LAS CRUCES CATHOLIC SCHOOL
Established 1927

2026-2027
Parent/Student Handbook

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Table of Contents

2026 – 2027 Welcome Letter 6
Las Cruces Catholic School 7
Profession of Catholic Identity 7
Las Cruces Catholic School Organizational Chart 8
Board of Trustees 9
Mission Statement & SLEs 9
Mission 9
Student Learning Expectations (SLEs) 9
Accreditation and Goals 9
Accreditation 9
Goals 10
Admission Information 10
Admission 10
Probation 11
Termination of Enrollment 11
Withdrawals 11
Registration 11
Registration Fee 11
Current Students 11
New Students 12
Health Records 12
Immunizations 12
Tuition & Fees 12
Rates 12
Payment Plans 13
Late Payments 13
Delinquent Tuition From Previous Year 13
Other Fees & Charges 13
Tuition Assistance 13
Arrival & Departure Procedures 14
Drop Off & Pickup Procedures 14
Student Check-Out Policy 14

Attendance 15
Attendance 15
Absence Reporting 15
Make-Up Work 15
Tardiness 15
Bell Schedules & School Hours 16
Bell Schedules 16
Flag Raising 16
Inclement Weather 16
Office Hours 16
Teacher & Staff Work Hours 16
Community Service 17
Curriculum Information 17
Curriculum 17
Grading Scale Grades 1- 8 17
Grading Scale Pre-School & Kindergarten 17
Homework 17
Honor Roll 18
Mid-Term Progress Reports (MS) 18
Promotion and Retention 18
Reporting Grades/Report Cards 18
Religion 18
Testing Program 18
Textbooks 18
Videos 18
Change of Parent/Guardian Information 19
Classroom Parties 19
Communications 19
Family Portal 19
Home to School Communications 19
School to Home Communications 19
Concerns and Complaints 20
Due Process 20
Extended Day Program 20

Before Care 20
After Care 20
Extracurricular Activities 21
Eligibility 21
Organizations and Clubs 21
Field Trips 21
Health Protocols 22
Requirements for Returning to School 22
Head Lice 22
Medication 23
Lost & Found 23
Lunch 23
Lunch Schedule 23
Lunch Program 23
Sack Lunches 23
Records 24
Student Records 24
Record Access 24
Transfer of Records 24
Religion 24
Class 24
Curriculum Additions 25
Mass 25
Prayers 25
Sacramental Preparation 25
Spiritual Practices 25
Parent Teacher Organization (PTO) 25
Safety 25
Fire Drills 26
Procedures 26
Sexual/Physical Abuse 26
School Service Program Requirement 26
School Supplies 27
Search and Seizure Policy 27

Procedure 27
Student Behavior, Responsibilities & Expectations 27
Particular Things to Note 27
Cafeteria Regulations 28
Playground Rules 28
Student Discipline 29
Disciplinary Actions 29
Uniform/Dress Code Information 30
Uniform Ordering Information 31
Dress Code Violations 32
Virtus 32
Visitors 32
Volunteers 32
2026-2027 Handbook Acknowledgment Form 33

2026 – 2027 Welcome Letter

Dear Parents and Students,

It is with great joy that we welcome you to the 2026–2027 school year at Las Cruces Catholic School. We are truly grateful that you have chosen to be part of our school community and look forward to the year ahead. By entrusting your child to LCCS, you are entering into a meaningful partnership with us—one centered on nurturing each student's spiritual, intellectual, moral, emotional, physical, and social development.

This partnership thrives on open communication, mutual respect, and shared commitment. Las Cruces Catholic School has a longstanding tradition of academic excellence and faith-filled formation within our community. We encourage your family to take an active role in school life, especially through the many opportunities offered by our Parent Teacher Organization. Your involvement strengthens our school and enriches your child's experience.

The Parent-Student Handbook is designed to provide an overview of school policies and daily operations. We ask that you carefully review its contents and keep it as a resource throughout the year. While every effort is made to address common questions and situations, circumstances may arise that require updates or adjustments. LCCS reserves the right to revise this handbook as needed, and any changes will be communicated via weekly email.

May God continue to guide and bless our school community as we work together to provide a strong Catholic foundation for our children.

Windy Drake
Principal

Amy McCarty
Assistant Principal

Las Cruces Catholic School

The Catholic Schools of the Diocese of Las Cruces are an integral part of the Church's mission

- to proclaim the Good News of Jesus,
- to build faith communities,
- to celebrate in joy and gratitude through worship,
- to serve others as sisters and brothers on a common journey.

The Catholic Schools of the Diocese are committed to academic excellence, which challenges faculty and students to develop to their full potential. It is the vision of the educators in the schools of the diocese that children entrusted to them will become responsible, creative, productive and generous citizens of this world imbued with a sense of justice, mercy and compassion.

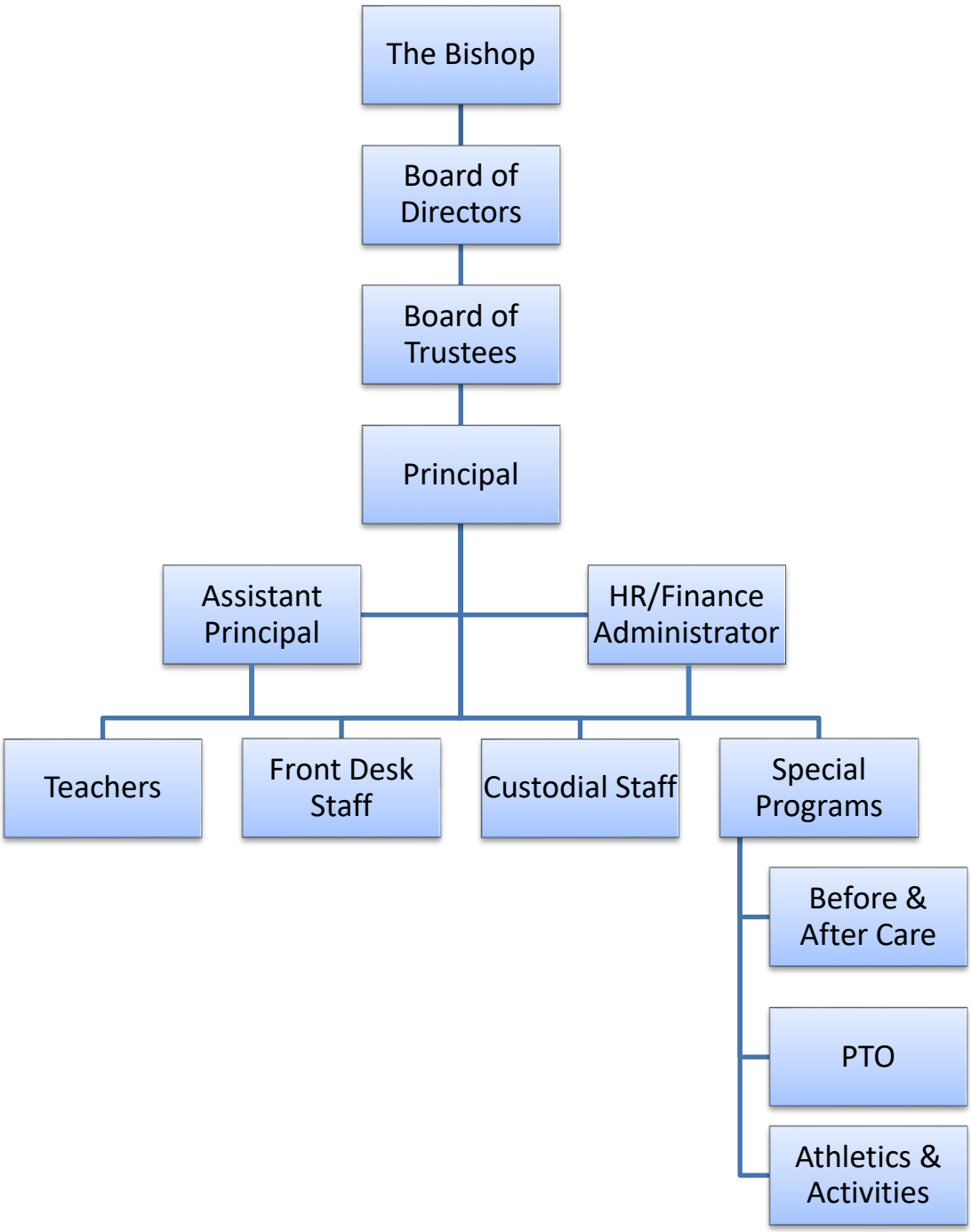
Based on respect for all in the school community, however young or experienced, the Catholic schools seek continual improvement and development of an instructional program that enhances both academic studies and character formation which gives form to a vision of life that is expressively godly and authentically human.

Profession of Catholic Identity

Catholic identity is at the core of our mission at Las Cruces Catholic School. This means that our school must be readily and unmistakably identifiable as a Catholic school, 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.
- 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 the bishop in order to ensure proper instruction of Catholic doctrine.
- The Administrators of LCCS, under the guidance of the bishop, 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 Administrators of LCCS will identify ways to maintain and strengthen meaningful connections with the home parishes of its students.
- The 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 Trustees will support all stakeholders in the continued foundation and growth of our Catholic Identity.

Las Cruces Catholic School Organizational Chart



Board of Trustees

MEMBERS	EX-OFFICIO
Dr. Gretchen Struemph,* President	Bishop Peter Baldacchino
Bother Joseph Bach, Vice President	Eric Rel, Past President
Dr. Anna Lopez, Secretary*	Father Theophine (Theo) Okafor, Chaplin
Jim Higdon, Treasurer	Tomasita Fierro, LCCS Finance/HR Administrator
Dr. Elsa Arroyos*	Danielle Bustamante-Lane, Finance Co-Chair
Nicole van Brandwijk*	Dalina Matsumoto, Finance Co-Chair
Deanna L. Gibbs	Denise Ojinaga, Marketing Lead
Analisa Martinez*	Windy Drake, Principal
Jacob Silva*	Amy McCarty, Assistant Principal
* *Parent*	

In summary, the Board of Trustees is responsible for developing, defining and approve polices to guide the operation of the school, to recommend strategic and other short-term and long-range plans, develop operating and capital budgets, approve tuition and fees, review Principal's performance, evaluate and propose any plans for capital improvement or debt to be incurred over $5,000.

Las Cruces Catholic School Board of Trustees' meetings are held on the third Thursday of the month unless a change is announced. 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 second Tuesday of the month.

Mission Statement & SLEs

Mission

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

Student Learning Expectations (SLEs)

LCCS students are Followers of Jesus who:

- Live our Catholic Faith
- Model Christ-like Behavior
- Practice the Golden Rule

LCCS students are Active Learners who:

- Strive for High Achievement
- Actively Listen and Collaborate with Others
- Think Critically to Solve Problems

LCCS students are Servants of Christs who:

- Respect and Appreciate God's Creation
- Practice Stewardship
- Demonstrate Tolerance and Acceptance of Others

Accreditation and Goals

Accreditation

LCCS is accredited through the *Western Catholic Education Association* (WCEA). After completing the required Self-Study and accrediting team visit, LCCS was granted a Six Year Accreditation in June of 2025 and identified the goals noted below. The next accreditation will take place during the 2030-2031 school year.

Goals

Goals are identified through the Self-Study and Accrediting Team's findings.

- Provide faith formation for the parent community.
- Provided more professional development for teachers and staff.
- Develop a system to analyze and use data to inform instruction by creating a student educational portfolios (implementation will be fall 2025)
- Update and provide Faculty and Staff Handbook (completed summer 2025)
- Revise Student Learning Expectations (completed spring 2025)

Admission Information

Admission

- No matter the religious affiliation or personal beliefs, parents/guardians, teachers, staff 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.
- New families are required to meet with administration before being considered for enrollment into LCCS. Any academic or behavioral support should be communicated at this time (IEP, counseling, etc.).
- Enrollment is based on available seats as per class size standards.
    - PreK3: up to 17 with an educational assistant
    - PreK4: up to 18 with an educational assistant
    - Kindergarten: up to 20 students shall be entitled to a shared educational assistant
    - Grades 1-5: Average of 20, with an educational assistant in first grade at 21
    - Grades 6-8: up to 24
- The parent/guardians of the student(s) to be admitted agree to pay tuition and other required fees as determined by the Board of Trustees.
- Parent/guardian agree to participate with the school in their child's education by providing fifty (50) hours of service per family to the School Service Program per school year. See page 24 for more information.
- 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.
- 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.
- The Board of Trustees 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.** Eighth grade students will not be permitted to enroll, unless determined suitable by administration.
- The Administration will make the final decision with regard to admission.

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 student who is having difficulty following the school's Student Behavior, Responsibilities and Expectations – see page 27.
  - A student transferring to the Las Cruces Catholic School for the first 30 days of enrollment to ensure the fit is right for all parties
  - A student who has become academically deficient in most or all areas
- 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:
  - May be removed from probation status.
  - May continue for one more quarter (but no longer) on probation.
  - 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 of Enrollment

Termination is a final decision. It represents the end of a series of attempts to assist the child or parent 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 Financial Administrator before records or report cards will be released.**

Registration

Registration Fee

In order to process registration, all school fess, 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 $200 per student and a $250 after an announced deadline. The registration fee for new students is $200.

Current Students

Parents/Guardians must register to readmit their child/children each spring to reserve a seat. The following information is required for registration of current students:

- The registration fee is due at the time of registration. **The registration fee is non-refundable.**
- Health records must be updated and current.
- Current parent/legal guardian's address and telephone number(s) must be provided.
- Current emergency contact information must be provided.

- All prior debt to the school must be eliminated before current registration can be accepted.
- Proof of service hours (completed and/or purchased) as input into *Family Portal*
- The student's teacher has made a positive recommendation for continuation at LCCS.
- Register with FACTS at https://factsmgt.com/login/ (the District Code is LLCS-NM). This provides access to both financial and the Family Portal (student information) systems.

New Students

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

- Birth Certificate
- Current Immunization Records
- Baptismal Certificate (if Catholic)
- First Holy Communion certificate (if Catholic)
- Grades/Academic Record from previous school (if transferring)
- Report of Special Education Testing (if applicable)
- Decree of Custody in case of divorce, adoption, (if applicable)
- The new student's registration fee is $200.00 per family which is non-refundable and must be paid at time of registration/enrollment.
- Register with FACTS https://factsmgt.com/login/ (the District Code is LLCS-NM). This provides access to both financial and the Family Portal (student information) systems.

Health Records

It is the parent's responsibility to inform the school officials and the child's teacher about any health problems such as severe allergies, epilepsy, asthma, intestinal problems, migraine headaches, etc. which affect their child. Please put this information in writing with specific instructions. This information should be updated in the Family Portal as well as inform the front office of any changes.

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 Trustees sets tuition rates and policies annually prior to registration for the subsequent school year. Please see the approved 2026-2027 tuition rates and payments for students in Preschool through 8th grade:

	YEARLY	MONTHLY (12)
1st Child	$6,520	$652
2nd Child	$6,020	Two children $1,045
3rd Child	$5,720	Three children $1,521.67

Payment Plans for Tuition and Incidental Billing

Tuition is paid by enrolling in the FACTS Tuition Program. Beginning this year, payments for After Care, field trips, fundraiser lunches, club fees, etc will also be paid through FACTS. The payment plans are as follows. Please note FACTS charges an annual fee ranging from $25-$55 depending upon the plan chosen.

- **Option 1:** Full payment is due August 1, processed by check, credit card*, or cash. A 1.5% discount applies for full tuition payments received before August 5.
- **Option 2:** First half of tuition is due August 1 and the second half is due December 1 processed by check, credit card*, or cash. A .75% discount applies when first semi-annual payment is received before August 5.
- **Option 3:** Four equal installments processed by FACTS with payments due August 1, November 1, February 1 and April 1.
- **Option 4:** Twelve monthly payments processed by FACTS with payments due on the 5th of every month (July – June). This option is only available if first payment is received by July 5th.
- **Option 5:** Incidental billing only. Select this plan ONLY if you are on a Child Care Assistance Contract through ECECD. If this does not apply to your family do not choose this plan.

In the event that a family cannot choose one of the payment plan options, the family is required to meet with the Administrator or Finance 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 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.

Report cards, transcripts and access to the *Family Portal* 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

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 Finance 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 & Charges

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. Examples: Art fee, PE fee, other elective fees, field trips, etc. All fees will be invoiced and paid through FACTS.

Tuition Assistance

Tuition assistance applications are accepted through April 15. Families may pick up a packet at the front office or request an electronic form. All applications will be reviewed and determinations we be based on eligibility rubric scores.

Arrival & Departure Procedures

Drop Off & Pickup Procedures

- All students are to be dropped off and picked up in the designated areas of our parking lots between 7:45 and 8:00 AM and between 3:10 and 3:20 PM. In the morning, no students are allowed into the buildings until 8:00 AM when the bell rings. Any student(s) arriving at school before 7:45 AM must go to the Extended Day Program. Any student remaining on the school grounds past 3:20 PM (unless they are reporting to a school-sanctioned activity) must go to the Extended Day Program. Students must go to their appropriate areas immediately when they arrive at school.
- Students and parents are required to walk from the parking lot along designated crosswalk areas and avoid crossing between vehicles.
- The speed limit in the parking lot is 10 mph.
- Students are **not allowed to be dropped off or picked up from the street in front of the school before or after school.**
- Students who walk or use a bicycle to travel to and from school must have a parent's written permission maintained in the school office. Students using bicycles must park them on arrival. Students are not allowed to ride bicycles on the premises at any time.
- **PLEASE DO NOT PICK STUDENTS UP BETWEEN 2:25 AND 3:10 PM! THE SCHOOL DAY ENDS AT 3:10 PM**. Unless it is an emergency or related to a doctor's appointment, students will not be released from class until 3:10 PM. No one is allowed to be in the hallways during this time. Students must be picked up in the designated area.
- Parents wishing to enter the school to discuss a school-related matter between 7:45 and 8:05 AM or 3:10 and 3:20 PM are to park in the south parking lot.
- **PLEASE FOLLOW THESE RULES FOR THE SAFETY OF EVERYONE!**

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 3:10. Anyone picking up children after 2:25 will be asked to wait until parent pick-up opens.

- 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.
- Students who must leave for scheduled appointments or other business will follow the steps listed below: (Liability and safety dictate these rules.)
    - The parent/guardian must physically present him/herself at the office to request that the student be dismissed.
    - The parent/guardian will sign out the student in a permanent records book at the office.
    - 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.
    - Anytime a student is brought to the school between 8:05 AM and 3:10 PM, the student will be signed-in by parent/guardian to ensure that school authorities have taken custody.
- 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:
    - 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.
    - If the individual(s) fit the criteria established, the student will be called by intercom to report to the office for the stated business.
    - The person responsible for the student must sign the student out.
- In the event that legal authorities wish to pick up a student, the following will prevail:

- 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.
- 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.
- 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.
- 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.*

Attendance

Attendance

Regular school attendance is essential for a student to make the most of his or her education. The student and parent should make every effort to avoid unnecessary absences.

- **The first bell rings at 8:00 AM. Classes begin at 8:05 AM**. Students will be dismissed at 3:10 PM and all students must be picked up by 3:20 PM, or they will be sent automatically to the Extended Day Program.
- **The school is a closed campus**. Once students have arrived on the school grounds, they must remain there until 3:10 PM. Students MUST be signed in and out at the front office by a parent/guardian or their designee in order to enter or leave school grounds after 8:00 AM or before 3:10 PM.

Absence Reporting

- For your child's protection, we request that parents notify the school office between 8:00 AM and 8:30 AM of their child's absence on any given day.
- If a student is absent for multiple days, parents are asked to send a note explaining the reason.
- Medical, dental and other appointments during school time are strongly discouraged.
- **Family trips and/or vacations should be planned to coincide with school vacations, such as Fall Break, Thanksgiving, Christmas and spring break.** Should a family choose otherwise, it must be understood that the student bears full responsibility for all work while he/she vacations. Arrangements must be made with teachers prior to any planned extended absence.

Make-Up Work

Calling by 8:30 AM to report an absence and request homework gives ample time for teachers put materials together. Please do not ask for homework if you don't have time to pick it up, or if your child is too sick to complete the work. If homework is requested, it must be picked up at the office from 3:00 PM to 3:45 PM.

When a student is absent, it is the parent's (primary grades) and the student's (upper grades) responsibility to initiate the process of making up assignments by contacting their individual teachers.

Tardiness

It is the parent/guardian's responsibility to make sure students arrive at school on time. **Students arriving after 8:05 AM must be accompanied and signed in by a parent/guardian.** When a child is signed in at the front office, they will be given a tardy slip. Without a tardy slip, they will not be admitted to class

Bell Schedules & School Hours

Bell Schedules

The first bell rings at **8:00 a.m.** and the tardy bell rings at **8:05 a.m.** The dismissal bell rings at 3:10

RECESS & LUNCH SCHEDULES			
9:45 – 10:00	Morning Recess	K – 5	
11:00 – 11:30	Lunch	K,1, 2	
11:10 – 11:30	Recess	3, 4, 5	
11:30 – 11:50	Recess	K,1, 2	
11:30 – 12:00	Lunch	3, 4, 5	
12:10 – 12:40	Lunch/Recess	MS	11:55 – 12:30 on Mass Days
1:50 – 2:05	Afternoon Recess	K – 5	4 & 5 at teacher discretion

MIDDLE SCHOOL BELLL SCHEDULES			
	Regular	Mass Day 8:15 – 9:10	Special Event 8:05 – 8:35
1st Period	8:05 - 8:50	9:20 – 9:55	8:40 – 9:25
2nd Period	8:55 - 9:40	10:00 – 10:35	9:30 – 10:10
3rd Period	9:45 - 10:30	10:40 – 11:15	10:15 – 10:55
4th Period	10:35 - 11:20	11:20 – 11:55	11:00 – 11:40
5th Period	11:24 – 12:10	12:35 – 1:10	12:20 – 1:00
6th Period	12:45 – 1:30	1:15 – 1:50	1:05 – 1:45
7th Period	1:35 – 2:20	1:55 – 2:30	1:50 – 2:30
8th Period	2:25 – 3:10	2:35 – 3:10	2:35 – 3:10
LUNCH	12:10 – 12:40	12:00 – 12:30	11:45 – 12:15

Schedules are modified when an early dismissal or late arrivals occur.

Flag Raising

Each Monday morning the student body gathers in the MPR (Multi-Purpose Room) to pray together, recite the Pledge of Allegiance and SLEs, recognize birthdays, and review the events of the week.

Inclement Weather

In case of bad weather, normally we will follow the decision of the Las Cruces Public Schools when deemed appropriate. Parents will be notified via text message through Parent Alert.

Office Hours

Normally the School Office is open from 7:45 – 3:30. Arrangements can be made if you need to speak to and administrator outside of this time frame.

Teacher & Staff Work Hours

Teachers are expected on campus from 7:45 – 3:30.

Community Service

Various in-school community service projects are completed throughout the year. Projects range from collecting items/funds, to off-campus activities. See page 24 for School Service Program Requirement (for families).

Curriculum Information

Curriculum

The Curriculum of the Las Cruces Catholic School is modeled after the Archdiocese of Santa Fe Catholic School. Expectations may exceed the standards described.

Standard Curriculum/ Core Studies (taught daily): Religion, Reading/Language Arts, Mathematics, Social Studies, Science, and Spanish (MS only)

Standard Curriculum: Other Life Skills: In addition to the above, the following topics will be integrated into appropriate curricular areas: computers, physical education, art, music, Spanish, and other MS electives.

High School Credit Courses: 8th graders may be given the option to take High School Health and/or Algebra 1 (dependent on availability of certified staffing and student performance).

Grading Scale Grades 1- 8

GRADE LEVEL		PERFORMANCE INDICATED
1st – 3rd	4th – 8th	
E	A = 90-100%	High Quality Performance
G	B = 80 – 89%	Good Performance
S	C = 70 – 79%	Acceptable Performance
N	D = 60-69%	Unacceptable Performance
U	F = below 60	Non-passing Performance

Grading Scale Pre-School & Kindergarten

ACADEMIC GRADE	CONDUCT
E = Excellent	O = Outstanding
G = Good Performance	G = Good
S = Acceptable Performance	S = Satisfactory
N = Needs Improvement	N = Needs Improvement
U = Unacceptable Performance	U = Unsatisfactory

Homework

The purposes of assigning homework are to develop student responsibility and independent work habits.

Appropriate daily time requirement for homework is:

- Grades K-2; 15 minutes,
- Grades 3-5; 30 minutes, with additional time for pleasure reading and long term projects.
- Grades 6-8; 30 minutes, with additional time for pleasure reading and long term projects.

Middle School Teachers will make an effort to coordinate major assignments so students are not overloaded.

Honor Roll

Honor Roll is presented 1st, 2nd, and 3rd Quarters to students in grades 4 – 8.

- Gold Honor Roll – All As
- Silver Honor Roll – As & Bs

Mid-Term Progress Reports (MS)

These are due after the first four weeks of the nine-week term. Progress Reports are pulled from the on-line grade book and are sent home at the 4 week mark of each grading period. Their function is to inform parents of cases of student progress in order to establish better home/school communication and assist the student in making the needed improvements before the end of the grading period. Because many parents consider slipping from an "A" or "B" to a "C" as unsatisfactory, contact by the teacher between interim reports is good practice.

Promotion and Retention

Parents will be notified about student progress with parent/teacher conferences, progress reports, and report cards. If a student fails a class, he/she must attend a summer program and be certified at grade level prior to the beginning of the next school year to be promoted to the next grade.

Reporting Grades/Report Cards

Teachers are expected to keep up-to-date records of student achievement. At a minimum two per week per grade for all subject areas are to be entered into on-line grade book found in the *Family Portal*. Records reflect a variety of assessment methods and do not rely only on percentage data. Regular evaluation of student progress provides the teacher with the information needed to better communicate with individual students and their families. Parents/guardians are encouraged to check the *Family Portal* to stay informed on student progress. Quarterly Report Cards are posted on the *Family Portal*. The grade book will be closed the last week of each grading period.

Religion

The Catholic Faith is embedded in all aspects of a student's day. See page 22 for more information.

Testing Program

LCCS follows a Standardized Assessment Program as follows:

1. STAR Math and Reading are administered three times per year to grades 1 – 8.
2. STAR Early Literacy is administered to Kindergarten 3 times per year.
3. 8th graders will be taking the PSAT 8/9.
4. Test reports are reviewed with both students and parents/guardians. Test results help to track the instructional progress of the school as a whole.
5. Formative and summative assessments are given to all students throughout the school year to track academic progress and to inform teachers of student progress.

Textbooks

Textbooks must be covered when issued at the beginning of the school year. If a student loses a textbook, he/she must pay for the textbook before he/she will be issued a replacement. Any damage to the textbooks will be charged to the student at the end of the school year. Teachers may request additional books (novels) to be purchased.

Videos

Some commercial video productions can greatly enhance curricular topics. Films that are not rated G or PG will require parental permission for the students guided in-school viewing. Prior administrative approval is required.

Change of Parent/Guardian Information

Parents must keep the school office informed of any changes in the following information as well as update them in the *Family Portal*:

- Emergency Contact & Pick Up Form information (and updates regarding any authorized people for pick-up)
- Address
- Telephone number
- FACTS banking information for automatic tuition payments
- Changes in legal status regarding parental custody of student(s)

Classroom Parties

- Students are welcome to bring cupcakes or similar treats on their birthday. These may be enjoyed at 2:00 PM. 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. Administrative approval is required for any deviation from the regular school-day schedule.

Communications

Family Portal

All families are to create an account in FACTS at https://factsmgt.com/login/. The District Code is LCCS-NM. This will give you access to your child's grades, allow for input contact information, emergency contacts, permitted pick-up individuals, medical information, as well as log required Family Service Hours.

Home to School Communications

If you have questions or concerns regarding your child's education or well-being at school, please contact your child's teacher during working hours (7:45 AM – 3:30 PM). **Parents cannot go directly to the teacher's classroom unless approved by the front office and/or administration and must obtain a visitor's pass.** Teachers and administrators are to respond to parent initiated communications (emails or phone messages within 24 working hours.

School to Home Communications

At LCCS, the ordinary means by which the school communicates regularly with parents and guardians is through:

- Principal emails
- The Joust (online student produced school news)
- *Family Portal*
- PTO emails
- Communication folders or apps
- Parent meetings (must be scheduled) no drop-ins
- Parent Alert (text notifications)

Concerns and Complaints

Everyone at Las Cruces Catholic School is dedicated to providing an excellent Catholic and academic education for students. However, we are working with people so conflict can arise. Please speak with the teacher first. If you cannot reach a resolution, please contact the Administrator. If you cannot arrive at a final resolution with the Administrator, bring your concern to the Board of Trustees. Again, in order address any concern or complaint please contact the appropriate person in this order.

1. Teacher
2. Administrator
3. Board of Trustees for Due Process

If you are not satisfied with your communication with the teacher, you may contact the Administrator. If, after communicating with the teacher and administrator, you feel that an adequate solution was not arrived at, your concerns should be brought to the Board of Trustees for Due Process.

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.

1. The request for a Due Process hearing must be made in writing and sent to the president of the Board of Trustees.
2. The Board of trustees will set a date for the hearing.
3. The parties concerned must appear in person at the hearing before the Board of Trustees and make their plea.
4. The Board of Trustees 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 Trustees will be binding.

Extended Day Program

The Extended Day Program operates every school day unless noted. The program may be open during school holidays. 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 extend to the Extended Day Program participants.

Before Care

7:00 AM to 7:45 AM
All students who arrive before 7:45 AM must report to MPR. There will be no exceptions. Families are responsible for fees assessed for any time their child spends in Before Care.

After Care/Studio H

Dismissal – 6:00 PM
Students must be off the grounds 10 minutes after dismissal unless they are performing some specific duty under the direct supervision of a faculty member. There will be no exceptions. Families are responsible for fees assessed for any time their child spends in After Care.

After Care/Studio H Contact

After Care Staff can be reached at 575-270-9298

Extracurricular Activities

Student participation in extracurricular activities can play a significant role in personal and educational development and shall be used as a means of developing wholesome attitudes and good human relations as well as knowledge and skill. Such participation is a privilege --not a right. Students earn the privilege to participate by adhering to high standards of personal conduct and academic performance. Students participating in extracurricular activities represent the school, depict its character, and serve as role models to other students. Accordingly, participants may be subject to a high standard of academic performance and to high standards of conduct both in and out of the school setting. Continued participation in extracurricular activities may be conditional upon observing and maintaining such standards.

Eligibility

- The student must be officially enrolled at Las Cruces Catholic School.
- Rude, crude, or criminal behavior will make a student immediately ineligible.
- Misbehavior in classrooms, school affiliated programs and/or activities will make a student ineligible.
- The Administrator will make the final determination of eligibility.
- Completion of health physical if participating in athletics & Release of Liability (forms are available in the Front Office)
- Some activities may require grade checks

Organizations and Clubs

To form a club, the following procedures must be followed:

- The club must be approved by the administrator.
- The club must have a sponsor.

Field Trips

Field trips are encouraged for all grade levels. Curriculum-based field trips are taken only after proper planning and assessment of the educational value and correlation with the subject is determined. There must be assurance that the objectives are appropriate for the grade level of the students. Pre-trip teaching and preparation and appropriate follow-up activities are incorporated into the field trips. Prior administrative permission must be given. Occasionally a field trip will be planned simply for enjoyment.

Students will not be allowed to take part in field trips without a school signed permission slip from their parents/guardians. Parents/guardians 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. All parents who volunteer to drive must completed *Virtus* (Protecting God's Children Training Course). Service hours will be awarded if parents drive more than one student.

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 as long as the parent can still provide the supervision needed.

Health Protocols

It is the parent's responsibility to inform the school officials and the child's teacher about any health problems such as severe allergies, epilepsy, asthma, intestinal problems, migraine headaches, etc. which affect their child. Please put this information in writing with specific instructions. This information should be updated in the *Family Portal* as well as inform the front office of any changes.

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.

- 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 person named on the Emergency Contact and Authorized Pickup Form (completed in the *Family Portal*) will be contacted, and the student must be pickup within thirty (30) minutes:
    - A fever of 99.6 degrees or higher
    - Suspected contagious disease
    - Vomiting
    - Diarrhea
    - Severe cold symptoms
    - Discomfort lasting thirty minutes or longer
- 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 an emergency occurs which is so great that the student must be medically transported from the school to an area hospital, the parent/guardian will be notified as soon as possible.

Requirements for Returning to School

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

- Respiratory infections: determined by a 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. If you discover that your child has head lice, please notify the school office immediately so that proper precautions can be taken.

- Any siblings, of the child affected, who are also students at LCCS, and all other students from the same classroom, will be checked for lice by school personnel.
- Parents will be notified and the affected student(s) can be picked up at the end of the school day.
- Parents of classmates will be notified that a child in the class has been determined to have lice.

- All students from the classroom should be reminded to avoid hair-hair contact, and to not share combs, brushes, hair accessories or hats.
- The student(s) will be allowed to return to school the day after the parent has rendered treatment at home. The teacher nurse or other school personnel may check the student when they return to the classroom.
- The student(s) will have a follow-up check up by school personnel 1-2 weeks after the initial incident to ensure that all lice have been eliminated.
- If lice are still present at follow-up examination 2 weeks later, the parent will be informed and will need to treat more diligently. If lice are still present at a 2nd examination 2 weeks after retreatment, the child will not be able to return to class until treated by a physician and found to be lice and nit free.
- If there is concern of a larger outbreak, we may perform more extensive screening. Depending on timing, we may not be able to contact parents until after the screening has been performed.

Medication

- **NO** medication will be administered to any student at any time unless specific directions and permission has been granted by the parent otherwise 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:
    - Your child's name on the bottle/package
    - The name of the medication/drug
    - The dosage amount
    - The date and the time to be given
- 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 Multi-Purpose Room (MPR). Items will be kept for a two-week period and then be donated to charity.

Lunch

Lunch Schedule

See *Daily Schedule* on page 16.

Lunch Program

- During the 2026-2027 school year, all students will qualify for free lunches provided through the public schools.
- 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.
- Lunch orders must be placed in advance. Monthly menu and order information will be sent via email from the Cafeteria Director

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. We strongly encourage against bringing in fast food, etc. Lunch orders can be placed in advanced based off the monthly order form to

Records

Student Records

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

- Religious Education
- Academic Progress
- Personal and Family Information
- Attendance
- Health
- Standardized Testing

Record Access

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

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

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

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

Transfer of Records

- Requests from other schools need to be transacted from office to office, i.e. forms or a phone call from secretary and/or Administrator.
- Copies of permanent records will be mailed directly to the requesting school.
- No records will be released or transferred unless all tuition and fees have been paid in full.

Religion

Class

Religion is taught as an academic course. All students, Catholic and non-Catholic, are required to take the class and all students will be graded. Religion includes attendance at the school community's weekly Mass and participation in other devotional activities.

Curriculum Additions

Circle of Grace is a required part of the school curriculum which addresses Safe Touch at each grade level. All materials adhere to Roman Catholic teachings and have been approved by the Bishop. Materials are available for parents/guardians to preview if desired. Parents/guardians will be notified when these lessons will be presented. Parents/guardians do not have to provide permission for their child to participate however, they can choose for their child to opt out.

Christian Sexuality & Family Life lessons are taught using material which adhere to Roman Catholic teaching at the 8th grade. The subject is taught in such a way as to promote home discussions and strengthen both family values and the student's future moral decision making. Parents will be invited to view the materials and sign permission for their child's participation.

Mass

All students, Catholic and non-Catholic, at LCCS will attend Mass once a week. The current Mass is scheduled for Wednesday mornings at 8:15 in the church (alternative days when Holy Days fall on other days of the week). Classes work with their Religion Teacher to prepare and present each Mass on a rotating schedule. See the calendar in the *Family Portal* and look for communication from classroom teachers as to when your child's class will be presenting Mass. Teachers are expected to attend Mass with their students. Seating is pre-arranged and is assigned by grade level. Mass uniforms are required on Mass days. Parents are invited to attend Student Mass and asked to sit towards the back of the church to allow room in front for the students.

Prayers

Daily morning and closing prayers are led by 8th grade students over the intercom system. Individual classes pray before lunch and at other times. Classroom prayers may vary in design because children are often motivated to pray when they are allowed to offer their own intentions and/or spontaneous prayer. Pre-school and kindergarten children will offer an appropriate prayer before eating snacks.

Sacramental Preparation

Religion and classroom teachers work together to prepare their students for Sacraments.

3rd grade: First Reconciliation and First Holy Communion

8th grade: Confirmation

Look to the school calendar in the *Family Portal* for the dates of these celebrations.

Spiritual Practices

School wide or individual classes may participate in rosaries, Divine Mercy Chaplet, Eucharistic Adoration, Stations of the Cross, Advent and/or Lenten activities.

Parent Teacher Organization (PTO)

The PTO's roll is to promote communication among parents, teachers and administration, and collaborate with teachers and administrators to best support classroom needs, student activities and increase family involvement. They organize fundraisers, help support room parent efforts, and conduct school activities increasing family involvement. Look for committee sign ups and communication throughout the school year.

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. Additionally, school rules are designed to keep students, teachers and staff safe. Please be aware of the rules and procedures noted in this Handbook.

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.

Procedures

These procedures have been adopted by all schools within the Diocese of Las Cruces. You can access the Standard Response Protocol (SRP) in the office or search it.

Event	Student Actions	Teacher Actions
LOCKOUT Get inside and keep the threat outside	Return or stay inside, business as usual	Bring everyone inside, take attendance, lock doors, increase situational awareness
LOCKDOWN Move away from sight, Maintain silence	Move away from sight, maintain silence	Lock doors, turn off lights, move away from sight, do not open any doors, maintain silence, take attendance
EVACTUATION (Fire Drills, etc.)	Leave belongings behind, exit building in a calm but efficient manner	Lead evacuation to desired location, take attendance, notify admin and other staff if any student is missing, notify if any students have injuries
SHELTER, HAZARD, OR INCLEMENT WEATHER	Varies: Evacuate, find interior rooms, drop, cover, hold, etc.	Implement action plan and directives pertaining to the emergency and take attendance

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.

School Service Program Requirement

As a way to keep tuition costs down, and in the spirit of Catholic Virtue, 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. Hours are logged in the *Family Portal*. Parents who have difficulty providing service time to the school have the option of purchasing these hours at the rate of $10 per hour. Please notify the Finance Administrator if you need to be invoiced for this service requirement,

Examples of Service: Class or school donations (bottled water, Clorox wipes, classroom supplies, etc). Volunteering for school events (classroom assistance, field trips, major school events, etc.)

School Supplies

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

Search and Seizure Policy

The school has the right to search a student, person, locker, backpack, or other personal property in order to recover stolen property and/or to maintain a safe school environment.

Procedure

1. The search will be conducted in private by the Administrator or designee and an adult witness, if the Administrator or designee has a reasonable suspicion that stolen property, weapons, or prohibited substances/materials will be found.
2. Strip searches are not allowed.
3. For the purposes of this policy, any one of the following is considered a weapon:
    a. Any firearm, knife, explosive, or object, even if manufactured for a non-violent purpose, which has a potentially violent use.
    b. Any object used in a threatening manner.
    c. Any object able to inflict harm to person or property.
    d. Look-a-like objects that resemble an object which has a potentially violent use.
4. Any person willfully possessing such items, or engaging in related behaviors on school property or at school-sanctioned activities, will be subject to appropriate disciplinary action, including discipline under the law, suspension, probation, and termination.

Student Behavior, Responsibilities & Expectations

Student Learning Expectations (SLEs)

Students are expected abide by our SLEs

LCCS students are Followers of Jesus who:	LCCS students are Active Learners who:	LCCS students are Servants of Christs who:
⌖ Live our Catholic Faith	⌖ Strive for High Achievement	⌖ Respect and Appreciate God's Creation
⌖ Model Christ-like Behavior	⌖ Actively Listen and Collaborate with Others	⌖ Practice Stewardship
⌖ Practice the Golden Rule	⌖ Think Critically to Solve Problems	⌖ Demonstrate Tolerance and Acceptance of Others

Particular Things to Note

- 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.
- All students must use appropriate language at all times. Cursing and swearing are unacceptable.
- Always remember to be a positive role model for younger students.
- No gum chewing

- Students should show concerned 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.
- Students must follow the Uniform/Dress Code
- Cell phones and other electronic devices (phone watches, earbuds, tablets, etc.)
    - Must be in the off mode between the **ENTIRE** hours of 7:45 AM-3:10 PM.
    - Kept in backpacks or lockers
    - If in use during these hours it will be confiscated. On the 2nd offense, a $25 fine will charged to parent/guardian to reclaim the electronic device at the front office.

Cafeteria Regulations

- All students must exhibit good manners and be courteous to fellow students, cafeteria staff, parent volunteers, and the faculty on duty.
- All toys and sports equipment MUST be deposited in the designated area upon entering the cafeteria for lunch.
- Each grade will sit at assigned tables. Students will sit only at the table assigned for their grade.
- Students are expected to use care not to create an undue mess while eating, and clean their places before leaving.
- Students may talk quietly, using inside voices.
- Students must raise their hands for permission to leave their seat.
- Students may only return to a classroom with permission.
- Lunch boxes and portions not consumed at lunchtime are to be put on the designated carts.

Playground Rules

All rules apply to school time and extended day care use of facilities. Before or after school hours students are not allowed in the playground area without adult supervision.

- 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
- Students may not engage in games that leave or single out a student.
- Do not disrupt games in progress or get in the way of P.E. classes.
- Do not bounce balls against the building.
- Students should not pick up or throw rocks, wood chips, sand, mulch, or any other object.
- Take turns on playground equipment
- Do not climb trees or fences
- Do not stand, twist, swing double or jump out of swings
- No rough play or horseplay will be tolerated
- Pick up and return all equipment to proper storage areas
- Line up immediately when the bell rings (or the whistle blows).
- Any portion of the playground not visible to the staff on duty is off limits, including the middle school and behind the middle school.
- The pre-school playground is for the use of pre-school students only.
- A student must never approach a loiterer at school, but report the presence of strangers to the most immediate adult supervisor in the vicinity.

Student Discipline

Disciplinary Actions

Minor Offenses

- Excessive, unexcused absences and/or tardiness
- Any behavior which demonstrates inappropriate physical affection within the school environment.
- Failure to follow cafeteria and playground rules.
- Inappropriate behavior in Mass or during religious devotions.
- Use of foul and/or obscene language, profanity, and/or name-calling. Failure to abide by the Dress Code
    - Call parents/guardians to drop-off proper uniform attire.
    - School will attempt to provide proper uniform.

Consequences: Minor offenses are those actions which directly involve only one individual student. The consequences of these actions can include: loss of free dress or other privilege, assignment to school clean-up, lunch detention, and if behavior continues, IN SCHOOL SUSPENSION and PROBATION. (See ***Misconduct Form***.)

Major Offenses

- Habitual misconduct which upsets the learning process of the school, the safety of students and staff, or the moral well-being of the school.
- Making threats, bullying, insolence, rudeness, and/or disrespect towards any student or adult.
- Mistreatment of or damage to the school building or property
- Cheating
- Engagement in any activity or conduct which is in serious violation of Roman Catholic teachings or morals, and which attempts to promote teachings contrary to those of the Roman Catholic Church.
- Refusal to obey the reasonable directives, rules, and regulations of the school as established by the Board of Trustees and administration, and which are contained in this handbook.
- Insubordination and/or failure to respond to the directives of a teacher, the Administrator, or any staff personnel, including the school secretaries, the librarian, and the custodians.
- Fighting which may have, or does, result in bodily injury to another person, student or adult.
- Theft of property, or deliberate misplacement of someone else's property even if done as a prank.
- Possession, use, or transmission of alcohol, tobacco, drugs, or any harmful substance on school premises will result in immediate termination. Even the pretense of the use or transmission of drugs or other harmful substances is prohibited.
- No student of the school shall bring a weapon onto school property, nor carry or keep any weapon on school property, or while attending or participating in any school activity, including during transportation to or from such activity. Possession of ANY weapon will result in immediate termination and any other discipline required under the law.
- Inappropriate Use of Technology. Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment.

Consequences: Major offenses are actions that affect the well-being of others and the school as a whole. The consequences of these actions can include IN SCHOOL SUSPENSION, PROBATION, and possible TERMINATION depending upon the seriousness of the offense or the endangerment of others. (See ***Disciplinary Misconduct Form*)** *NOTE: Corporal punishment is not permitted in the schools in the Dioceses of Las Cruces.*

Uniform/Dress Code Information

PRE-K UNIFORM
• Khaki or navy blue pants or shorts (no shorts on Wednesdays) • Plain (solid) hunter green or navy blue polo (LCCS logo optional) • Athletic shoes • Sold navy blue jackets, sweaters, or sweatshirts with LCCS's logo may be worn in the classroom.

KINDERGARTEN THROUGH GRADE 5 UNIFORMS	
GIRLS	**BOYS**
Basic Uniform • Blackwatch plaid (classic navy hunter green) jumper, skort, or skirt (with bike shorts under) both being no more than 2 inches above the knee OR navy blue knee-length walking shorts, or navy blue pants (no leggings, jogger cut or denim) with a brown or black, plain belt • Hunter green polo shirt. (LCCS logo mandatory).	Basic Uniform • Navy blue pants, or navy blue walking shorts (no leggings, jogger cut or denim) • Hunter green polo shirt (LCCS logo mandatory) • Brown or black, plain belt
Mass Uniform (Wednesdays) • Blackwatch plaid (classic navy hunter green) knee length jumper, skort, skirt, (no more than 2 inches above the knee) or navy blue pants (or shorts only in August & May) & no leggings, jogger cut or denim. • White collared blouse or polo • Navy blue crossover tie • Optional navy blue/hunter green sweater vest	Mass Uniform (Wednesdays) • Navy blue pants (or shorts only in August & May) & jogger cut or denim • White, button-down collar, oxford-cloth shirt or polo • Brown or black, plain belt • Solid navy or plaid (blue/green) tie • Optional navy blue/hunter green sweater vest

MIDDLE SCHOOL UNIFORMS	
GIRLS	**BOYS**
Basic Uniform • Blackwatch plaid (classic navy hunter green) skirt (with bike shorts under) or skort no more than 2 inches above the knee OR khaki knee-length walking shorts or pants (no leggings, jogger cut or denim) • Brown or black plain belt • Navy blue polo shirt. (LCCS logo mandatory).	Basic Uniform • Khaki pants, or walking shorts (no jogger cut or denim) • Navy blue polo shirt (LCCS logo mandatory) • Brown or black, plain belt
Mass Uniform (Wednesdays) • Blackwatch plaid (classic navy hunter green) skirt (with bike shorts under) or skort no more than 2 inches above the knee OR khaki knee-length walking shorts (August to May) or pants (no leggings, jogger cut or denim) with brown or black plain belt • White collared blouse or polo • Navy blue crossover tie • Optional navy blue sweater	Mass Uniform (Wednesdays) • Khaki pants (or shorts only in August & May) and no jogger cut or denim • White, button-down collar, oxford-cloth shirt or polo • Brown or black, plain belt • Solid navy or plaid (blue/green) tie • Optional navy blue sweater

ADDITIONAL DRESS CODE GRADES PRE-K - 8		
Socks	• Socks, knee highs, and tights are to be solid white, hunter green, or navy blue (design of any kind is not allowed) • Socks must be visible over the tops of shoes	
Shoes	• Athletic shoes or leather shoes may be worn with uniform • Dress shoes may be worn with visible socks with Mass uniform • NO open toe shoes, flip flops, high heels, boots, or fad shoes (i.e. Crocs) • Sandals, boots, crocs (etc.) will be allowed for formal free dress days (pictures), but athletic shoes must be available for P.E.	
Cold Weather	• Sold navy blue jackets, sweaters, or sweatshirts with LCCS's logo may be worn in the classroom except during the months of August, September, April, and May. • Leggings of navy blue, white, hunter green or black may be worn under dresses during the months of November to February (no designs/patterns allowed). • Scarves, gloves, and/or hats may be worn outside during cold weather	
Hats	• Caps or hats are not to be worn at any time in the building	
Bags	• Backpacks, bags nor purses are allowed in Middle School classrooms	
Free Dress Days	Students must dress in good taste. The following items are not permitted • Halter and spaghetti straps • Strapless, low-cut dresses or partial or bare midriffs • Cut-off tops or shorts • See-through clothing • Clothing with slogans, wording, or pictures of a questionable nature • Short shorts, skirts or dresses - nothing shorter than 2 inches above the knee • Nothing too tight or too baggy • Clothing with holes	
Grooming	Girls	Boys
	• Hair must be neatly combed and out of eyes • Hair accessories must be white, navy blue, or hunter green • No unnatural looking colored hair • Nails are to be short – not much past finger tip • No make-up may be worn	• Hair must be neatly combed • Hair length must be short, clean, and tapered/layered with bangs above eyebrows • No unnatural looking colored hair • No facial hair
Jewelry	• Piercings are allowed only in the ear • Stud or small hoop earrings are allowed • Christian religious symbol on a small chain around the neck • Watch	• No piercings • A Christian religious symbol on a small chain around the neck • Watch

Uniform Ordering Information

Lands' End:

- Online at www.landsend.com/school
- Our school code is 900133695
- LCCS receives a percentage of all uniform sales
- The classic Navy Evergreen Plaid (Blackwatch) skirt, skort and jumper are the ONLY approved styles/plaid and must be no more than 2 inches above the knee

Polo shirts and pants can be purchase from a vendor of your choice. LCCS logo can be embroidered locally by Sports Accessories, Hoop-T-Dudes or Stitched.

A used uniform sale will occur at the start of each semester – see calendar in the Parent Portal.

Dress Code Violations

If students are not in proper uniform, parents will be called to bring proper uniform items and an afterschool detention could be assigned. Students will not be allowed to attend class, field trips, or other school functions until proper attire arrives. Continued failure to follow the uniform requirements will result in suspension and/or removal from the school.

Virtus

All employees and volunteers of the Diocese of Las Cruces, including LCCS, are required complete a background check, agree to the Code of Conduct and take the online *Protecting God's Children* workshop. All of this is done through *Virtus* Online at https://virtusonline.org/virtus/. Create an account ensuring you select the Diocese of Las Cruces. This requirement must be updated every 5 years.

Visitors

We welcome parents and visitors to our school. Parents and other visitors are required to check-in with the school office and obtain a visitor's badge. Parents and visitors are not allowed to interrupt classroom activity for any reason. In order to avoid disruption of classes and of the teachers' preparation time, entering the classroom or hallways is contingent upon specific permission from the office and prior knowledge of the teacher.

Volunteers

Anyone wishing to volunteer in our school in any capacity must submit a *Virtus* certificate of completion (online safe environment workshop and background check) before being allowed to work with children. These measures are **required** by the Diocese of Las Cruces and the LCCS Board of Directors for the safety of our children.

2026-2027 Handbook Acknowledgment Form

FAMILY NAME (Please Print): _____

Dear Students and Parents:

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

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 _____ **Grade** _____
Student 1

Signed _____ **Grade** _____
Student 2

Signed _____ **Grade** _____
Student 3

Signed _____ **Grade** _____
Student 4