



## Sacred Heart Catholic School Family Handbook

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<http://shcsfarmington.org>

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## Mission, Vision, and Philosophy

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### Mission Statement

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Sacred Heart Catholic School, supported by Sacred Heart Parish, exists to love and serve God and our neighbors, to pursue excellence in learning, and to use our skills to live as faithful and responsible Catholic Christians. We hold the values of faith, integrity, compassion, respect, and service to others as central to our community. Our rigorous academic program fosters intellectual curiosity, critical thinking, and personal growth, preparing students for success in high school and beyond. Guided by the Holy Spirit, we strive to shine forth our faith in all we do, growing in grace, knowledge, and service to others.

### Vision Statement

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At Sacred Heart Catholic School, we envision a future where every student's love of God encompasses all aspects of their lives and where all students thrive as a compassionate, knowledgeable, and faith-driven leader, prepared to positively impact the world. Our school aspires to be a beacon of academic excellence and spiritual growth, with a highly qualified and loving staff and families dedicated to academic achievement where resources, technology, and innovative teaching methods empower each child to achieve their full potential. We are dedicated to creating a supportive and inspiring environment that nurtures lifelong learning, moral integrity, and a commitment to service, shaping students who embody the values of love, respect, and justice in every aspect of their lives.

### Philosophy Statement

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SHCS exists to strengthen our parish community through the spiritual, intellectual, physical, emotional, social, and aesthetic formation of our students. Through a rigorous and comprehensive academic program infused with Gospel values, SHCS students can experience opportunities for worship, service, moral formation, and mastery of academic content. We foster an environment where students are given opportunities to reach their greatest potential and to recognize their unique talents and abilities. The students are empowered to face the challenges of modern society and use the skills they have developed to become leaders committed to justice, peace, and love.

# BELIEF STATEMENTS

## We Believe That:

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- ✓ The life and teaching of Jesus Christ is the foundation of all learning.
- ✓ A Catholic learning environment shows reverence for God, for each other and for creation.
- ✓ Strengthened by our faith, students will acquire knowledge, skills and attitudes to research and interact with information effectively.
- ✓ Service is an essential part of the education of our students.
- ✓ Academic excellence is the shared responsibility of the parish, the administration and faculty, family, student, and community.
- ✓ Through rigorous academics and varied assessments, students are prepared to be life-long learners through the 21st Century.
- ✓ Every student is valued for his/her unique gifts and talents.

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## Introduction

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This handbook has been compiled and published for parents and students under the authority of the Pastor of Sacred Heart Parish. It has been written to answer frequently asked questions regarding the operation of the school. As questions arise throughout the school year, please refer to your handbook.

Not all situations can be covered in a handbook. Sacred Heart Catholic School reserves the right to add or delete policy as necessary to accommodate extraordinary situations that may arise during the school year. Parents and students will be made aware of changes.

Simply through enrollment at Sacred Heart Catholic School, parents and students enter a covenant with the school and agree to the terms of this handbook.

If additional information is needed, please contact the school at (505) 325-7152.

## Admissions

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Our school admits children of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students. The school does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

The school endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

The school follows the New Mexico School District's age requirements for admission.

The child must be:

- Pre-Kindergarten 3 - three years old by September 1
- Pre-Kindergarten 4 - four years old by September 1
- Kindergarten - five years old by September 1
- First-Grade - six years old by September 1

## REQUIRED DOCUMENTATION

At the time of application for admission to Sacred Heart School, parents are required to provide the following documents for each child making application:

- ✓ Completed application form
- ✓ Birth certificate
- ✓ Baptismal certificate (required of all, including those baptized at Sacred Heart Parish)
- ✓ Sacramental certificates
- ✓ Guarantor Social Security Number
- ✓ Health insurance information
- ✓ Up-to-Date Immunization records issued by a physician

In addition to the above requirements, students transferring from another school must present a copy of the current report card and any other pertinent academic information. A satisfactory academic and conduct record from the prior school is essential. Before a transfer student is accepted, the principal will review the child's records from the sending school.

## REGISTRATION PRIORITIES

Applicants will be accepted into Sacred Heart School in the following priority order:

1. Sacred Heart Catholic School families with children currently enrolled in our school
2. Everyone else

## REGISTRATION FEE

A non-refundable registration fee of \$300 per student is required at the time of registration for the upcoming academic year. The registration fee holds a place for your child/children. The fee is applied towards student supplies, test materials, computer, and art fees for the upcoming school year.

## COURT ORDERS & CUSTODIAL AGREEMENTS

It is important to keep Sacred Heart Catholic School updated of any changes regarding court orders and custody. Please provide this documentation to the front office to be kept with the student records.

### Student Records

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Without a subpoena or court order, school records of the child may be disclosed only upon written consent of the parent/guardian with legal custody.

### Release of a Child

A child will not be released to a parent/guardian who does not have physical custody without the written permission of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in Sacred Heart Catholic School must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. The Court Order/Custodial Agreement is placed in a confidential file.



## Tuition

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Our school provides a quality Catholic education through the efforts of our parish priest, faculty, staff, volunteers, parish community and most of all, through the many sacrifices made by the parents/guardians of the children enrolled.

Tuition is determined in January for the following school year. Tuition does not include field trips, graduation expenses, yearbooks, or other seasonal activities. Information about these additional expenses is communicated to the parents/guardians through weekly communications or the classroom teachers. A copy of the Sacred Heart Catholic School Tuition Schedule is available in the school office, as well as on our school website.

In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by the school unless otherwise noted during enrollment. The office manager reviews the tuition records on a periodic basis. The report cards will not be released if the tuition account has an outstanding balance, unless the parent has met and made suitable arrangements with the principal. In addition, the school reserves the right to take further action, up to and including dismissal and withholding of school records, if tuition payments are not made in a timely manner.

Tuition payments are to be made no later than the 5<sup>th</sup> of each month. A \$35 late fee will be applied if payment is not received by the 5<sup>th</sup> of the month. If no payment is made by the 5<sup>th</sup> of the following month, your child could be dis-enrolled at which time all contractual obligations are due.

## Attendance Policy

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Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the New Mexico Public Education Department, and the Diocese of Gallup.

### ABSENCES

- A doctor's note could be required for extended absences of 3 or more days.
- A child must be fever-free, under 100F, for 24 hours, without Tylenol, Advil, or the like, to return to school after being sick.
- If your child is going to be absent or arrive late at school, you are required to call the school (505-325-7152) before 8:30 a.m. If no answer, leave a message giving the child's name and reason for absence.
- Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.
- It is the responsibility of the student to complete work and tests that have been missed due to absence. Arrangements for make-up work should be made with the classroom teacher.

## ARRIVALS

- Charges for before school care are from 7:00-7:45 a.m.
- Students must be ready for school prayer at 7:55 a.m.

## LATE ARRIVALS

- Students are counted tardy at 7:55 a.m.
- Tardy students must be escorted by an adult to the front office.
- In the event of multiple unexcused tardies, disciplinary action could be taken.

## DISMISSALS

- Children are dismissed from their classrooms at 3:15 p.m.
- Children are to be picked up by their parent/guardians from the main building for grades Pre-school through 5<sup>th</sup>, and from the Family Center for grades 6 through 8.
- Teachers will escort children out of the main building or Family Center and deliver to parent/guardians.
- Any change in transportation must be communicated to the office, even if the change is just for one day.

## EARLY DEPARTURE OF INDIVIDUAL STUDENTS

- Early departure is highly discouraged; please make every attempt to schedule appointments outside of school hours.
- To request an early departure, call the office before 2:45 pm.
- The student will be dismissed only from the school office.
- A parent or guardian must report to the school office to sign the child out on the Check-in / Check-out log.
- No parent may go directly to a classroom to request a child. Children will be sent by the teacher to the front office for pickup from the foyer.
- In the event of multiple unexcused early departures, disciplinary action could be taken.

## EMERGENCY CLOSINGS (EARLY DISMISSAL FOR THE ENTIRE SCHOOL)

- Emergency closings or early school dismissals are determined by Farmington Municipal Schools due to inclement weather or another emergency.
- In case of an unscheduled early dismissal, families will be notified via phone calls, texts, and e-mails through Gradelink. Information will also be posted on our website and social media.

## VACATION POLICY

- The planning of family vacations is strongly discouraged during the school year.
- Please contact the principal directly if there is a need for your child to be away from school during the academic year.
- If a child does miss school due to a vacation, assignments will not be given in advance. All work must be made up when the child returns to school.
- If academics or behavior are impacted by repeated vacations, a meeting with the principal will be held to determine what is the best course of action for the student.

## LUNCH

- All students stay for lunch during the school year.
- The lunch period is divided into time for eating first and then time for play and interaction with peers.
- Students are expected to clean their places after eating, pick up papers, dispose of trash in the containers, and walk quietly and orderly to the playground area when dismissed.

## BEFORE SCHOOL AND AFTER-SCHOOL CARE

Sacred Heart Catholic School provides a before-school and after-school program. The primary focus is always the safety of our children, which is why it is imperative that we are aware of who is using it so that it is adequately staffed with supervising personnel.

- All students are to check in with the supervisor.
- Before school care is billed at \$2 per child from 7:00-7:45 a.m.
- After school care is billed at \$5/hour per child from 3:00-5:30 pm
- If your child is not picked up by 3:20 he/she will be taken to after school and you will be charged.

## Religion

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All students at Sacred Heart School are provided a religious education. Weekly masses will be held on Fridays. Religious curriculum is taught by the classroom teacher or by religion teachers.

## RECEPTION OF FIRST SACRAMENTS

- All students in Grade 2 are catechized in class for the reception of the Sacrament of First Reconciliation if the students are baptized Catholic.
- All students in Grade 3 are catechized in class for the reception of the Sacrament of First Eucharist and Confirmation if other sacraments have been made.

## SERVERS

Boys and girls in grades 4<sup>th</sup>-8<sup>th</sup> who have made their First Holy Communion are encouraged to become altar servers and assist in serving in our weekly school Masses as well as weekend Masses. Training classes are held periodically throughout the school year. Training classes are announced in the Parish Bulletin.

# Academic Policy

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## ACADEMIC PROGRAM

Using diocesan standards, Sacred Heart Catholic School builds upon a strong academic foundation. The school offers Pre-School, Pre-Kindergarten, Kindergarten, First through Eighth Grades, Spanish (Grades Pre-K - 5), Computer class, Physical Education, Art class, Music class, and Library class.

## PREPARATION FOR CLASS

The student is responsible for completing all class assignments, homework, short-term and long-term projects on time. Failure to do so indicates a lack of serious preparation for class. Parents will be informed about incomplete assignments through either GradeLink, written notice, as indicated by the teachers. Some assignments will be included in the students' quarterly grades. Therefore, incomplete assignments could affect the student's grade on the report card.

The teacher assesses daily performance of students. Examination of homework for neatness and completeness of work, as well as class participation, are part of the overall report card grade, especially in the Effort and Study Skills.

## CLASS PARTICIPATION

Students are expected to:

- Always give attention and respect to the teacher.
- Show respect and concern for other students.
- Actively participate in class by responding orally or in writing as circumstances dictate.

## HOMEWORK

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments. Homework may also include assignments not completed in class. Homework is at the discretion of the teacher.

In the event of an absence or a suspension, all homework and missed assignments are to be made up within the timeframe determined by the teacher. If a student is absent, parents may call the school office to request assignments, or arrangements may be made with the teacher.

## GRADELINK

Sacred Heart School uses the GradeLink Management System for parents and students. This system provides an online platform for parents and students to retrieve information such as attendance records, grades, assignments, and additional forms of communication. Parents should review this information regularly with their children to be completely informed about his/her current academic status. Behavior and discipline reports may be incorporated into GradeLink, and you will be notified of this implementation.

In some grades, regular or weekly progress notices are sent home. These notices may also indicate students' grades, missing homework or class assignments, or missing tests.

## **PROMOTION OR RETENTION**

Student progress is monitored throughout the school year. At the end of the second quarter, the parent/guardian is informed of the student's academic, social, and emotional progress. At the end of the third quarter, the teacher will contact the parent/guardian of a student who continues to have trouble to discuss the possibility of retention. By the end of May, the teacher(s) will schedule a follow-up meeting with the parent/guardian. If retention is indicated, the parent/guardian will receive an official notification that must be signed and returned to the school administration. Promotion or retention is at the discretion of the administration in consultation with the teacher.

## **PROGRESS REPORTS AND REPORT CARDS**

Progress Reports are issued every three weeks, and Report Cards are issued four times a year to students in Grades Kindergarten through 8. Pre-School and Pre-K students are issued a Progress Report four times a year.

Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- Major testing
- Quizzes
- Oral and written reports
- Independent classroom work
- Active participation in classroom lessons and activities
- Class/individual projects

## GRADING SCALE

### Pre-School, Pre-K, and Kindergarten

E – Exceeds Standards/Expectations

M – Meets Standards/Expectations

P – Progressing towards meeting Standards/Expectations

I – Needs Improvement

N – Not assessable currently

### Grades 1 – 8

<b>A+</b>	98 – 100	<b>C+</b>	78 – 79	<b>F</b>	0 - 59
<b>A</b>	90 – 97	<b>C</b>	70 - 77		
<b>B+</b>	88– 89	<b>D+</b>	68 - 69		
<b>B</b>	80 – 87	<b>D</b>	60 – 67		

### Specials

**E – Excellent** - The student has done his or her personal best.

**S – Satisfactory** - The student has done well, but the teacher knows he or she could have done better in class.

**N – Needs Improvement** - The student has exhibited ongoing problem behaviors in his or her attitude and participation and has not learned the material taught because of these behaviors.

**U – Unsatisfactory** - The student has exhibited extreme ongoing problem behaviors in his or her attitude and participation and has not learned the material taught because of these behaviors.

**All financial obligations must be current for a report card to be issued.**

## GRADUATION

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the Administration and the eighth-grade teachers.

## CLOSING EXERCISES

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student the privilege of participating in closing exercises if, in the view of the school, the student's conduct, academic or disciplinary record indicates that the privilege should not be extended.

# Communications

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## CONFERENCES

Parent-teacher conferences are scheduled twice a year for all grades, PS – 8<sup>th</sup>. Dates will be listed on the school calendar.

Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. All concerns or issues should be presented to the individual teacher first. If the teacher and parent need further conferences, then the principal will be present to help facilitate a meeting.

Teachers may not be interrupted during the school day. Teachers may be contacted via their school email. Teachers generally check email before school, during a prep period, or after school. Please do not change your child's form of transportation on any given day through an email. All business must be taken care of through the school office.

## WEEKLY FAMILY COMMUNICATIONS

Effective communication is the single most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communications include this handbook, a yearly calendar of events, the weekly family communications, parent/teacher conferences, homework assignment books, periodic parent meetings, report cards, progress reports, and our school website.

Families will receive an email each week with important school information. This email is posted on our website as well. It is each family's responsibility to regularly check their email and the school's website for communications. Parents are also asked to check book bags and folders regularly for information that is sent home by each teacher. Important forms are sent home in the beginning of the school year. Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher.

# Dress Code

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## UNIFORM REQUIREMENTS

Uniforms and dress codes help to identify our student as members of Sacred Heart Catholic School. They are to be kept neat, clean and in good repair and should be worn with pride. If uniforms are not within acceptable guidelines, **parents will be called to pick up their child or bring appropriate clothing.**

### Girls

- School jumper
- White or red polo-style shirt (white, red, or grey long sleeve underneath - no other color)
- Shirts must be tucked into pants, skirts, skorts, and shorts.
- Black dress pants (No cargo pants are permitted.)
- A black or brown belt must be worn by students in 2<sup>nd</sup> - 8<sup>th</sup> grades.
- Black skirts, skorts, or shorts may be worn as permitted by the weather. No cargo shorts. Shorts and skirts should be no shorter than three inches above the knee.
- Black shorts are required to be worn under skirts, unless tights or leggings are worn.
- Leggings can only be worn with skirts.
- Athletic shoes or appropriate dress shoes - no sandals of any kind
- Socks or tights are required.

### Girls Mass Uniform

- School Jumper (5<sup>th</sup> - 8<sup>th</sup> Grade girls may wear our school skirt.)
- White button-down blouse (no polo)
- Tights/black Leggings (down to the ankle) or socks
- dress shoes
- Athletic shoes may be brought to change into after Mass.

### Boys

- White or red polo shirt (White, red, or grey long sleeve underneath)
- Shirts must be tucked into pants and shorts.
- Black dress pants (No cargo pants are permitted.)
- 2<sup>nd</sup> - 8<sup>th</sup> grade boys must wear a black or brown belt every day.
- Black shorts (no cargo pockets) may be worn as weather permits.
- Athletic shoes – no sandals

### Boys Mass Uniform

- White button-down shirt
- Shirts must be tucked into pants.
- Tie
- Black dress pants (No cargo pants or black jeans are permitted.)
- 2<sup>nd</sup> – 8<sup>th</sup> grade boys must wear a black or brown belt.
- Dress shoes – black or brown - no athletic shoes during Mass.
- Athletic shoes may be brought to change into after Mass.



## **Coats, Hoodies, Quarter-zips, Jackets, and Sweaters**

- Coats that are intended to be worn only while outside do not have color restrictions. Coats should be removed when in the classroom and should not be worn to morning prayer or Mass.
- Hoodies, jackets, quarter-zips, and sweaters that students intend to wear inside with their school uniform should be red, black, gray, or white. The only logo allowed is our school logo. Hoodies, jackets, quarter-zips and sweaters should fit correctly.

## **HAIR STYLES/GROOMING**

The student's hair is to be neat and clean, and groomed conservatively. No highlighting, bleaching, extreme length, or extreme hairstyles are to be worn. Boys' hair length is to be above the collar unless worn so due to cultural norms (Native American customs). All students must have their hair out of their eyes. Students are expected to come to school in a state of cleanliness.

## **JEWELRY**

Girls may wear post earrings of a small and conservative style (one earring only in each earlobe). Boys are not permitted to wear earrings. A religious medal or cross on a chain are permitted, but no other jewelry.

## **MAKE-UP**

Students in grades Pre-School - 5<sup>th</sup> may not wear make-up. Middle School girls are permitted (with parent permission) to wear minimal, tasteful, neutral-colored make-up. If at any time this privilege is abused, the privilege will be revoked. Make-up may not be brought to school.

## **NAIL POLISH**

Neutral colored nail polish may be worn to school. Fake nails are not permitted.

## **SHOES**

Shoes must have a closed toe and heel. Athletic shoes or appropriate dress shoes, such as Mary Janes or loafers are acceptable. Sandals and slippers are not allowed.

## **SOCKS/TIGHTS**

Socks or tights must be worn. White or black tights may be worn under jumpers or skirts.

## **SPIRIT DAY - GIRLS & BOYS**

Spirit day is every Thursday, unless otherwise specified.

- Sacred Heart Catholic School spirit shirt or plain red T-Shirt
- Blue Jeans, black pants or shorts depending on the weather

## DRESS CODE / UNIFORM NON-COMPLIANCE

Uniforms and dress codes help to identify our students as Sacred Heart Catholic School students. They are to be kept neat, clean and in good repair and should be worn with pride. If uniforms are not within acceptable guidelines, the following steps will be taken for the given grade levels:

### Pre-S/PreK - 5th Grades

1. Parents will be sent a written communication reminding them of the requirements.
2. Parents will be called to bring suitable uniform/attire while the student returns to class.

### 6<sup>th</sup> - 8th Grades

1. Student will be reminded of the requirements.
2. Student will call parents to bring a suitable uniform/attire while the student returns to class.
3. Parents will be called to bring a change of clothing while the student waits in the office.

**To avoid this situation and the unnecessary time spent to obtain the correct attire, please monitor your child's dress before he/she leaves for school.**

## Field Trips / Class Trips

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The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no activities that the school deems to be high risk. Each student's parent/guardian must provide written permission for each trip for the student to participate. The parent/guardian and the student (if applicable) must sign a field trip consent form, provided by the school. If a child has health concerns or behavioral issues, a parent may be requested to attend the field trip to specifically chaperone his/her child.

A class trip is a privilege, which can be taken away if a teacher deems it appropriate.

If a parent/guardian does not wish a child to attend the trip for any reason, he/she should notify the school. The child will be marked absent from school that day if he or she does not attend the field trip.

Parents may be requested to drive a group of children on some of the field trips. Drivers must supply the office with a completed Liability Waiver and Driver Information form along with a copy of auto insurance, driver's license, and registration information.

**IN ORDER TO PARTICIPATE IN SCHOOL FIELD TRIPS, PARENTS/GUARDIANS MUST HAVE COMPLETED VIRTUS TRAINING, BE CURRENT ON VIRTUS BULLETINS, AND HAVE A CLEAR BACKGROUND CHECK.**

# Health Policy

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## MEDICAL RECORDS

The policy of the Diocese of Gallup, with respect to vaccinations, requires all children to be vaccinated against a wide variety of diseases. Exceptions are not granted, except for medical reasons.

No child may be admitted to or permitted to attend a non- public school unless the child has received the immunizations as required by the New Mexico law Public School Code.

Beginning in 2017-2018, unless your child has a medical or religious/philosophical exemption, he or she must have all the medically appropriate vaccines or a plan to complete those vaccines or risk immediate exclusion from school.

The Commonwealth of New Mexico has mandated that all children entering the kindergarten and attendance in ALL grades, must have documented proof of the following immunizations: Follow link to review all immunization requirements <https://nmhealth.org/publication/view/policy/455/>

## ILLNESS

If a student is ill, it is best to keep the student home. This prevents other students from getting sick and allows a student to recover more quickly. If a student is treated with antibiotics, do not send him or her to school until 24 hours after the first dose to minimize the spread of infections. The Health Department recommends students stay home until they are fever free for at least 24 hours (99 degrees or above). Make-up work will be given by teacher(s).

## MEDICATION

According to state requirements, these are the rules followed for medication distribution:

- The physician MUST submit in writing his/her recommendations. This statement MUST include the following information: Name of student, name of drug, dosage of drug to be administered and precise schedule of administration, as well as side effects of which we should be aware.
- The container with the medication should be labeled with the name of the drug, the strength and correct dosage schedule for administration, the name of the student and the name of the physician.
- The parents should provide written consent for administration of the drug by school personnel. In addition, the parents must provide a telephone number at which either parent may be reached in the event of an adverse reaction to the drug. The child must be instructed by the parent or the physician and the parent on how to take his/her medication.
- School personnel should be notified of all students taking medication at school. Medications stored at school MUST be kept in a central location within a locked closet or cabinet.

## HEALTHY SNACKS

It is important to encourage healthy eating habits by all members of our school community and to protect students and staff who have food allergies. This policy is part of Sacred Heart Catholic School's commitment to provide a school environment that promotes student wellness, proper nutrition, and nutrition education as part of the total learning experience.

- Snacks should be healthy. Candy, chips, foods with empty calories (no nutritional value) are discouraged.
- No nuts of any kind will be permitted if we have children with nut allergies in our school. This will be communicated to parents if applicable.
- Holiday parties should emphasize crafts, games, and music.
- Due to health and allergy concerns, as well as a commitment to wellness, no food should be brought in for birthdays without checking with the teacher for planning and to see if there are any students with allergies.

## HEALTH AND PHYSICAL EDUCATION

Gym classes are held twice weekly, and participation is expected unless a doctor's note is provided. Every student is expected to show good sportsmanship in PE. Any student displaying conduct that could bring about harm to himself/herself or another, or which reflects poor sportsmanship, will be dealt with in a manner considered appropriate by the instructor and/or the principal.

## Safety Plans

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The front door is unlocked at 7:45 AM daily and is locked at 3:30 PM.

Sacred Heart Catholic School, with the guidance of the Farmington Police Department, has a plan of action in case of an emergency. Students will regularly practice drills:

### FIRE DRILLS

Fire drills are conducted on a regular basis. The students are instructed to leave the building quickly and in silence when the alarm rings, according to directions posted in each area. Failure to cooperate is considered a serious matter.

### EVACUATION DRILLS

Evacuation Drills will be practiced. These drills will prepare children in the event the entire school or part of the school will have to be evacuated from the building.

## **PREVENTIVE LOCK DOWN**

A Preventive Lockdown is initiated when there is a threat to students and staff that is outside of our building. During a preventive lockdown, teachers will make sure their doors are closed and locked, will cover their windows, and continue teaching. No one will be allowed into the building until the preventive lockdown ends, except for emergency personnel. The preventive lockdown will end when there is no longer a threat to our school. If the threat continues, we may transition into an Emergency Lockdown.

## **EMERGENCY LOCKDOWN**

An Emergency Lockdown is initiated when there is a threat to students and staff that is inside the school building. Upon announcement of an emergency lockdown, all teachers will make sure their doors are locked and closed, cover all their windows, and turn off their lights. No one will be allowed into the building until the emergency lockdown ends, except for emergency personnel. The emergency lockdown will end when there is no longer a threat in our school. If the threat continues, we may transition into an Evacuation.

## **DAILY SAFETY MEASURES**

In cooperation with the Farmington Police Department, the following regulations have been established to ensure the safety of our students and must be adhered to:

- Entry is not permitted into the school building except through the main door.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must always stay within the established boundaries when outdoors, including recess times.
- Students may not go from one building to another without supervision.
- Members of the Farmington Police Department regularly walk through Sacred Heart Catholic School and drive through the parking lots. These walkthroughs occur at different times during the day.

## **VISITORS**

To protect our children, it is vital that all visitors on the school premises are properly identified and accounted for while on campus.

- All visitors and volunteers must report to the school office and sign in when entering the school building.
- All visitors and volunteers must sign out when leaving the school building.
- All visitors and volunteers must wear a badge, no matter the length of the visit.
- An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.
- All business is enacted through the school office.
- No visitor may report directly to a classroom. Unless otherwise indicated, please wait in the foyer.

## Volunteer Policy

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The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our students' families, which helps in building a strong learning community. Volunteers assist in some of the following ways:

- Lunchtime
- Recess Duty
- Book Fair
- Candy Sales
- Harvest Festival
- Dream Vacation Raffle
- Night to Remember
- Homeroom Parents
- Maintenance, inside and outside
- Assist with Extracurricular Activities

All volunteers who work directly with the students must fulfill all the requirements of the Safe Environment Program, Virtus Training, and provide documentation of having done so; they must also have a clear Criminal Background Check. All fees for clearances must be paid to the school office and they will submit the necessary forms.

Each family is obligated to volunteer 40 hours per year to the school. The only exception to this is if the option to opt-out was selected and paid for during registration. All hours must be completed by April. Hours not completed will be charged \$20 an hour and must be paid by the end of the school year.

### REQUIRED SERVICE HOURS FOR STUDENTS

Each student in grades 2 through 8 are required to complete ten service hours per year. The service hours can be completed at school, at church, in the community, or anywhere the student chooses. Parents will verify the completion of the ten hours in May.

## Philosophy of Discipline

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Personal and Social Growth is a necessary reflection of the philosophy of a Catholic School, which attempts to develop a fully committed Christian. As Christians, the students will respond to their responsibilities and obligations as they follow the two Great Commandments of Jesus.

First: "You must love the Lord your God with all your heart, with all your soul, and with all your mind."

Second: "You must love your neighbor as yourself." (Matthew 22:37-40)

Living these commandments helps the students develop self-control, a necessary element in personal growth, and raises students' awareness of their relationship with all community members. The observance of school rules is necessary to create an appropriate atmosphere for learning. Faculty and parents must work together to assist the students in their religious, academic, social-emotional, and physical development.

The mission of Sacred Heart Catholic School is to form Catholic leaders who are self-disciplined. The students are called to be caring, respectful, responsible, and enthusiastic students. When students do not meet these expectations of behavior, the school staff will utilize interventions that enable students to solve problems while keeping their dignity intact. Such interactions are aimed at helping the students understand how their behavior impacts others.

The discipline code applies to students and parents/guardians in school and at school sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

To encourage the development of personal discipline, the students must be aware of the impact of their behavior on others. This awareness is acquired through the collaboration of parents and school faculty and administration. In-school problems reported by students to parents should be discussed with the classroom teacher as soon as possible.

The following guidelines have been formulated to increase student awareness of personal responsibilities as a student at Sacred Heart Catholic School. Students are expected to:

- Respect all persons, adult, and peer alike, in word, action, and attitude. This includes any adult in the school building, schoolyard, or church. All students should treat each other with consideration and respect.
- Treat all personal and school property with respect.
- Obey all classroom rules established by the teacher.
- Be prepared for class.
- Complete assigned homework.
- Complete assigned class work. Students should work diligently to complete class work in the allotted time.
- Comply with the school dress code.
- Observe lunchtime and schoolyard rules.
- Act with due reverence in church.
- Refrain from bringing non-educational material to school.
- Know and comply with all school regulations as stated in the school handbook.

When appropriate, age-appropriate disciplinary consequences result from unacceptable behavior. In an extra effort to support the development of our students, the following steps will be implemented:

- Conferencing- The teacher will interview the student(s) to discuss the behavior, its results, and the consequences of their actions.
- Disengagement from classroom environment- The student will be removed from the classroom for a brief, specific amount of time.
- Service to the school- The student will complete some service to the school in reparation for their action.
- Written response- The student will describe the infraction, define the consequences, indicate who was hurt by their actions and describe subsequent change to behavior.
- Lunch detention- The student will serve supervised lunch detention for a time that reflects the nature of the infraction.

These interventions may be combined if the teacher or administrator deems it appropriate.



**Immediate consequences may be issued for serious infractions including, but not limited to, the following:**

- Physical Aggression
- Obscene / Inappropriate Language
- Verbal Harassment
- Disrespect
- Defiance
- Cheating
- Stealing
- Forgery
- Vandalism
- Fighting
- Dishonesty
- Truancy
- Leaving school grounds/sponsored events
- Misuse of technology
- Bullying

Please note that immediate detentions, removal from school, and expulsion can be a consequence for all students in any grade. In-school suspension is sometimes an option in lieu of out-of-school suspension. The determination lies at the discretion of the administration and is relative to the nature of the situation. On occasion and depending upon the situation, parents may be called to remove their child from school. A meeting will be arranged and conditions for return to school will be discussed with the parent.

It should be noted that every effort is taken to follow a prescribed course of action regarding consequences related to student's behavior and responsibilities. However, each situation is handled on an individual basis taking all factors into consideration. Comparisons should not be made.

An inability of a student to work toward improved self-discipline can result in the recommendation of an alternative school placement. In addition, the student, if suspended but not dismissed, may be required to meet certain requirements before returning to school.

Serious Infractions, including but not limited to the following, may result in the immediate removal of a child from school with the intent to permanently dismiss:

- Misuse of communication devices in school, at home, or off premises that target any student, teacher, or staff member,
- Alcohol and/or drug possession or use
- Weapon possession
- Blatant physical or verbal contact towards a student, teacher, or staff member
- Possession of materials or a display of actions deemed immoral by the administration.

At any time, the administration has the right and authority to impose consequences in keeping with the mission and philosophy of the school to protect and preserve the wellbeing and safety of the school community.

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility, and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school.

This policy applies both in and out of the classroom, in the school community generally, and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to Sacred Heart Catholic School. Conduct by students and parent/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including, but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

# MANDATORY REPORTING

Administrators, Faculty and Staff are required by law and policy to respond to and report certain incidents. This is dictated by the New Mexico Mandated Reporter Law, Diocese of Gallup Policies and Procedures for the Protection of Children and Young People (November 2012), and the Office of Catholic Education (2013).

1. Documents in a Disciplinary File:
  - Disciplinary files should contain copies of all disciplinary notices given to student and/or parents, including:
    - ✓ Dismissal, expulsion, and suspension notices
    - ✓ Detention notices and records of behavior reports
    - ✓ Any incident reports that may have been drafted to document an event
2. Availability and Transfer of Disciplinary Records
  - All disciplinary records will be made available for inspection to:
    - ✓ The student
    - ✓ His/her parents or guardians
    - ✓ State and local law enforcement
  - Whenever a student transfers to another school, his or her disciplinary file must be transmitted to the new school.
3. Incidents Requiring Immediate Police Notification:
  - Possession of weapon and/or firearm on school property
  - Criminal homicide
  - Aggravated assault
  - Stalking
  - Kidnapping
  - Unlawful restraint
  - Rape
  - Sexual Assault
  - Possession of controlled substance
  - Arson
  - Vandalism
  - Burglary
  - Criminal trespass
  - Rioting

# Anti-Bullying Policy

Sacred Heart Catholic School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, which is free from all forms of intimidation, exploitation and harassment. The school is dedicated to the prevention and will correct any violations of this policy. Anyone who is found in violation of this policy will be subject to disciplinary action up to and including withdrawal from school.

## Definition of Bullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. Bullying includes actions such as making threats, unwanted physical contact, spreading rumors, attacking someone physically, verbally or by social media, and excluding someone from a group on purpose.

There are different types of bullying:

Verbal bullying is saying or writing mean things. Verbal bullying includes teasing, name-calling, inappropriate sexual comments, taunting, and/or threatening to cause harm.

Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.

Physical bullying involves hurting a person's body or possessions. Physical bullying includes hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, and any site chat, and websites. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

## What to Do If You Experience or Observe Bullying

Students who feel that they have been subjected to bullying and/or harassment are encouraged to promptly report the matter to a teacher or administrator.

Students who observe incidents of bullying and/or harassment are required to report the matter to a teacher or administrator.

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## **School and Personal Property Policies**

To assure the safety of all its students, faculty, staff and visitors, Sacred Heart Catholic School reserves the right to inspect any of its property at any time, including lockers, with or without advance notice and with or without the consent of students or their families.

### **PERSONAL PROPERTY**

Students are expected to take care of their personal belongings, their books, and their clothing. While a Lost and Found will be maintained in a suitable location, items will be removed periodically for donation to the poor. If items are not suitable for reuse, then they will be disposed. Students are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation.

### **BOOKS AND MATERIALS**

All lost or damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the cost of replacement.

### **CELLPHONES / SMARTWATCHES / TABLETS / E-READERS / HANDHELD ELECTRONIC GAMES**

Cellphones, handheld electronic games, smartwatches, and other mobile devices are items that, in the view of the school, may be distracting or disruptive to the learning environment. All cellphones and other electronic devices are to be turned off and kept in a student's backpack. Tablets and e-readers, like Nooks or Kindles, are permitted to be used in some classes, but only with the direct supervision of the teachers. They are not permitted during recess. All students will be monitored according to the Acceptable User Policy. Sacred Heart Catholic School reserves the right to search all devices and items brought into our school.

### **TECHNOLOGY**

Technology can be a powerful tool to enhance learning, enabling students to access information and to be collaborative with others across the school, community, and the internet. We believe all students, staff, and parents must be good digital citizens by following standards of acceptable use, when using either school owned technology (software, hardware, and network) or their own personal electronic device for school purposes. Annually all students and parents are to agree to, and sign *Technology Use Agreements* as defined by the computer department.

### **LIBRARY**

The school library is available to the students during the school day. Damage or loss of books will require the replacement cost of the book. Appropriate conduct is always expected in the library.

## SACRED HEART ADVISORY SCHOOL BOARD

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The Sacred Heart Catholic School Board is the advisory body to the administration and the pastor of Sacred Heart Parish. Members of the Advisory Board are appointed by the pastor and principal to provide pastoral and educational visioning, and to implement the goals and specific objectives that flow from the pastoral mission of Sacred Heart Catholic School as it stands under the Diocese of Gallup. Many school parents/guardians and parishioners will, by their ongoing interest and involvement in the work of Sacred Heart Parish, evidence their willingness to serve on the School Advisory Board