

“Amen, I say to you,  
If you have faith the size of a mustard seed,  
You will say to the mountain,  
‘Move from here to there,’ And it will move.  
Nothing will be impossible for you.”

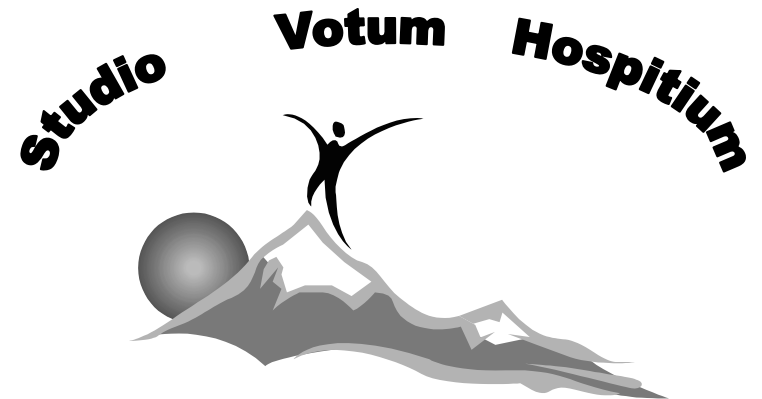
- Matthew 17:20

Divine Redeemer Catholic School  
901 N. Logan Ave.  
Colorado Springs, CO 80909  
(719) 471-7771

[www.ucsprr.org/divineredeemer](http://www.ucsprr.org/divineredeemer)

# DIVINE REDEEMER CATHOLIC SCHOOL

*Student & Parent Handbook, 2009-2010*



*“Faith to Move Mountains”*

901 N. Logan Ave.  
Colorado Springs, CO 80909  
(719) 471-7771

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## VITAL INFORMATION

Divine Redeemer Catholic School  
901 N. Logan Ave.  
Colorado Springs, CO 80909

Phone: (719) 471-7771  
Fax: (719) 234-0300

School Hours: 7:45-2:45 PM  
Pre-K Hours: 7:45-10:45 AM  
School Office Hours: 7:15-3:00 PM

Principal: Dr. Jim Rigg  
Dean of Academic Affairs: Mrs. Marjie Weldele  
Administrative Assistant: Mrs. Janet Damerell

Pastor: Fr. Jim Klein

[www.ucsppr.org/divineredeemer](http://www.ucsppr.org/divineredeemer)

### THE DIVINE REDEEMER SCHOOL STUDENT PLEDGE

**I understand that I am a creation of God, and that God loves me. I know that I am at this school because God wants me to be here, and because my parents want me to be here. Here is what I pledge to do:**

- 1. I will attend my church with my family regularly.**
- 2. I will treat all others with Christian respect and love, as I would like to be treated.**
- 3. I will know and obey the rules of my school and classroom.**
- 4. I will work with my teacher and classmates so that we can all learn together.**
- 5. I will get out of bed on time, and not be the cause of being late to school.**
- 6. I will work hard in my studies, and turn in my homework on time.**
- 7. I will read for at least thirty minutes every day outside of my schoolwork.**
- 8. I will pray every day, and thank God for all of the gifts He has given me.**

### THE DIVINE REDEEMER SCHOOL PARENT PLEDGE

**I understand that because I love my child and because my child's education is important to me, I hereby agree to do the following:**

- 1. I will attend my church with my child regularly.**
- 2. I will uphold the Catholic mission and philosophy of this school, regardless of my own faith tradition.**
- 3. I will work as a team with my child's teacher, and communicate with them about the needs of my child.**
- 4. I will know and understand the rules of the school and my child's class, and ensure that my child follows these rules.**
- 5. I will communicate with my teacher regularly about school, and check my child's book-bag for any homework or notes from the teacher.**
- 6. I will work with my child on their studies, and check their homework every day.**
- 7. I will get my child to school on time, every day, unless there is illness or a real emergency.**
- 8. I will make all tuition payments on time, and communicate with the administration if there is a true financial emergency.**
- 9. I will attend at least three PTCO meetings per year.**
- 10. My family will volunteer at least 25 hours of service each year, and fulfill our SCRIP commitment.**
- 11. I will pray and thank God for my child every day.**

## Prayers

### The Our Father

**Our Father, who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done, on earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. Amen.**

### The Hail Mary

**Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, mother of God, pray for us sinners now, and in the hour of our death. Amen.**

### Act of Contrition

**O my God,  
I am sorry for my sins with all my heart.  
In choosing to do wrong and in failing to do good,  
I have sinned against You  
whom I should love above all things.  
I firmly intend, with Your help,  
to do penance, to sin no more,  
and to avoid whatever leads me to sin. Amen.**

### The Gloria (“Glory be to the Father”)

**Glory be to the Father, and to the Son, and to the holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.**

### Grace Before Meals

**Bless us, O Lord, and these thy gifts  
Which we are about to receive from thy bounty,  
Through Christ our Lord, Amen.**

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## *Why Catholic Education?*

We all want what is best for our children. As parents, it is our responsibility to provide for our children as best we can. For centuries, the Catholic church has provided a quality education for all people. This education is rooted in the teachings of Christ and Sacred Scripture. Paramount to this education is the concept that we are all children of God, and must therefore treat others and be treated with dignity and respect.

You have made a critical choice in deciding to send your child to a Catholic School. Your child will have the opportunity to learn in an academically enriching environment. Your child will develop talents and skills in our variety of artistic and athletic programs. Most importantly, your child will learn why Jesus died for the world, and how we can all strive to achieve unity with Christ.

As a parent it is your responsibility to work with Divine Redeemer School to create the best possible educational environment for your child. We ask for your cooperation and communication; please see page 31 for a more detailed list of your parental responsibilities.

Our Catholic School is here for your child and every child here, regardless of race, religion, background, or economic situation. We know that you will join us as we provide an excellent education for your child.



## *Daily Prayers*

Every day at Divine Redeemer begins and ends with prayer. Morning prayer occurs at 7:45 AM sharp. Morning prayer begins with a reading from Sacred Scripture read over the intercom system. This is followed by the recitation of the Our Father and the Pledge of Allegiance. Morning prayer is concluded with the Divine Redeemer School Student Pledge.

Afternoon prayer begins at approximately 2:40 PM. Following daily announcements, afternoon prayer begins with the Hail Mary followed by the Act of Contrition. Prayer ends with the Gloria.

During Morning and Afternoon Prayers, we will not dismiss children, answer the phone, or transact any non-emergency business in the office until after prayers have been concluded.

Students will also say the Grace Before Meals with their classmates prior to eating their lunch or snacks. Teachers may also have class-specific prayers to be read by the students.

Parents are free to let us know of any special prayers or concerns (such as ill relatives, people who have recently died, or other Intentions) and we will include them in our daily prayers.

*Copies of all prayers can be found on page 29.*

## *Weekly Mass*

All students are required to attend a weekly Catholic Mass at Divine Redeemer Church. This Mass is typically celebrated by the School Pastor. Students can participate in the Mass as servers, lectors, readers, gift bearers, or members of the choir.

We recognize that not every child who attends Divine Redeemer School is Catholic. The mission of our school is not to convert our children or our families. However, all children, parents, and family members are expected to model and uphold basic Catholic and Christian values while at Divine Redeemer School. As St. Paul states, "We are one body in Christ"; we respect all faith traditions, and seek to have the same respect from others.

Divine Redeemer students will learn and practice proper Mass behavior during the weekly worship service.

## *Lunch Service & Snacks*

Children learn best when they have a nutritious diet. Divine Redeemer has several programs to make sure your child gets the right kinds of food to eat. Our lunchroom menu will be sent home at least monthly in the school newsletter and is linked on the school website.

A nutritious hot lunch is available daily. If students opt to purchase lunch, they should first buy a “lunch card”. These cards allow students to receive lunches for several days without having to bring money to school. The cost for lunches is \$2.50/day for a single entrée.

Divine Redeemer participates in the USDA Free and Reduced Lunch Program. This program is available without regard to national origin, religion, race, or handicap. Parents can apply to this program at any time during the school year.

Children may also bring a lunch from home. Parents should ensure the lunch is nutritious and appropriate for school use. The following food items should *never* be sent as part of a school lunch:

- Any form of candy
- Gum
- Any type of soft drink

Any of these food items found in possession of a child will be taken by a school employee. Students should also avoid bringing food from outside fast food restaurants (such as McDonald’s).

Food items can also be purchased al la carte. Any child can purchase a la carte items, regardless of whether they brought a lunch. The cost of al la carte items varies, depending on the item.

Younger children also eat a snack in their classroom daily. In these cases, the family is asked to send the snack with the student in the morning. Snacks are also provided by Junior Academies.

Food is not permitted outside the cafeteria, aside from morning snacks (which are eaten in the classroom).

**PLEASE NOTIFY THE SCHOOL OF ANY FOOD ALLERGIES IN WRITING.**



## *School Mission Statement*

We, the Divine Redeemer Catholic School Community, challenge and encourage students through faith, academics, and service to become strong leaders. We promote an education embracing the values of the Roman Catholic Church resulting in a passion for learning and an ability to positively influence a changing world.

## *School Philosophy*

Divine Redeemer Catholic School recognizes that each child is a unique individual entitled to develop spiritually, morally, intellectually, socially, emotionally, and physically to his or her greatest potential. We are dedicated to help each child grow in an understanding of the Roman Catholic faith and to share in worship. We are committed to help each child apply the teachings of Jesus by ministering to others and caring for the world around us.

## *Three Pillars of Education*

There are three Pillars of an education at Divine Redeemer School. Each Pillar is embodied by a Latin term. Students and parents are asked to uphold these pillars, and seek to integrate them into their daily actions and communications at Divine Redeemer.

The Pillars are as follows:

**1.) Studio (“study”):** A commitment to academic study and intellectual pursuits.

**2.) Votum (“prayer”):** Placing God and prayer at the core of every action, thought, and belief.

**3.) Hospitium (“community”):** Working together in a Christ-like manner for the good of God.

## *School Hours and Attendance*

The school day at Divine Redeemer begins promptly at 7:45 AM. Dismissal for Kindergarten-8th grade is at 2:45 PM. Dismissal for Pre-Kindergarten is at 10:45. No child should be dropped off at the school before 7:15 PM. At 7:15, the school doors open and children will be admitted to the gymnasium. All students in Kindergarten-8th grade should enter through the “tunnel doors” on the back of the building. Teachers pick up their students at 7:35 AM; any students who enter the school after 7:35 should report directly to their classroom. PreK students should not enter their classroom until 7:45. PreK students must be signed in at the classroom daily.

When arriving in the morning, parents of children in Kindergarten through second grade are asked to walk the students to the classroom or the gymnasium. Pre-K parents should escort their children directly to the Pre-K classroom through the southwest door on the Logan side of the school. **PARENTS SHOULD NOT ALLOW CHILDREN OF THESE GRADES TO WALK INTO SCHOOL ALONE.**

School dismissal is at 2:45 PM. Following afternoon prayer, parents should check their child out of their classroom. *Children will not be dismissed from their classroom unless they are with an adult listed on the “approved pick-up list”, have been given permission to walk home, or are approved for after-school care.* Students who are not enrolled in after-school care or who are involved in extra-curricular activities must be picked up by 3:00. All students who remain on the Divine Redeemer campus after 3:15 will be charged at a rate of \$5.00 per 5 minutes (rounding up). State law requires Divine Redeemer to contact local police if any child is unexplainably left on campus during evening hours.

## *Punctuality and Tardies*

Punctuality is very important to a child’s education. We value every minute of class time. Chronic tardiness can have a serious impact on the performance of a student. School begins at 7:45 AM sharp. Any student who arrives after 7:45 is considered tardy. Parents must bring in tardy students to the front office so that they can receive a tardy slip.

Students will not be penalized for three tardies per grading period. However, **ANY ADDITIONAL TARDIES WILL RESULT IN A PENALTY OF \$1.00 PER TARDY TO BE BILLED TO THE CHILD’S FAMILY.** In addition, all tardies are noted in a child’s record and count against a child’s “Perfect Attendance” status.

Children may also be refused placement on the Honor Roll or Principal’s List for excessive tardies. Likewise, tardies can affect placement on school extra-curricular activities (including athletic teams).

## *Tutoring Program*

A tutoring program is in place at Divine Redeemer. Parents may request for their child to be placed in the tutoring program. Teachers can also refer students into the program (with the permission of the parent). Placement in the tutoring program is based on the availability of tutors as well as each student’s level of need (students with greater needs are given higher priority). Tutors are generally trained volunteers.

## *The PTCO*

The Divine Redeemer Parent-Teacher-Community Organization (PTCO) meets monthly. Parents are required to attend at least three PTCO meetings per year, but are encouraged to attend all PTCO meetings. The PTCO is made up of all teachers and parents of Divine Redeemer students. PTCO officers are elected annually, and PTCO policies and procedure are outlined in by-laws.

This mission of the Divine Redeemer PTCO is to support the students and teachers in the teaching and learning process. The PTCO does not function as a school board, nor does it ever debate or decide school policy. The Divine Redeemer PTCO exists at the permission of the Pastor and Principal.

## *The Booster Club*

The purpose of the Booster Club is to devise methods to support athletics. The Booster Club organizes special athletic events, plans and executes athletic fund-raising efforts, and assists in the staffing of athletic events (concession stand workers, scorekeepers, etc.). The Booster Club does *not* debate or decide upon school or athletic policy. The Club is chaired by the Athletic Director.

## *The School Advisory Board*

The School Advisory Board (SAB) is established to advise the Principal and Pastor on the policies and operation of Divine Redeemer School. SAB members are chosen by the Principal and Pastor. The SAB is made up of parents, parishioners, and community supporters. SAB meetings are held at least monthly. Although only SAB members are allowed to vote, all parents and community members are encouraged to attend SAB meetings.

Specific questions or concerns about school policy should first be addressed to the Principal before taken to the SAB.

## *Christian Code of Communication*

A long-standing Christian Code of Communication is in place at Divine Redeemer School. This Code outlines our basic philosophy of talking and working with others. This Code is reinforced by the school pledges (see page 31) as well as Sacred Scripture.

The Code asks that all members of the school community agree to the following:

- 1.) I will do my best to contribute to the Christian atmosphere of Divine Redeemer. I will therefore act with due sensitivity, compassion, and understanding of the views of others.
- 2.) If I have an issue with someone, I will first discuss it with the source of that issue.
- 3.) If others come to me about issues, I will direct them to go to the source.
- 4.) I will not assume the motives of others.
- 5.) I will check my perceptions of the matter with the appropriate person.
- 6.) I will communicate with respect, verbally and nonverbally.
- 7.) I will be open to receive correction and criticism as gracefully as possible.
- 8.) I will strive to trust and give others the benefit of the doubt to the best of my ability.

All teachers, parents, and staff members sign a Christian Code of Communication stating that they will abide by these principles. Students sign this Code as well.



## *Absences*

If a child is unable to attend school due to illness or a family emergency, it is the responsibility of the parent to contact the school office (471-7771). When the child returns to school, parents must call or send a written message explaining the cause of the absence. Children who have missed more than three days due to illness are required to present a written certificate from a doctor giving the child permission to return to school.

When absent, students are expected to complete all missing assignments. Make-up work is to be completed in no more than the number of days absent. If your child is missing school days, please contact the main office so that arrangements can be made for missed work. If a major project is due on the day of a student absence, the project must be brought in to the school by a friend or family member. If the project is not brought in, or if other arrangements have not been made with the teacher, then the child will not receive full credit for the project. Any student in grades 2-8 who misses more than 5 days of school during any academic quarter may receive a grade of "incomplete" for each subject on his/her report card.

Students who have more than 20 absences per school year are required to attend summer school or receive additional instruction. Any child who is picked up from school before 11:15 AM will be counted as "absent" for the entire school day.

## *Inclement Weather Days*

School may occasionally be cancelled due to inclement weather (such as a severe snowstorm). If school is cancelled for the day, class phone trees will be activated. In addition, announcements will be made over the local radio and television stations. Parents should listen specifically for "Divine Redeemer School" or "All Colorado Springs Catholic Schools". Cancellations will also be listed on the school website.

If school is cancelled during the school day due to bad weather, parents will be immediately contacted and asked to pick up their child. It is important that parents provide and continually update emergency contact information so that they may be contacted on such days.

## *Delayed Start Days*

On occasion, school may begin two hours late due to inclement weather. Announcements for delayed start days will be made over local radio and television stations, through the phone tree, and posted on the school website.

On delayed start days, school begins at 9:45 AM. Families should not arrive at school before 9:30. Any student who does not arrive by 9:45 will be considered tardy. PreK classes are still held on delayed start days.

## *In Case of Illness (at school)*

If a child becomes sick while at school, school personnel will call the parents or one of the emergency contacts to pick up the child from school. **STATE LAW DOES NOT ALLOW US TO CARE FOR SICK CHILDREN.** Parents should not send their child to school in the morning if their child is already displaying symptoms of illness.

## *In Case of Injury (at school)*

If a student is seriously injured, school personnel will contact emergency services. Parents will be immediately contacted if a child is taken to the hospital. Emergency contacts will be called if the school is unable to reach a parent.

In cases of minor injuries, students are sent to the office and given the appropriate treatment (ice packs, band-aids, etc.). School employees may only give Tylenol, pain killers, etc. with permission from a legal parent or guardian. For significant injuries, the child's teacher will complete an Accident Report. This report describes the incident and how the child was treated. Copies of this form are sent home and kept on file in the office.

## *Student Medications*

State law forbids any employee of Divine Redeemer from administering medicine without a written and signed prescription. This includes asthma inhalers, pain killers, cough drops, or any other prescribed or over-the-counter medicine.

Prescriptions must be submitted and held in the office. In order to administer a prescription, the office must have the following:

- Medicine in the original container, with the name and phone number of a valid pharmacy.
- A school form (filled out by the parent) showing the dosage, the time to be given, and the number of days to be given.
- Parent instructions **IN WRITING.** We are not allowed to take telephone instructions for medicine.

Non-prescription medicine (pain killers, cough drops, etc.) can be administered to students by office staff, provided that the proper form has been signed and dosage instructions are on file in the office.

**STUDENTS ARE NOT PERMITTED TO HAVE MEDICAL PRODUCTS IN THEIR POSSESSION.** Any medications or other medical products found in the possession of students (including book bags) will be held in the school office and returned to the parent.

## *Field Trips*

Educational field trips can be important parts of a child's education. We will always send advance notice of field trip opportunities to parents. Parents are required to sign a permission slip for off-campus field trips and are responsible for the payment of any associated fees. Children without the permission slip or fees will not be allowed to attend the field trip. **WE CANNOT ACCEPT TELEPHONED PERMISSION FOR FIELD TRIPS.**

Buses are used for transportation on field trips. All children must ride the provided transportation. Students should always wear their uniform to Field Trips unless otherwise informed by their teacher. Students may not use Out-Of-Uniform passes or participate in "Theme" attire on field trips unless they receive special permission.

On field trips, a child's safety is paramount. Parents are encouraged to participate as designated chaperones on field trips. Chaperones are selected by the classroom teacher prior to the day of the trip. Parents and family members who are not designated chaperones are not permitted to attend field trips without permission from the teacher. Likewise, chaperones may not bring other family members, including other children. Students on field trips must be in the presence of a teacher, teacher's aide, or designated chaperone at all times. To take a child away from designated adults at a field trip, parents must present the teacher with a signed letter stating that the child is being checked out for the day. **IF A CHILD IS NOT ATTENDING A FIELD TRIP, WE ASK THAT THE CHILD *NOT* BE BROUGHT TO SCHOOL ON THAT DAY.** This absence *will* count against the child's attendance.

## *Eighth Grade Trip*

Students in the eighth grade participate in an annual trip to Estes Park. The eighth grade homeroom teachers are tasked with organizing and supervising this trip. Students may not attend the eighth grade trip if they have a cumulative "F" grade in any core subject or a cumulative unsatisfactory conduct grade in two or more subjects. Likewise, Students who have been suspended for behavior during the year may not attend the trip.

## *Posters, Flyers, and Announcements*

Any parent, student, or other stakeholder who wishes to hang a poster or flyer on school grounds must obtain permission from the Principal. The Principal's initials must be in the corner of all approved posters and flyers. The Principal also approves all material in the weekly family envelopes.

## *Classroom Parties*

Birthday and holiday celebrations are important to many students. Teachers are permitted to host classroom parties, provided they follow the list of guidelines below:

- 1.) Parents must obtain permission for parties from their teacher at least one week ahead of time.
- 2.) Birthday parties should be planned with the cooperation of the teacher. Parents are encouraged to keep the parties simple and make sure that every child is included. We do not allow deliveries of flowers, clowns, etc.
- 3.) Party activities should be planned with the teacher. All activities should be safe, non-disruptive to other classes, and not violate the Catholic philosophy of the school.
- 4.) If parents ask a teacher to hand out invitations for an off-campus party, the parents must provide invitations for every child in the class.
- 6.) Parents should always make the teacher aware if the party includes lunch. If this is the case, the teacher will need additional permission from the Principal.
- 7.) Parents are expected to help set up before and clean up after all parties.
- 8.) Parties are only permitted during two times of the school day: during lunch/recess and during the last hour of the day (excepting cases of part-time homeroom teachers).

## *The SCRIP Program*

A Store Certificate Program (or "SCRIP") has been established at Divine Redeemer. Families are required to fulfill a minimum of \$250 in SCRIP profit by the end of each chronological year. Parents may "opt out" of their SCRIP commitment by making a one-time payment of \$250. Families are responsible for paying any remaining SCRIP balance before they can re-register for the next school year. Families who buy over \$250 of SCRIP profit receive credit towards their tuition for the next school year.

When using SCRIP, certificates are available for King Soopers, Safeway, JC Penny's, and many other local retail stores and restaurants. A complete list of participating SCRIP vendors is available in the SCRIP office.

SCRIP can be purchased through weekly SCRIP envelope orders (parents should request these), after all weekend Masses at Divine Redeemer Church, or during school office hours.

## *Visiting Your Child's Class*

Parents are encouraged to regularly visit their child's class. If a parent wishes to visit for part or all of a school day, they must first receive the permission from the child's teacher *at least* one day in advance. In addition, it is expected that the parent will not disrupt the teacher in his/her instruction of the class. Their child is expected to participate in the class as per a usual school day.

## *Volunteering Commitment*

Divine Redeemer School always welcomes volunteers. By volunteering, parents and family members are given the opportunity to share their talents and time directly with the school community. A Volunteer Coordinator has been designated to coordinate all volunteers. If you wish to volunteer, please contact the Volunteer Coordinator or individual teacher, and arrangements will be made.

Each volunteer who works directly with children is required to go through a criminal background check and training program, as mandated by the Catholic Diocese of Colorado Springs.

Each Divine Redeemer family is expected to contribute at least 25 volunteer hours per school year (see the Divine Redeemer Parent Pledge on page 31). Families will be given periodic updates about their fulfillment of the volunteer obligation by the Volunteer Coordinator. The exact nature of this service can take many forms. Parents can volunteer in their child's class or in the school as a receptionist, lunchroom monitor, or recess supervisor (see page 9). Parents may also fulfill this requirement by serving Divine Redeemer Church as a volunteer, usher, lector, music minister, etc. Parish work days (which are held at least once monthly) are another excellent way to fulfill these hours. Attendance at a monthly PTCO meeting counts as one hour of volunteer service time.

Parents may not have younger or older siblings with them when they volunteer, unless they receive permission from a teacher or administrator.

Parents and family members may not "donate" extra volunteer hours to another school family. If a family is having difficulty fulfilling this obligation, they should contact the Volunteer Coordinator. If a family is not fulfilling volunteer hours, they will be asked to have a conference with the Principal and/or Pastor to create a plan of fulfilling this obligation. In some cases, families who do not fulfill their volunteer obligation may be prevented from returning to Divine Redeemer in the next year.

## *Transportation*

Only people who are listed on a child's pick-up list may take children from the school. When checking out from school early, a parent **MUST** come to the school and check the child out in the downstairs office. In order for a student to commute from school on foot, the appropriate form must be signed by a parent and kept on file in the office.

## *Admissions Policies*

Divine Redeemer School reserves the right to admit only those students whom the administration feels can benefit from the provided programs and services. New students can be admitted on probationary status. The school likewise reserves the right to not allow a student to re-enroll for the next consecutive school year.

Acceptance to Divine Redeemer's program is contingent upon a positive screening process conducted by the Admissions Committee. As required by diocesan policy, children must be six years old by October 1st to be admitted to first grade. Pre-Kindergarten students must be 4 by October 1st and Kindergarten students must be five by October 1st to be placed in these grades.

## *Placement Tests*

All students who are newly enrolling and entering grades Kindergarten-8th grade must participate in the school's Placement Test program. Placement Tests are designed to determine the most appropriate academic placement for a child. In some cases, a child may be denied enrollment to Divine Redeemer based on the results of his/her placement test. The administration of Divine Redeemer has the final say in the placement and enrollment of a child in the school.

## *Academic Policies*

It is the mission of Divine Redeemer to educate the whole child: mentally, physically, socially, emotionally, and spiritually. Divine Redeemer has established a long tradition of providing an excellent education to young people. All students receive instruction in the subjects of religion, mathematics, science, social studies, physical education, art, and language arts (including reading, writing, phonics, vocabulary, spelling, etc.). Students in grades Kindergarten-8th grade also receive instruction in music and computers. Students in grades 1-8 attend additional courses in Spanish, and students in PreK-5 receive courses in library/media skills. Students are required to cover all hard-bound textbooks, and families are responsible for any books that are damaged, lost, or destroyed.

## *Extra-Curricular Activities*

Divine Redeemer School offers a variety of extra-curricular activities. In order to participate in an extra-curricular activity, students must demonstrate solid standing in their academics and behavior. These standards include the maintenance of a "C" grade average (2.0 GPA) and/or not earning an "F" grade in any class. Students must also demonstrate acceptable conduct and attendance in all classes. Periodic grade and conduct checks will be performed, and students who do not meet this criteria will be subject to suspension or removal from the activity.

Parents and other adults who wish to coach or sponsor extra-curricular activities should contact the main office. As with all school volunteers, they must participate in a criminal background check, as required by the Catholic Diocese of Colorado Springs.

## *School Athletics*

School athletics are designed to allow physical, mental, and spiritual growth to occur through a child's participation in athletic practices and events. In Divine Redeemer's athletic program, the emphases are on student participation and effort; while competition is a part of athletics, we strive to promote team-building, good sportsmanship, and positive encouragement.

Students, parents, and family members are asked to keep the Catholic mission of Divine Redeemer in mind at athletic events. They should refrain from "booing" the other team and arguing with coaches, officials, or other members of the crowd. Any individual who does not follow this policy is subject to removal from the athletic event, and possible expulsion from all future events for the school year.

Students who participate in athletics must pay all athletic fees and submit to all league regulations regarding physicals, etc. As stated above, academic, conduct, and attendance requirements for extra-curricular activities are strictly enforced.

Academic performance for athletes is formally checked at the end of the second and fifth weeks in an athletic season. If an athlete has not fulfilled their academic requirements after one or both of these "grade checks", they will be suspended from their team for one game. If a student in grades 1-6 has not fulfilled the necessary academic requirements after *both* grade checks, they will be prohibited from receiving an athletic letter or award. If a student in grades 7-8 has not fulfilled the necessary academic requirements after *both* grade checks, they will be suspended from the team for the remainder of the season and may not receive athletic letters or awards.

Special athletic awards are given out at awards ceremonies during the year. A Booster Club has also been established to support school-wide athletics (see page 27).

## *Student Computer Use*

Several internet-accessible computers are available for student use at Divine Redeemer School. These computers are networked both in the Computer Lab and each individual student classroom. All students and parents at Divine Redeemer are required to sign an Acceptable Use Policy Form. This form states that the student will use the computers for educational purposes only, and refrain from looking up inappropriate material on the Internet. In all cases, the faculty and administration of Divine Redeemer School have the final say in determining what is appropriate material on the computer.

Students are not permitted to bring laptop computers to school unless prior arrangements have been made with a teacher. Students should not use school computers for personal e-mail correspondence or "chat rooms". Personal or inappropriate websites (including "MySpace", "YouTube", and "Facebook") should not be accessed from school computers at any time.

Students who use computers for inappropriate purposes will be subject to disciplinary action.

## *Emergency Drills*

As required by federal and state law, Divine Redeemer School will conduct several emergency drills throughout the school year. Each teacher thoroughly reviews emergency procedures with the students at the beginning of the year. These drills take four forms:

- 1.) Fire Drills
- 2.) Tornado Drills
- 3.) Earthquake Drills
- 4.) Lockdown Drills (in case of an intruder)

For more information about emergency procedures, please contact the Principal.

## *Asbestos*

As per federal policy, Divine Redeemer has completed the initial inspection of all buildings for asbestos and continues to monitor all asbestos materials. A copy of all inspections and the Asbestos Management Plan are available in the office of the Facilities Manager. Parents are welcome to review this material at any time. Parents should note that, although asbestos materials are present in the school building, all asbestos is currently contained in forms that are non-hazardous to any individual.

## *Report Cards & Interim Reports*

Formal report cards are given at the end of every academic quarter. Interim reports are sent home mid-quarter. Parents should sign and return report card envelopes. The grading scales for report cards and interim reports are listed below.

Grades for children in the middle school are factored into an overall Grade Point Average (GPA). GPA's help in determining placement on the principal's list and honor rolls.

## *Grading Scales*

Grades are given in each academic subject and in overall conduct. Grades are based on the following scales:

**Pre-Kindergarten:** Regular written progress reports are provided to parents.

**Kindergarten-1st grade:** Excellent (E), Good Progress (G), Satisfactory Progress (S), Needs Improvement (N), Unsatisfactory Progress (U).

**2nd-8th Grade:**

**ACADEMIC:** A (93-100%), B (85-92.9%), C (77-84.9%), D (70-76.9%), F (below 70%), I (Incomplete).

**CONDUCT:** Excellent (E), Good Progress (G), Satisfactory (S), Needs Improvement (N), Unsatisfactory (U).

## *EdLine*

Student grades and progress are listed online through the EdLine program. All parents and guardians can access EdLine ([www.edline.net](http://www.edline.net)) and may check on their child's grades at any time with an internet-accessible computer. For core (or daily) subjects, grades are updated by 4:00 on Sunday of every week (save for school breaks), and significant projects and tests are listed on EdLine at least one week ahead of time. Special Area subjects update Edline at least monthly. Parents should understand that teachers do not necessarily update EdLine every day, but must do so with regularity.

## *Questions and Concerns*

Parents who have a question or concern about a child's progress or behavior in class should first speak with their child's teacher. If additional information is needed, or if they are still unsatisfied, they can set up an appointment with the Principal. The Principal cannot speak to a parent until after the parent has addressed the question or concern with their child's teacher.

Parents should address any questions or concerns of a financial nature directly to the Pastor, Parish Business Manager, or Principal.

## *Parent Teacher Conferences*

Parent-Teacher conferences for all children are required at least once during the academic year. Mandatory conferences are held following the completion of the first quarter, around the end of October. Additional mandatory conferences may be required during the year as well.

After the first quarter, the Administrative Assistant will contact you with a time for your conference. If you need to change your conference time, please contact the Administrative Assistant, and other arrangements will be made. Please note that **FIRST QUARTER REPORT CARDS WILL BE HANDED OUT DURING PARENT-TEACHER CONFERENCES, AND NOT MAILED TO PARENTS.**

Our teachers are always open to additional meetings with any parent. All conferences must be held outside school hours. **NO CONFERENCE, NO MATTER HOW SHORT, WILL BE HELD WHILE THE TEACHER IS ENGAGED IN CLASSROOM RESPONSIBILITIES.** Phone calls during schools hours count as conferences. If you would like to set up an additional conference with your child's teacher, please contact your child's teacher or the Administrative Assistant. Teachers may not discuss any child's progress with any person other than a legal parent or guardian (as required by Federal law).

## *Awards and Commendations*

Divine Redeemer School strives to recognize deserving students through awards and commendations. These special honors include:

### **MIDDLE SCHOOL:**

**Principal's List:** GPA of 4.0 (all A's in every subject). Students must have at least an S in conduct in every grade.

**High Honor Roll:** GPA of 3.4 and above, with no C's, D's, or F's in any grade. Students must have at least an S in conduct in every grade.

**Honor Roll:** GPA of 3.0 and above, with no D's or F's in any grade. Students must have at least an S in conduct in every grade.

### **GRADES 2-8:**

**The Student of the Month Award** is given out twice monthly, once to a boy and once to a girl. The recipients of this award are nominated by their teachers and display great achievement in one (or more) of the following categories: academic achievement, progress, or attitude.

### **ALL STUDENTS:**

Any student with no absences or tardies (including leaving school early) in a grading period is eligible for a **Perfect Attendance Award**. Students who demonstrate generosity, compassion, and/or hospitality towards another person may also receive an **Angel Award**.

## *Before and After-School Care*

Before and After-School Care services are available through Junior Academies. Parents who wish to make use of this program must submit an application. This program utilizes the downstairs daycare room near the cafeteria. Students may arrive at school as early as 6:30 AM and participate in before-school care. They will be released to their class at 7:35.

After-School Care is also available to all students. Hours for the After-School Care program are from 2:45-6:00 PM daily for students in Kindergarten-8th grade. PreK students may join the program after they are dismissed at 10:45, and daycare for 3-year-olds is also available. For more information, call 234-0327.

## *Personal Belongings*

Students are allowed to bring belongings to school in approved backpacks. We ask that students do not use bags that are rolled on the ground. All clothing and school supplies should be labeled with the child's name. In addition, **DIVINE REDEEMER IS NOT RESPONSIBLE FOR PERSONAL ITEMS THAT ARE LOST OR STOLEN.**

Cellular phones can be brought on school premises, but may not be turned on or be in student possession during school hours (they may be in lockers or book bags only).

**THE FOLLOWING ITEMS ARE FORBIDDEN ON SCHOOL GROUNDS AND SHOULD NEVER BE BROUGHT TO SCHOOL:**

- Weapons (including pocket knives)
- Nail clippers/files
- Any type of board game, card game, or dice
- Compact disks, cassette tapes, or videos
- Portable music players (including iPods and MP3 players).
- Any electronic device (including portable movie players)
- Pagers
- Gang or drug paraphernalia
- Cigarettes and other tobacco products
- Laptop computers (excepting special projects and presentations, as approved by a teacher and/or administrator)

Students and families should not bring pets into the school building without prior permission from the administration.

## *Expulsions*

Children who are guilty of very serious behavior (such as sexual harassment) or whose behavior is repeated chronically may be expelled. Students who are expelled are no longer Divine Redeemer students and are not permitted to return for the rest of the school year. In these cases, a student's parents will be consulted prior to the expulsion. Expulsion may also occur if parents have not paid tuition or fees, or if parents do not consistently behave in a manner conducive to a Christian environment. Only the Pastor and Principal may expel students.

Students who are expelled can only return to Divine Redeemer for the next school year with the special permission of the pastor or principal.

## *Student Counseling*

A Guidance Counselor is on staff at Divine Redeemer. The Counselor will work with parents and teachers to create and execute educational plans for students with diagnosed special needs. Likewise, the Counselor is also available to meet with students who have emotional or social issues, or to conduct group lessons on common issues (such as divorce, grieving, etc.).

Parents may request that the Counselor work with their child. Children will be placed with the Counselor based on the Counselor's availability and the child's level of need (students with greater needs will be given higher priority). Teachers can also refer students to the Counselor; in these cases, the parent is always informed of the referral.

The Counselor also coordinates testing for emotional, academic, or behavioral disabilities. This testing is usually performed by a public school district or private organization.

Spiritual counseling is available for all students through Divine Redeemer Church. Parents can contact the parish office for more information.

## *Sexual Harassment Policy*

Any form of sexual harassment or assault at Divine Redeemer will not be tolerated. All cases of sexual harassment (verbal or physical) will be investigated, and any child found guilty of harassment will be disciplined and will likely be subject to expulsion. Any adult volunteers guilty of harassment will be dismissed from the campus and are subject to criminal charges.

## *Standardized Tests*

All children in grades 2-8 take the Iowa Test of Basic Skills (ITBS). Eighth grade students take the High School Placement Test through Scholastic Testing Service (STS). This test is administered by staff from St. Mary's Catholic High School. Students in PreK and Kindergarten are also administered the Brigance Readiness Test in the spring of every year.

At Divine Redeemer School, we believe that all standardized tests should be used as a *reference* for a student's abilities. We do not base a child's grade or advancement to the next grade solely on the results of standardized tests.

## *Retention*

Divine Redeemer School reserves the right to retain any student in the same grade for another school year. Parents are always involved in the decision to retain a student, but the final decision on retention is made by the Principal. Students are retained because their academic status and/or emotional development has not progressed to a degree of satisfaction. In these cases, advancement to the next grade would be an injustice to the child.

Eighth grade students who are retained are not permitted to return to Divine Redeemer for the next school year. Students of all other grades (Pre-Kindergarten through seventh grade) are permitted to return to Divine Redeemer if retained.

In order to advance to the next grade, Middle School students must receive a cumulative grade of D or higher in all six core classes (religion, math, science, social studies, language arts, and literature). If a student fails any of these classes, the middle school staff and administration will determine whether completion of supplemental classes (such as summer school) will be sufficient for advancement to the next grade.

## *Academic Probation*

If a Middle School student's Grade Point Average falls below a 1.8, they will be placed on Academic Probation. When a student is placed on probation, parents will be immediately notified, and a meeting may occur between the parent, student, appropriate teacher, and the administration. During this meeting, a written plan is developed and signed stating what actions will be taken to ensure a rise in GPA. If a student is placed on probation for two consecutive quarters, the principal will meet with the parents to determine future action (including grade retention).

## School Uniforms

It is important that all students are appropriately dressed. All students at Divine Redeemer School must wear the approved uniform. All uniform components except shoes are available at Rosebud's Learning Apparel (227-3961). See page 17 for more information about uniform shoes.

It is the responsibility of parents and students to ensure that children are dressed appropriately. If students arrive at school and are not dressed according to the uniform code, they will be subject to disciplinary action. All students not dressed appropriately may be subject to suspension from school.

The uniform is as follows:

### BOYS:

All boys are forbidden to wear the following:

- Any form of visible jewelry (including earrings, finger rings, or body piercing) excepting an appropriate wristwatch
- Any form of make-up or nail polish
- Unnatural looking or non-prescription contact lenses
- Any form of headgear (hats, headbands, etc.)
- Any form of facial hair (boys must be clean-shaven)
- Tattoos (including temporary tattoos)
- Cologne

All boys' hair must meet the following regulations:

- Hair must be well groomed and cleaned regularly
- Hair length must not extend past the collar (in the back) or below the top of the eye (in the front)
- Hair may not be shaved with symbols or writing
- No dyed hair is permitted
- Inappropriate hairstyles are not permitted, as defined by the administration. Inappropriate hairstyles include: tails, tucks, braids, highlights, cornrows, mohawks, spiked hair, etc.

**Boys Uniform for Kindergarten-5th Grade:** Red DR polo shirt or red DR turtleneck with logo; navy blue DR pants or shorts; brown leather belt; white, red, or blue socks *of at least ankle length*; brown leather uniform shoes (grades 2-5 only; see page 16), DR sweatshirts, and fleece DR jackets may also be worn. White tennis shoes for PE. Undershirts must not extend beyond the sleeves of uniform shirts. Mass uniform is required on designated days (see page 16).

**Boys Uniform for Middle School:** Red DR polo shirt or red DR turtleneck with logo; khaki DR pants or shorts, brown leather belt; white, red, or blue socks *of at least ankle length*; brown leather shoes (see page 16). Uniform sweaters, DR sweatshirts, and fleece DR jackets may also be worn. PE uniform (see page 15). Undershirts must not extend beyond the sleeves of uniform shirts. Mass uniform is required on designated days (see page 16).

## Bullying

Bullying is not tolerated at Divine Redeemer. Bullying can take many forms, and can be performed intentionally or unintentionally. When teachers are aware of instances of bullying, these will be addressed immediately. Students and parents are encouraged to contact teachers if they feel that a student is being bullied.

Divine Redeemer currently utilizes the "Second Step" anti-bullying program to help prevent and address bullying when it occurs. Parents are encouraged to keep in close contact with their child about how they are being treated, and treating other students. Parents are asked to be vigilant in monitoring electronic communications between students at home. Many cases of bullying involve e-mails, text messages, and other forms of electronic communication.

## Detentions

Students may receive detention periods for misbehavior. Detentions are always served after school on a pre-set schedule. Parents are always informed of detention dates. During Detentions, students are given tasks to perform outside of their regular homework. All Detention periods are monitored by a teacher or administrator.

## Suspensions

Children may be suspended from school as the result of serious or chronic misbehavior. Only the Principal may suspend children (or the Dean of Academic Affairs, in the absence of the Principal). Parents of suspended students will be contacted and asked to pick up their child. The length of the suspension will vary according to the behavior.

Physical fights (blows exchanged between two children) will always result in a child's suspension. At Divine Redeemer School, we teach that children should always seek out an adult if they are being picked on or harassed physically. This philosophy is reinforced by the peaceful teachings of Christ. "Fighting back" is still considered fighting, and will therefore result in suspension.

For less serious misbehavior, an in-school suspension may be given. In these cases, parents will be contacted by an administrator. The date of the in-school suspension will then be set.

Suspensions *do* have an impact upon a child's Perfect Attendance status, and may prevent listing on the Principal's List or Honor Rolls. Students are responsible for completing any missed schoolwork during suspensions. In some cases, students may not receive credit for missed work during suspensions (this will be determined by the Principal). Students who are suspended (in-school or at home) will not be permitted to participate in extra-curricular activities (including athletics) for that day.

## Student Behavior Expectations

All students at Divine Redeemer School are expected to behave in a spirit of Christian dignity and respect. Sacred Scripture teaches us to treat all living things with love. Parents, students, and family members are asked to uphold our mission in treating others with care, understanding, and respect.

The Divine Redeemer Student Pledge (see page 31) is the guiding list of principles for the school. Students are asked to memorize this pledge and recite it daily after Morning Prayer.

All teachers have developed a list of rules for their class. Violators of these rules will be subject to punishment and may be referred to the Principal. The administration will inform the parents of all student administrative referrals through a phone call or the Referral to the Principal form (or “blue form”). However, **DIVINE REDEEMER DOES NOT EMPLOY CORPORAL PUNISHMENT TO ANY CHILD.** Furthermore, parents and family members are not permitted to employ corporal punishment on school grounds.

Other class or grade-specific rules may be created by individual teachers. These rules will be communicated to students and parents in written form.

Cases of vandalism of school property will result in disciplinary action. In these cases, Parents will be asked to compensate the school for damaged property. Students must refrain from kissing, hugging, or touching in a sexual manner at all times. Violators of this policy will be subject to automatic disciplinary action.

Students are also required to follow the rules of the hallways, restrooms, lunchroom, and recess. These rules are as follows:

**Hallways:** Students must not speak in the hallways during times when class is in session (excepting middle school passing periods). When with their class, students are expected to remain in a straight line with their classmates and walk at all times. During Middle School period changes, students are expected to transition quickly and quietly. With the exception of these passing periods, students should not be in the hallways without an approved hall pass.

**Restrooms:** Students cannot enter the restroom without a restroom pass. Students are expected to pick up all trash and refrain from horseplay.

**The Lunchroom:** Once they have received their food, students must remain seated unless given permission from the lunchroom monitor. They may talk quietly to their classmates. Students are not permitted to eat candy, gum, or soda (see page 23). Students are expected to clean up after themselves.

**Recess:** Students may not push, tackle, kick, or hit each other. Students are expected to share all playground and athletic equipment. Students are not permitted to leave the designated blacktop area.

### **GIRLS:**

All girls are forbidden to wear the following:

- Perfume
- More than two pairs of earrings (earrings must be **studs or small hoops only**)
- More than one ring per hand
- Girls in PreK-5th grade may not wear makeup. Excessive use of make-up or make-up with glitter in grades 6-8 is forbidden.
- Any other form of jewelry or body piercing
- Tattoos (including temporary tattoos)
- Dark colored nail polish.
- Unnatural or non-prescription contact lenses
- Any form of headgear (including hats, athletic headbands, etc.); however barrettes and hair-ties *may* be worn.

All girls' hair must meet the following regulations:

- Hair must be well groomed and cleaned regularly
- Hair length may not be longer than the waist
- Hair may not be shaved with any symbols or writing
- Dyed hair coloring is not permitted, as well as inappropriate hairstyles (including highlights, cornrows, etc.)

*Girl's Uniform for Kindergarten-5th grade:* Tartan jumper, red DR polo shirt, or red DR turtleneck with logo; white, red, or blue socks *of at least ankle length*; brown leather uniform shoes (grades 2-5 only, see page 16). Uniform sweaters, DR sweatshirts, and fleece DR jackets may also be worn. Navy blue pants, shorts, skort, or plaid Culotte can be substituted for the jumper. White or red tights can be substituted for socks. White tennis shoes for PE. Undershirts must not extend beyond the sleeves of uniform shirts. Mass uniform is required on designated days (see page 16).

*Girl's Uniform for Middle School:* Khaki pants; red DR polo shirt or red DR turtleneck with logo; white, red, or blue socks *of at least ankle length*; brown leather uniform shoes (see page 16). Uniform sweaters, DR sweatshirts, and fleece DR jackets may also be worn. Shorts, skort, or Culotte can be substituted for pants. White or red tights can be substituted for socks. PE uniform (see below). Undershirts must not extend beyond the sleeves of uniform shirts. Mass uniform is required on designated days (see page 16).

**IN ALL CASES, THE FACULTY AND STAFF OF DIVINE REDEEMER SCHOOL RESERVES THE RIGHT TO DETERMINE WHAT IS APPROPRIATE ATTIRE. PARENTS ARE EXPECTED TO ABIDE BY THE UNIFORM POLICIES OF DIVINE REDEEMER SCHOOL.**

## PE Uniforms

All middle school students must wear a uniform for the Physical Education classes. This uniform is kept at school in a designated area and should be washed regularly. The uniform is a red DR gym shirt (from Rosebud's) with blue or black athletic shorts. White tennis shoes with white socks are also required. Students in Kindergarten-5th grade should wear white tennis shoes and white socks for PE (along with their regular school uniform).

## *Dress Code for Pre-Kindergarten*

There is no formal uniform for students in Pre-Kindergarten. However, students in Pre-Kindergarten are expected to dress according to the “Out-of-Uniform” regulations (detailed on page 16). In addition, Pre-Kindergarten students must follow the regulations for boys and girls stated on pages 14-15.

### *Uniform Shoes*

All students in grades 2-8 are required to wear uniform shoes every day. Uniform shoes can be purchased at any retail store. All shoes must fit the following requirements:

- Shoes must be made of medium-brown leather.
- Shoes must have closed toes and closed heels (no sandals or flip-flops are permitted)
- Shoes may not be boots or “high-tops”
- Laced shoes must be tied at all times
- Shoelaces should only be brown, black, white, or gray. Laces may not have other colors or attached decorations. Stripes on shoes may only be brown, black, or gray.
- Shoes must be safe for school use

### *Mass Uniforms*

Students must wear Mass Uniforms on liturgy days (usually Thursday) and on other designated days. The Mass Uniform consists of the following:

**BOYS (all grades):** White button-down Oxford shirt; red striped necktie; regular uniform pants, shoes, and socks (see page 14).

**GIRLS:**

**Grades K-5:** White shirt with “Peter Pan” collar; red cross-tie; plaid Culottes or Jumper; regular uniform shoes and socks/tights (see page 14).

**Grades 6-8:** White button-down Oxford shirt; red cross-tie; plaid Culottes; regular uniform shoes and socks/tights (see page 14).

In addition, students may not wear uniform sweaters, sweatshirts, or jackets during liturgies and other designated special events. Mass uniforms must be worn for the entire length of the school day.

## *“Out of Uniform” Days*

Periodically we will allow the children a special day out of uniform. Authorized uniform passes may also be used on designated days (usually the first and third Fridays of every month). Even on out of uniform days, it is expected that the children dress according to our standards of safety, modesty, and decency. In order to continue this occasional privilege, the following is required:

- No child should wear shorts or skirts any shorter than three inches above the knee.
- Girls may not wear halter tops, bare-back tops, bare-midriff shirts, or tank tops. Shoulders *must* be covered. Boys may not wear bare-midriff or sleeveless shirts.
- Clothes should be comfortable and loose-fitting. Clothing should not be overly tight or revealing.
- No child will be allowed to wear any clothing with pictures and/or writing that are not appropriate for children at a Catholic school. Teachers and school administrators will make the decision of what is appropriate for a Catholic school, and this decision will be final.
- Children should wear safe and appropriate play shoes on out-of-uniform days. No child may wear any of the following: flip flops, sandals, skates or skate shoes, sneakers with battery-operated lights, high heels, or any other shoe that is unsafe or that will cause a classroom distraction. Students should wear socks or tights.

The school administration will immediately contact parents if a child arrives at school dressed inappropriately. In these cases, the child may be sent home to receive proper clothing.

### *Formal Dress Days*

There may also be days during the school year in which students should dress in formal attire. As with Out of Uniform Days, parents will be given plenty of notice ahead of time.

Formal dress is as follows:

**Boys:** Button-down shirt, slacks, dress shoes and socks, belt. Tie and jacket are recommended.

**Girls:** Modest dress or skirt of an appropriate length (no more than three inches above the knee) and appropriate shoes. Blouse (with skirts). Girls may also opt to wear blouses and slacks.

Once again, the staff of Divine Redeemer School acts as the final voice in determining what attire is appropriate.