields are for organized play, and only for grades 3-8.
12. Any portion of the playground not visible to the staff on duty is off limits, including the middle school and behind the middle school.
13. The pre-school playground is for the use of pre-school students only.

Slides

- The slides are for the use of students in Pre-K through 5 only.
- Students should always take turns when using the slide or other playground equipment.
- Do not walk up or down the slide or stand in front of the bottom of the slide.
- Do not push others on the slide.
- Do not use the slide if there are puddles at the bottom of the slide.

Climbing

- Do not flip from top bars or hang by knees.
- Do not play tag, sit, or walk on top of bars.
- Do not climb on any trees or fences.

Swings

- Do not stand too close to swings that are in use.
- Do not jump from moving swings.
- Do not stand in swings swing double, twist chains, or swing too high.
- Saving of swings is not allowed.

Uniform Policy/Dress Code

Preschool children are to be uniformly dressed in:

- Khaki or navy blue bottoms. (No shorts on Wednesdays)
- Plain (solid) hunter green or navy blue shirts must have a **shirt collar**.
- (No undershirts as a top shirt) Sneakers or tennis shoes **only**.
- LCCS Logo is optional on shirts.
- **Sold navy blue jackets, sweaters, or sweatshirts with LCCS's logo may be worn in the classroom.**
 - **LCCS's hooded sweatshirts may be worn in the classroom (except during the months of August, September, April, and May).**
- P. E. Uniform – NOT REQUIRED

Socks must be worn. (visible) White/Navy blue socks

Grooming

Boys:

- Hair must be neatly combed
- No fad style haircuts: mushroom haircuts, shaved heads, spiked, mohawks, etc.
- Hair length must be short, clean, and tapered/layered with bangs above eyebrows
- No colored hair
- No facial hair

Girls:

- Hair must be neatly combed
- No fad style haircuts: mushroom haircuts, shaved heads, spiked, mohawks, etc.
- No unnatural looking colored or streaked hair (i.e. blue, red, green, etc.)
- No white tip nails, acrylic nails, or colored nail polish (clear polish only)
- No make-up may be worn

Accessories

- No purses or fanny packs in the classrooms or at church
- Scarves and gloves may be worn during colder weather outside only
- Bandannas and any fad accessories are not to be worn at any time
- Caps and hats are not to be worn at any time in the building
- Jewelry--Students may wear the following:
 - A Christian religious symbol on a small chain around the neck
 - A watch or religious bracelet
 - One pair only of post (stud) earrings (girls only)
- Boys are not allowed to wear earrings

Parent/Volunteer Dress Code

Parents or volunteers coming to the school in a supervisory capacity must maintain a professional image and dress modestly and appropriately for the environment. Please do not wear casual clothing, such as old jeans or jogging suits. Please do not wear revealing attire, as it is important to set an acceptable example for the children of the school.

Acknowledgment Form - Parent copy

FAMILY NAME (Please Print): _____

Dear Students and Parents:

The purpose of this book is to share with you the common sense guidelines needed to manage an excellent Catholic school. Please take some time to read this handbook over as a family, and then sign the bottom acknowledgment.

NOTE: *Keep this form for your records. You will also be asked to sign a separate form to be returned to the school and retained in the office records.*

NOTICE OF FEE SCHEDULE

- **Excessive Tardies:** Tardies become excessive when a student is tardy 5 or more times (unexcused) in a school year. (An excused tardy is one accompanied by a doctor's note.) A fee of \$10 will be assessed after the 5th unexcused tardy and for each subsequent tardy.
- **Uniform Infractions:** Violations of the uniform policy will result in notification being placed in the student's file. The fee of \$10 will be assessed after the 5th uniform infraction and for each subsequent uniform infraction.

For each violation, the student will be sent home with an infraction sheet (see sample) which will require your signature before your child is allowed to return to class.

TO: THE ADMINISTRATOR OF THE LAS CRUCES CATHOLIC SCHOOL

My child(ren) and I have read the LCCS Parent/Student Handbook. We understand its contents, and we pledge to uphold the school's rules and regulations as contained therein.

Parent Signature

Date

Signed _____
Student 1

Grade _____

Signed _____
Student 2

Grade _____

Signed _____
Student 3

Grade _____

Acknowledgment Form - School Copy

FAMILY NAME (Please Print): _____

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Parent Signature

Date

Signed _____
Student 1

Grade _____

Signed _____
Student 2

Grade _____

Signed _____
Student 3

Grade _____

NOTE: Please sign both forms and return this page to the school office by the first Tuesday after Labor Day.