

ST. PETER CATHOLIC SCHOOL

“Where school spirit is more than a mascot”

FAMILY HANDBOOK

**124 First Street
Monument, CO 80132**

719-481-1855 (School Line)

719-955-0509 (Fax Line)

Website: ucsppr.com

School Office Hours: 8:00 – 3:30

School Hours: 8:15– 3:10

**ST. PETER CATHOLIC SCHOOL
FAMILY HANDBOOK**

Staff Contacts

School Phone Number: 481-1855

Principal:	Mrs. Mary Hoffmann <u>mhoffmann@petertherock.org</u>	Ext. 1080
Office Administrator:	Mrs. Carol Burns <u>carol.burns@petertherock.org</u>	Ext. 1070
Office Assistant:	Mrs. Teresa Kovacic <u>teresa.kovacic@petertherock.org</u>	Ext. 1110
Kindergarten:	Ms. Carin Kusman <u>carin.kusman@petertherock.org</u>	Ext. 1010
1st grade:	Mrs. Barb Hemmer <u>barb.hemmer@petertherock.org</u>	Ext. 2080
2nd grade:	Mrs. Lisa Psomas <u>lisa.psomas@petertherock.org</u>	Ext. 2070
3rd grade:	Mrs. Shelby Hoetzel <u>shelby.hoetzel@petertherock.org</u>	Ext. 2030
4th grade:	Mrs. Louise Keough <u>louise.keough@petertherock.org</u>	Ext. 2040
5th grade:	Mr. Tim Evans <u>tim.evans@petertherock.org</u>	Ext. 2050
6th grade:	Mrs. Helen Ochs <u>Helen.ochs@petertherock.org</u>	Ext. 2060
PE:	Mrs. Bridget Eller <u>bridget.eller@petertherock.org</u>	

Spanish: Mr. David Hurtado Ext. 2020
david@petertherock.org

Music: Mrs. Andrea Mooney Ext. 2010
Andrea.mooney@petertherock.org

Art: Mrs. Catriona Christner Ext. 2010
catriona.christner@petertherock.org

Computers: Mr. David Hurtado Ext. 2020
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Interventionist: Mrs. Melissa Payne
Melissa.payne@petertherock.org

Librarian: Mrs. Terri Mahon Ext. 2020
terri.mahon@petertherock.org

Preschool:
Ms. Julie Malone Ext. 1103
Mrs. Rose Blazi Ext. 1050
Mrs. Marion Young Ext. 1060
Ms. Julie Stacy

ST. PETER CATHOLIC SCHOOL

MISSION STATEMENT

St. Peter Catholic School, in cooperation with family and community is committed to provide a positive learning atmosphere conducive to academic achievement and individual growth within a Christ-centered environment. As a result, each student will be prepared to take an active role in their community of faith and to live as life-long learners.

SCHOOL PHILOSOPHY

St. Peter Catholic School provides a safe and secure environment where children can discover their world around them. We strive to provide a Christian atmosphere in which each student is encouraged to grow in spiritual values, sound judgment and academic knowledge. Staff members recognize that each child is a unique individual entitled to develop spiritually, morally, intellectually, socially, emotionally and physically to his or her greatest potential. Each child matures and progresses at a different rate; therefore our program is developed to meet the needs of each individual child. We are committed to help each child apply the teachings of Jesus Christ by ministering to others and caring for each other, their community and changing world.

We provide a Christian Catholic environment. Our primary goal is to “teach as Jesus did” by work and example. However, the school can only supplement, not replace the religious education provided by the family, who has the primary responsibility for the young child’s Christian formation.

We encourage family involvement in our program and provide opportunities for classroom observation and volunteering. Our school has an “open door” policy and parents are always welcome in their child’s classroom.

St. Peter Catholic School provides opportunities to meet and work with other parents, caregivers and child care providers who have as their common concern, the interests and needs of the student.

SCHOOL ADVISORY COUNCIL

The School Advisory Council is comprised of parents who provide the pastor and principal with insight on school policy and evolving issues. The council can have up to 11 members and is representative of the school population and parent community. The council is not a grievance board and does not have any decision-making power. Members do serve as a sounding board for the administration and as a resource to the school community to present comments, issues and suggestions for consideration. A number of subcommittees assist in the positive growth and enrichment of the school each year. Nominations are accepted each spring for openings on the council. Parents and teachers are invited to observe the monthly school advisory council meetings. The committee chair needs to be contacted 10 days prior to each meeting to have an item placed on the agenda.

Executive Board Members:

Ed Paulovich- President	paulom09@yahoo.com
Judy Mumford- Secretary	judy.mumford@gmail.com
Tony Cerato- Communications	tcerato@aol.com
Drew Meifert- Marketing	drmeifert@gmail.com
Amy Fournier- Development	amy.fournier@gmail.com
Michelle Maher- Faith	mmahher@diocs.com
Joe Derdzinski- Facilities	joederdzinski@gmail.com

ALL MEETINGS ARE HELD IN THE SCHOOL AT 7:15 AM EACH MONTH.

HOME AND SCHOOL ASSOCIATION (H.S.A.)

The H.S.A. is comprised of parents, a faculty liaison and the school administrator who support the mission of the school through the service, special projects, family social events, and fundraising efforts. A complete list of H.S.A. committees, chairs and phone numbers will be established. Parents and teachers are encouraged to attend all general meetings. Executive H.S.A. board meetings are held monthly.

President: Susan Bann susan.bann@hotmail.com

H.S.A. GENERAL MEETINGS – to be determined

Families who are most successful at SPCS– Parents who understand the importance of a Catholic education, students and parents with high expectations, students and parents who are accountable, students and parents who enjoy learning, students and parents who have a variety of talents to share, students and parents who are team players/workers, parents who support learning, students and parents who show respect for teachers, peers, property, students and parents who put the Christian values into practice, students who want to excel academically, students and parents with positive attitudes, students and parents who are cooperative, students who have positive self-concepts, parents who volunteer and who are involved in their child's learning, students with outside-school interests, parents who want their children to be successful, parents who get their children to school on time, and parents who support SPCS academic, dress and code of conduct decisions.

Please inform your child's teacher if you require information to be sent to two parents. Parents are responsible for supplying stamped addressed envelopes.

BACK TO SCHOOL NIGHT

Back to school night will be on Thursday, August 25, 2011 from 5:30 – 7:00 PM. The staff strongly encourages adults only to attend this event. We will meet in the gym at 5:30 pm for introductions. Then parents will be given the opportunity to sit through one of the informational sessions offered by their student's teacher. We will finish promptly at 7:00 pm.

DELIVERIES TO STUDENTS

Should you have a delivery, such as homework, lunch, coats/clothing, etc. for your student during the school day and they are aware that you will be bringing it to the school office, please be aware that the office staff will NOT interrupt a class in order to notify your student of your arrival. An interruption to the classroom will only occur if your student is not expecting the delivery.

Deliveries sent to students for special occasions, such as birthdays or Valentine's Day, will not be delivered to the student until the end of the school day. Please refrain from sending deliveries to students at school unless absolutely necessary.

ACADEMICS

CURRICULUM – INSTRUCTIONAL PROGRAM

The primary goal of the program of instruction in the schools of the Diocese of Colorado Springs is to provide learning experiences which most effectively inculcate worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional and physical development of the student.

The Office of Total Catholic Education provides courses of study/curriculum guides for mandatory use in all Diocesan schools. St. Peter Catholic School follows the curriculum that has been established by the

Diocese of Colorado Springs and will be implementing Core Knowledge Curriculum. Full implementation takes about five years.

SPECIALS/ARTS – The arts include: art, library, physical education, music, computer lab and Spanish.

Specials/Arts classes are an integral part of a student's education. Appropriate school behavior is expected in all arts classes. Students may have homework assigned and students are expected to follow homework guidelines as they would for any other class.

The media center is an integrated center where students go to work on assignments that are part of the curriculum. Grades for assignments worked on in the media center will be on the project itself.

AWARDS – Grades Kindergarten – 2nd Appropriate awards will be given at the end of each trimester.

3rd – 6th grade Appropriate awards will be given at the end of each trimester.

CLASSROOM SUPPLIES - Students are expected to have with them the supplies found on the supply list. Parents are asked to mark supplies (PLEASE see supply list as not all items need to be marked) and personal property such as lunch boxes and sweatshirts with the student's name and grade. Please bring the requested supplies on Supply Drop Off night and teachers will store them. Please replenish supplies when necessary.

Backpacks – Backpacks are to be used for the sole purpose of carrying homework, books and supplies to and from home. Students are responsible to keep backpacks with them before and after school. While a student is at school, he/she must carry his/her books. If students bring home only the items needed for that evening the backpacks should not be overloaded.

Textbooks – Are the property of SPCS. Students must show reasonable care for the textbooks by having all hardback textbooks covered and by carrying them to and from school in a backpack. Consumable and paperback books should also be shown care; covers should not be written on or torn. Sticky book covers may not be used on hardbound books; they ruin the books. Students are responsible for textbooks that are issued to them. Any damage to a book when a student receives it should be noted and brought to the attention of the teacher. Families are responsible for the replacement cost of books that are lost or damaged. Fines may be charged for textbooks that are damaged, but useable. The school administration has the final say in what constitutes useable.

CONTROVERSIAL ISSUES - A controversial issue is defined as a current problem or subject which has publicly evoked opposing viewpoints on the part of any mass medium or communication or of any organized group, or as any subject that arises in the classroom on which strong emotional bias is expressed by members of the classroom group.

Catholic school administrators and teachers have the obligation of teaching and advocating Church doctrine, which is contained in the *Catechism of the Catholic Church* or in other authentic teaching documents of the Catholic Church, relevant to any controversial issue being considered.

FIELD TRIPS – A field trip is recognized as a valuable extension of the classroom experience. The educational value of the trip should support and reinforce Diocesan curriculum guidelines and justify the time, distance and expense involved.

Only field trips that have a specific goal clearly related to the curriculum and significant educational value will be considered. Field trips are a privilege and conditions for participation in the activity must be established and communicated with parents and students. The principal must give approval and sanction arrangements for all field trips. Parental approval for field trips must be obtained in writing on the form provided by the Diocese of Colorado Springs. Students who do not have the signed Diocesan permission form **may not** participate in the planned trip. Verbal permission is not acceptable.

Field trips may require a fee for the bus and/or the activity. These fees must be collected before the field trip so expenses can be paid. **Fees will not be refunded if the student does not attend the field trip for any reason such as illness and other unforeseen situations.** If the students will be gone during lunchtime, the teacher will inform parents as well as the cafeteria director. It is the parent's responsibility not to order hot lunch for that day. **Lunch money will not be refunded because of a field trip.**

If a student will not be attending a field trip, it is the responsibility of the parents to notify the office of the student's absence in order for it to be considered an excused absence.

GRADING - Academic grades are based solely on scholastic achievement.

Report cards are issued three times a year to students in grades K-5.

Students in K have the following grading scale:

HP = Highly Proficient	NP = Not Proficient
P = Proficient	NA = Skills Not Assessed

Students in grade 1 have the following grading scale:

A = 93 – 100	B = 83-92
C = 70 – 82	NP = Not Proficient

Students in grades 2 through 5 use the following grading scale:

A = 93 – 100	B = 85 – 92	C = 77 – 84
D = 70 – 76	F = 69 and below	

Progress reports will be sent home at midterm. Students in grades K – 5 will receive a report. If you have any questions concerning your child's progress, please make an appointment to talk with your child's teacher.

Students will receive a grade for each subject each trimester.

ATHLETIC ELIGIBILITY - Students involved in sports will have their core subject grades checked every two weeks. Students who have a "C" or better in their core subjects will be able to play/practice their sport the following two weeks. If they have a "D" or lower average in a core subject, then their grades will be checked weekly and they will be out of playing/practice in games until all grades are a "C" or above. The eligibility list will be emailed to all teachers who have participating students every two weeks. The athletic director will contact parents and coaches who have students who are ineligible.

HANDWRITING - The basic skills of penmanship will be taught in grades 1 – 4. Every teacher is expected to demand the best handwriting regardless of whether or not he/she teaches handwriting. Students are expected to complete assignments in cursive beginning in third grade. Students may be asked to re-do an assignment if it cannot be read.

HOMEWORK – Homework is essential to the learning experience and is assigned for the following reasons:

- To reinforce concepts and skills that have been presented.
- To foster creativity and discipline through enrichment projects and research.
- To train students to work independently and to accept responsibility for completing a task.

Homework is usually not assigned on weekends or during vacations, with the exception of long-range projects or other special assignments. Assignments, projects, tests, quizzes and homework assigned while a student is present at school is due on the assigned due date. In the event the student is absent at any time between the date given and the due date, **the assignment is still due on the originally assigned due date.**

If there is a concern about time required to complete homework, please contact the homeroom teacher or the teacher assigning the homework. A student's missed work may be requested after a student has been **absent for three or more consecutive days** by calling the office. Teachers will make every effort to have assignments in the office for pick-up between 3:00 and 3:15. Advanced assignments will not be given before absences occur whether they are excused or not.

Homework will be given to the student when he/she returns to school after an absence. **Homework will not be given prior to trips, vacations, etc. In the event of a PLANNED absence, please submit a completed Request for an Excused Absence form to the office to ensure that the student will receive the homework and assignments that were given during their absence.**

LUNCH –A hot lunch program will be available at SPCS. Lunches may be purchased Monday-Friday. Parents will need to set up an account to order and pay online.

Recess – Lunch times:

Kindergarten	11:15 – 12:00
1 st – 3rd grades	11:15 – 12:00
4 th -6 th grades	12:00 – 12:45

Lunchroom Etiquette - Each teacher will walk his/her class to recess or the cafeteria and pick them up from the cafeteria or recess at the end of their designated lunch period. Students are expected to:

- Walk into and out of the cafeteria in a single silent line.
- Be polite to the adults serving and monitoring.
- Bring nothing that needs to be heated.**
- No saving seats.
- Use good table manners.
- Purchase his or her OWN lunch and NOT purchase lunch for someone else.
- Clean up areas and push in chair.
- Thank the personnel serving lunch.
- Keep food in the cafeteria.
- Inform a supervisor if the trash container is full.
- Lunchroom cleaners (table washing, floor sweeping) are assigned
- Speak in 6" voices.
- No food sharing due to food allergies.

Students are expected to use their best manners in the cafeteria. This includes being courteous to the staff and volunteers serving lunch in the cafeteria.

Recess – Students may not be allowed in the building unsupervised. If your child is too ill to go outside, please keep your child home until he/she is well enough to participate in all school activities.

Playground Guidelines - Safety First:

- Playground equipment is to be used properly
- No jumping off equipment
- No climbing on top of equipment
- No playing wall ball against the school
- No hanging from basketball hoops
- If a ball goes over the fence – only an adult may retrieve it
- No personal toys or electronics may be brought to recess
- Students may not throw rocks, sticks, ice or snow at any time
- Any rough/horseplay of any kind will NOT be tolerated – included but not limited to: tackling, pushing, shoving, dog piles, wrestling

PARENT CONFERENCES - Conferences will be held near the end of the first trimester. Kindergarten through 6th grade teachers will schedule with you. Although the time given to individual conferences is limited, it is time well spent. A parent may request additional time at a later date. Conferences may be scheduled at other times during the year at the request of the parent or teacher. Any parent wishing to see a teacher is requested to call for an appointment. Teachers are not free for unplanned appointments, conferences, conversations, or classroom observations during the school day. To insure quality time with a teacher, please be sure to make an appointment. Please do NOT call teachers at home unless a particular teacher has given you his/her phone number. Carline is NOT an appropriate time for an impromptu conference as teachers are supervising students.

POLITICAL ISSUES – The teaching of political matters should evoke faithful citizenship, an obligation to study the issues and political involvement. However, advocating a specific political stance, party affiliation and/or political agenda is not to be exercised by faculty, parents or students in the building, in the name of the school or during school sponsored activities. The posting of political materials in Diocesan schools is strictly prohibited.

Catholic school administrators and teachers have the obligation of teaching and advocating Church doctrine, which is contained in the *Catechism of the Catholic Church* or in the authentic teaching documents of the Catholic Church, relevant to any controversial issue being considered.

RELIGIOUS EDUCATION – All students enrolled at SPCS will participate in all religious education classes and celebrations. Opportunities will be given to students in grades 3-6 to receive the Sacrament of Reconciliation twice a year. It is important that parents of our students understand that we exist to support you in your responsibility to educate your child in the doctrine and practices of the Catholic faith. Sacramental preparation for Eucharist, Reconciliation and Confirmation are provided.

Liturgy: SPCS provides an atmosphere in which students, families and teachers have the opportunity to experience aspects of Christian/Catholic religious education: message, community, worship and service. Parents are the most significant influence in a child's religious development. Recognizing this, the school supports the continued religious growth of students and encourages them to be involved in the school's religious programs and in the parish activities. Sacraments are reserved for practicing Catholics.

Religious Instruction: Religion is seen as an integral part of each school day. There is a daily period for formal religious instruction. Teachers, staff members and children are encouraged to pray and read the Bible often. Classes and experiences are designed to increase students' understanding of the sacraments, particularly Reconciliation and Eucharist. Eucharistic liturgies are planned and celebrated so that the school community can better understand and participate in the Eucharist. Classroom prayer times are at the beginning and end of the day and before lunch. Teachers plan these prayer experiences carefully so that children are exposed to a variety of prayer styles. Care is taken to create an atmosphere in the classroom conducive to prayer. Traditional devotions including, but not limited to; weekly Mass, the Rosary, Stations of the Cross, Adoration and May Crowning are part of the religion program. No principal, teacher, staff member or student will be exempted from participation in religious observances that are deemed part of the school program.

Classes will begin with prayer, music, scripture, etc.

Formation in Christian Chastity Curriculum: Is a cooperative teaching effort by parents and teachers.

SERVICE PROJECT – Each class will participate in a Christian service project each month.

RETENTION – All decisions regarding retention are the responsibility of the principal in consultation with the teacher(s) and parents. In cases of slow progress, each student shall be considered individually. Any decision concerning retention must be made after considering all the factors related to the student's development (emotional, physical, social as well as intellectual and academic) collected from a wide range of sources throughout the year. Excessive absences and/or tardies may be cause for retention or withdrawal from the school.

Ordinarily, a student should not be retained more than once while in elementary school (K-5) and once in middle school (grade 6 – 8).

SUSPENSIONS (ACADEMIC) – All work assigned during suspension is to be completed to prove mastery. Work during an in-school suspension will be turned in and graded. A grade of zero will be recorded for the work completed during an out-of-school suspension. A student must take tests given to the class during the time he/she is suspended. Students who have been suspended will not be allowed extra time to prepare for tests or to turn in assignments. A student may not participate in any activities during a suspension.

TESTING – Iowa Tests of Basic Skills will be administered annually to students in grades 2nd – 6th. The Office of Total Catholic Education will not make available individual school or classroom results to anyone except other appropriate officials of the Diocese. Individual test scores will be available to their parents, guardians, and teachers. However, individual school achievement test scores are not to be published through news media or publicity brochures. The Office of Total Catholic Education will use an individual school's test scores only for the purpose of improving instruction within the school. All students will participate in the assessment program. All students will be included in the class and school averages. Accommodations for test taking for students with active written IEP's/SAP's may be made at the discretion of the school principal. COGAT testing is given to grades 3 and 5. The ACRE test is administered to 5th grade.

TUTORING POLICY – Teacher recommendations for tutoring must be approved by the principal. No teacher may accept pay for tutoring a pupil from his/her academic class during the school year. In rare instances, the principal may sanction an exception.

If a person employed by SPCS tutors a student, the tutor is working independently and not as an employee of the school at that time.

VIDEO/MUSIC USE – Prior approval from the administration is necessary if a teacher plans to use a video in the classroom. Copyright and relevance to the curriculum will be considered. Parents will be informed of videos to be shown through the individual class newsletters. It is the parents' responsibility to inform the teacher in writing if they do not want their children to watch a specific video. Music and videos must be appropriate and conform to the Catholic Church's teachings on sexuality, violence and language.

ACCREDITATION AND LICENSING

All Diocesan schools will be accredited by AdvancED and certified as Catholic through the Catholic School Endorsement of the Office of Total Catholic Education.

The purpose of accreditation is to acknowledge the professional educational standards of the school. The accreditation process is intended to act as a means of on-going planning and school improvement.

All Catholic preschool and elementary school's before and after school care programs will be licensed by the Colorado Department of Human Services.

ADMISSIONS AND WITHDRAWALS

The purpose of this policy is to clearly state and consistently administer the admissions and withdrawals policy of SPCS.

No person will be admitted as a student of SPCS unless that person and his/her parent(s) subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Diocese of Colorado Springs. Applications for admissions are accepted continuously and student names

are placed on a wait list if room is not available. All students attend religion classes and religious activities in the school and church, whether Catholic or non-Catholic.

Current class sizes are capped at twenty-five (25) students per class. Please be advised that SPCS will increase the class size to more than 25 if other siblings are invited to attend the school.

ENTRANCE REQUIREMENTS: The following are required for admission: an immunization record, a birth certificate, and a baptismal certificate (if baptized Catholic).

PRIORITY established for admission or progression:

- Students currently enrolled.
- Siblings of students currently enrolled.
- Children from families who are registered members in “good standing” at St. Peter Catholic Parish. The Diocese of Colorado Springs defines a member in good standing as :
 1. A family that has been registered in the parish for at least six months (relocating families can provide documentation of good standing from their previous parish.)
 2. A family that verifiably contributes on a regular basis to the financial support of the parish. (Uses offertory envelopes regularly.)
 3. A family that attends Mass regularly and is involved in the activities, organizations or programs at the parish.
- Children from families registered in other Diocesan parishes.
- Children from families of other non-Diocesan Catholic parishes or faiths. Participation in Catholic religious instruction and activities related to the Catholic character of the school is required.

Students seeking admission with the intent of proceeding on to subsequent elementary and middle school programs will also be given priority.

Students admitted to the school must have a reasonable hope of successfully completing the school’s program. All new students admitted are on academic and behavioral probation for one year.

Students will not be denied admission to SPCS because of disability unless this disability seriously impairs the student’s ability to complete successfully the school’s academic program, or unless the school cannot provide sufficient care or make reasonable accommodations for the disabled child.

AGE REQUIREMENTS – Students enrolling in the kindergarten must be five years of age by October 1st. No exceptions will be made to this regulation. Results of a readiness screening will be a factor in determining acceptance into this program.

Students entering first grade must be six years of age by October 1st. Exceptions to the first grade age limit may be made at the discretion of the principal when the students are transferring from another school and have successfully completed a kindergarten program.

NON-CURRICULAR PROGRAMS – Parents, who wish to enroll their children in programs outside the school, academic or otherwise, during the school day, may do so only with the written consent of the principal and pastor, and the approval of the superintendent. Such requests shall be judged on a case-by-case basis and if granted shall be for a period of no more than one academic year.

NON-DISCRIMINATION STATEMENT

Assurance statement of compliance with the purposes of Title IX Education Act: The elementary and secondary Catholic schools of the Diocese of Colorado Springs, under the jurisdiction of Bishop Michael J. Sheridan and at the direction of the Director of Total Catholic Education, attest that none of the Catholic schools discriminates on the basis of sex in its admission policies, treatment of students, or its employment practices.

Notice of students non-discrimination policy: The elementary Catholic schools of the Diocese of Colorado Springs, under the jurisdiction of Bishop Michael J. Sheridan and at the direction of the Director of Total Catholic Education, state that all of their Catholic schools must admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin the administration of their educational policies, employment practices, scholarship and loan programs or athletic or other school administered programs.

STUDENT PERMANENT RECORDS (CUM FILES) – A cumulative record is the student’s official record and will contain only academic transcripts including attendance and test results.

The student’s parents or legal guardian have the right to inspect all the student’s records in the presence of the principal and his/her delegate. In the case of parental separation or divorce, the non-custodial parent shall have the same access rights to student records as the custodial parent unless restricted by an order of the court.

Upon written request, schools shall release official transcripts to another school in which the student intends to enroll or in compliance with a court order to release information concerning a student. Some schools require copies of the cumulative records as part of the application process. Request should be submitted at least two weeks in advance of the due date to insure timely arrival.

All other requests for release of student permanent records may be granted only with the written authorization of the parent or the student if 18 years of age or over.

STUDENT WITHDRAWALS – After the school has made every attempt to meet their individual needs in condition with parents, students clearly unable to profit from the school by reason of academic and/or behavior problems or emotional difficulties may be required to withdraw from the school. Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school’s ability to effectively serve its students that the parents may be requested to remove their student from the school for ANY of the following reasons:

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

TRANSFERRING STUDENTS – Students entering grades K – 6 will be screened and the results will be a factor in determining acceptance into the school.

Students seeking to be admitted or readmitted into St. Peter Catholic School must meet the following entrance requirements:

- Two recommendations from their previous school (1-6),
- Entrance assessments completed and scored,
- All new students will be placed on probation for one year,
- SPCS must see reasonable hope that your student will complete our program through 6th grade,
- All students who enter school during the academic year should shadow for one day, if possible,
- Students who enter school during the academic year will interview with a teacher and an administrator,
- Birth Certificate,
- Baptismal Certificate,
- Immunization Record,
- Transcripts.

TUITION – Tuition paid by the student’s parent may vary by family depending on the amount of tuition assistance received.

SCHEDULE OF FEES
Student Enrollment Fee: \$150.00

	Catholic	Non-Catholic
1 st Child	\$4,544	\$5,574
2 nd Child	\$8,817	\$10,877
3 rd Child	\$12,270	\$15,360
4 th Child	\$14,541	\$18,664

Tuition is due the 5th of each month. A late fee may be assessed if not paid by the 10th of each month. Preschool tuition is paid over nine school months (Sept-May). Annual school tuition for primary grades may be paid over 10 months (Aug.- May). Tuition may also be paid in advance or in full. A 3% discount is given for tuition paid in full by the end of August.

Tuition may be paid with cash, check, or bill pay. If using bill pay, please make checks payable to St. Peter Catholic School and address of 124 First Street, Monument, CO 80132.

All fees will be paid in full before the start of the school year. All fees are non-refundable.

Parents are required to remain current with their tuition. If a family becomes two months behind in their tuition, they must contact the office to make payment arrangements. A child may be dis-enrolled if tuition payments cannot be met.

St. Peter Catholic School requires at least two weeks notice if you dis-enroll your child during the school year. Two weeks tuition will be assessed if two weeks notice is not given.

Tuition is based on a yearly schedule, so credit is not given for scheduled days off and on holidays.

Parents (or a parent representative 18 years of age or older) are asked to volunteer 20 hours for preschool and 30 hours for k-5 during the year.

Delinquent Accounts, or past due tuition, may result in a child(ren) being withdrawn from school. These accounts may be referred to a collection agency or an attorney for recovery.

TUITION ASSISTANCE – Tuition Assistance is available by applying for Tuition Aid Data Service (TADS). TADS makes an objective confidential determination of each family’s ability to pay tuition. Applications are available in January from the school office and need to be sent to the TADS office by the annual deadline in order to qualify for financial aid. All applications received after the deadline will be considered at the discretion of the principal. **ALL PAPERWORK MUST BE SUBMITTED TO TADS NO LATER THAN FEBRUARY 28, 2011.**

REGISTRATION FEES – For families, a \$150.00 fee per child will be assessed. These fees will not be applied to tuition and they are a non-refundable payment. Additional fees may be due at registration.

ALL FEES ARE NON-REFUNDABLE.

Annual Registration - Annual registration begins in January for current families. Registration packets are sent home with the youngest child. All forms and monies are due back to the school on stated registration dates. Failure to return forms and monies by due dates will jeopardize student placement. New family registration begins during Catholic School’s Week.

Withdrawals – If you register your child but your child does not attend the school, or if you withdraw your child prior to the end of the school year, all fees, including tuition paid are **non-refundable**.

ARRIVALS AND DEPARTURES

SCHOOL HOURS: Grades K – 5 8:15 – 3:10

ARRIVALS – Morning car line occurs from 8:00 AM – 8:10 AM.

Students not in their classrooms at 8:15 a.m. are tardy and must report to the office before going to their classrooms. Students will be given an **UNEXCUSED TARDY** if they arrive in the office after 8:15 a.m. **WITHOUT** a parent or guardian. If your child is going to be absent or tardy, please notify the school by 8:00 a.m. at 719-481-1855. If a call is not received by 8:15 a.m. your child may receive an unexcused absence for each day that the school is NOT notified of their absence.

Students may not be on the playground before or after school without adult supervision. Students may not be on the playgrounds after school unsupervised.

Arrangements between parents and student(s) regarding after school plans **MUST** be made **BEFORE** the student(s) is/are dropped off in the morning. An alternative plan should be in place if parents are not in car line. Should pick up plans change during the school day, please notify the office **NO LATER** than 2:30 PM to ensure that your child receives the information. Calls/messages received after 2:30 PM **WILL NOT** be delivered as students are preparing to leave for the day and are difficult to locate.

Students and/or parents are not to return to the classroom after school, unless accompanied by their classroom teacher, for materials/homework .

EXTENDED DAY CARE – Extended Day care is currently not available at SPCS. If there is an interest, the administration will pursue providing this service.

SAFETY (bicycles, rollerblades, skateboards, scooters and skateshoes) - Safety is the number one rule. Skateboards, rollerblades, skateshoes, or scooters are not to be brought to school for any reason. If any of the above-mentioned items are brought to school, they will be confiscated by the principal and kept in the office until the parent picks them up. Skateboarding is **not** allowed on parish property.

VISITORS: **ALL** visitors, including parents and volunteers, must check in at the office immediately upon entering the building. **DO NOT** proceed directly to any classroom. Friends of students or past SPCS students are not allowed to shadow or visit classrooms during the school day without the principal's prior written permission. Prospective families may schedule with the principal a time to visit or a time for their child to shadow. If your child has forgotten any items from home (projects, lunches, homework, etc.), please bring the items to the office and the office staff will deliver the item to your student.

ATTENDANCE

The state of Colorado provides, by law, for compulsory school attendance of all children between the ages of seven and sixteen.

The responsibility for compliance with this law belongs to the parents. The school must notify parents if there is a problem with attendance.

The school is obliged to keep an accurate record of daily attendance. This record is placed in the student's permanent record and kept on file indefinitely. Any recurring pattern of tardiness/absence requires administrative intervention. Excessive tardies and/or absences may be cause for retention or request for withdrawal. Truancy is a violation of Colorado law.

ABSENCES – An absence consists of failure to appear at school and remain there throughout the entire day. Students arriving after 10:00 AM or leaving before 2:00 PM are considered absent for ½ day. Students leaving before 3:00 PM will be considered either early dismissal excused or early dismissal

unexcused. **PLEASE DO NOT PROVIDE ANY OTHER INFORMATION BESIDES STUDENT NAME, TEACHER, DATE, AND REASON FOR ABSENCE.**

NOTIFICATION MUST BE MADE TO THE OFFICE AND NOT TO THE TEACHER IN ORDER TO BE EXCUSED.

Classroom work will be given to the student when s/he returns to school after an absence. If a child is still ill, the parents may request homework from the teacher(s) after the child has been absent for three or more consecutive days. Homework will not be given prior to trips, vacations, etc.

Parents must complete the Notice of Absence form (attached) and return it to the school office at least two weeks in advance of the event, if possible. If there is additional information that the principal needs, the form will be returned for that additional information.

EXCUSED ABSENCES – Examples of excused absences are illness, doctor appointments, or a death in the family. Please submit a Notice of Absence form (Appendix 5A) to the office for approval. You will receive a copy of the form. The form can also be located on our website and may be submitted either electronically, via fax, mail or hand-delivered.

UNEXCUSED ABSENCES –Unexcused absences include those resulting from suspensions and expulsions. Zeroes will be recorded for the work completed during an unexcused absence. The student will be expected to complete the work missed upon returning to school to show mastery of concepts.

Notification of absences and tardies – School personnel will make a reasonable effort to notify parents or guardians by phone if a student is truant from school. **It is the responsibility of the parents to notify the school of absences.** Please call the school office before 8:00 AM the day of the absence or tardy. If a parent fails to notify the school before 8:20 AM of his/her child's absences, the child will receive an unexcused absence for that day. **PLEASE DO NOT PROVIDE ANY OTHER INFORMATION BESIDES STUDENT NAME, TEACHER, DATE AND REASON FOR ABSENCE/TARDY ON THE PHONE LINE.**

Habitually Truant Students - School-aged children who have four or more unexcused absences from school or class in a one-month period, or ten or more unexcused absences from school or class in one trimester, or thirty-six days in a school year are considered to be habitually truant **under state law.** Absences due to suspension or expulsion shall not be considered for purposes of determining habitual truancy. Once a student is determined to be habitually truant, school personnel will notify the student's parents or guardian in writing of the unexcused absences and of the fact that the student is habitually truant. At that time, the principal, student, and parent or guardian will develop a plan with the goal of assisting the student to remain in school.

VACATIONS – SPCS discourages the taking of vacations when school is in session. **Please schedule vacations when indicated on the school calendar.** Parents must complete the Notice of Absence Form to communicate the reason a student will be out of school. The principal will determine an absence as excused or unexcused. **Please be aware that notification of ANY absence must be made to the school office and not solely to the homeroom teacher.** The Notice of Absence is attached.

EMERGENCY CLOSINGS – In the event that school has to be closed due to weather or other emergency conditions, local TV stations will be notified. The school will also post the delay or closure on the school web site. When closure exceeds a reasonable number of days, then SPCS may require days be added to the calendar in order to maintain the level of instruction. **Normally, school will not be dismissed early.** Emergency conditions, which may warrant early release, require the permission of the pastor or principal prior to the dismissal of students. Parents may come at any time during threatening weather to sign their child out. Written permission, from the parent, must be given to the school before a student will be released to anyone else. If school does close early, students will remain in their classrooms until parents come to pick up their child. We will contact the television and radio stations and attempt to call each family if there is an early closure due to weather or emergency. **If District 38 is on a 2 hour late start,**

SPCS will be on a late start. If District 38 closes, SPCS will also close. When SPCS is on a delay, students should arrive no earlier than 10:00 am. *Preschool students will also be on a 2 hour late start.* Half-day preschoolers will be dismissed at 1:20 pm so contact hours are met. **When SPCS has a scheduled half-day and there is a 2 hour late start, SPCS will close.** In case of an emergency, where the building needs to be evacuated, every effort will be made to contact parents via phone, television and radio.

All after school activities will be cancelled if school is dismissed early or if school has been closed due to an emergency or severe weather situation.

BEHAVIOR EXPECTATIONS

Parents and students, as members of SPCS community, agree to comply with the policies and regulations of the school and the Diocese of Colorado Springs. In accordance with the Diocesan policy, the school reserves the right to dismiss any student whose conduct or effort is unsatisfactory. The administration, faculty and staff are committed to establishing a school atmosphere permeated by Gospel values and a spirit of mutual respect, order of responsibility and self-discipline. Self-discipline is the key to good conduct and leads to consideration of the rights and dignity of others. At all times, discipline is to be conducted according to Gospel values and with the dignity of the student and the general welfare of the school community in mind.

It is the responsibility of every student to respect the rights of all whom are involved in the educational process and to refrain from any behavior that interferes with the education of students.

RESPONSIBILITIES OF STUDENTS

- Students are to show respect to all adults and fellow students by utilizing manners in all actions and conversations while attending .
- Maintain an overall atmosphere conducive to learning.
- Refrain from interfering with the rights of others.
- Respect and obey all requests from school staff and other supervising adults.
- Respect school property and the personal property of staff and students.
- Attend classes well prepared and on time.
- Refrain from bringing pornography to school.
- Refrain from fighting either verbally or physically.
- Refrain from bringing music or videos to school. Students are not allowed possession of the following devices while at school during the school day. **RADIOS, HEADSETS, IPODS, CELL PHONES, PSP, OR OTHER ELECTRONIC EQUIPMENT.** These devices may be confiscated and given to the principal when they are at school. Parents must come to the office to pick up the item.
- Refrain from behavior that disrupts the operation of a classroom or prevents the teacher from instructing.
- Refrain from harassment of other students and staff. Please refer to the Harassment Policy.
- Refrain from and discourage others from possessing or transmitting items such as matches, pocket knives, toy weapons, or any kind of dangerous item or weapon.**
- Knives of any type or kind are not allowed at school. Students should never have or use a knife.
- Refrain from using, possessing, buying or selling alcohol, tobacco, narcotics, or other dangerous drugs.**

****SPCS has a zero tolerance policy regarding this student responsibility.**

The principal may impose other disciplinary measures, such as probation, suspension and expulsion. These disciplinary procedures may be imposed separately or progressively as the situation indicates. Reasons students will be expelled include, but are not limited to, a lack of progress after all other efforts of motivation and counseling have failed or if a student is a threat to the physical or moral welfare of other persons.

DEFINITION OF TERMS

1. **Suspension** – Is defined as a temporary dismissal from the school. Suspension is a drastic consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success. A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct after having been placed on probation. Suspension may last from 1-5 days. Parents will be contacted by phone or in writing as to the nature of the suspension and the duration. Students who have been suspended **will not** be permitted extra time to make up work or prepare for tests. They may not participate in school activities during the suspension. **Zeroes will be recorded for work while a student is on suspension.**
2. **In-School Suspension** – Is defined as a temporary dismissal of a student from his/her classes. The student will serve in-school suspension in the school office. In-school suspension may last from 1-5 days. Parents will be contacted by phone or in writing as to the nature of the in-school suspension and the duration. The student will work on his/her assigned schoolwork during their in-school suspension. **Student work will be accepted, but will be penalized 10 points per assignment.**
3. **Probation** – A student may be placed on probation by the principal for a specified time for serious or continued misconduct or serious academic deficiency. The procedure followed may include: a parent conference, written account and conditions, and written notification of termination or extension of probation.
4. **Expulsion** – Is defined as the permanent dismissal of a student from school. Reasons students will be expelled include, but are not limited to, a lack of progress after all other efforts of motivation and counseling have failed or if a student is a threat to the physical or moral welfare of other persons.
5. **Student withdrawal on grounds of parental behavior** – Is defined as a parent's refusal to cooperate with school personnel, policies and regulations in matter of school administration or discipline. In accordance with Diocesan policy, parents who significantly reduce the school's ability to effectively serve the students or who continuously undermine the role of the administration and/or the teachers may be asked to withdraw their child from SPCS. If the parents refuse to honor the request for withdrawal, the procedures for expulsion will be followed.

Corporal punishment is forbidden in the schools of the Diocese of Colorado Springs.

Student discipline is the responsibility of each teacher at all times and in all places where any student is present. Children who are disruptive, inattentive, or non-productive should be corrected quietly and unobtrusively, but firmly. Employees will avoid name-calling, teasing, sarcasm or any other public correction, which only humiliates students. Employees should be aware of the tone of his/her voice and ensure that students are not embarrassed in front of others. Teachers should exact consequences that are consistent and effective for each student and that follow the school behavior plans. Placing students in the hall is unacceptable. Students may be sent to another teacher's room for a time out. A student will not be the subject of critical conversations in the presence of others who are not directly responsible for the improvement of the situation. Teachers must work together patiently but persistently to provide an effective method of dealing with difficulties so all concerned experience mutual respect. Each teacher and staff member is responsible for discipline anywhere on school property or at any school event. Staff members will refer behavior problems to the nearest teacher or principal.

DISCIPLINARY OFFICE REFERRAL - Office referrals are used when the incident that occurs is a major incident and the child is sent to the office.

DRESS CODE VIOLATION- A dress code violation form will be sent to parents and a copy retained for documentation when a uniform violation has occurred. Three uniform violations will result in further disciplinary action.

CHEWING GUM – Is not permitted on the school grounds, in church or in the school building at any time. When students are representing SPCS at other schools, we ask that gum not be chewed, especially while playing sports. Failure to comply will result in further disciplinary action.

CONDUCT OUTSIDE OF SCHOOL POLICY – As St. Peter Parish and School stand for Catholic values, whether inside or outside of our physical boundaries, we must constantly be aware of the effect of our actions. Positive behavior further helps us to evangelize our Catholic message to others. Negative behavior reduces the effectiveness of our reputation and the total Catholic message in the general community. Our Catholic standards must not be compromised. Our pastor and school principal will look at each individual's negative behavior and determine an appropriate response as the need arises.

CHEATING AND PLAGIARISM POLICY – Plagiarism is defined as submitting assigned work as one's own which has not been properly cited from sources or is the work, in whole or in part, of another person or persons.

Cheating is defined as being dishonest or deceitful. This includes but is not limited to:

- Copying another student's work – with or without the student's permission.
- Having a parent or another person complete homework or projects.

Consequences for plagiarism or cheating may include the student's work being confiscated by the teacher who assigned the work, the student receiving a zero on the assignment, the student receiving an office referral, a call to the parent or a parent conference, the student placed on disciplinary probation. The student consequences will be grade level appropriate.

ANTI-BULLYING PROCEDURES – The primary and intermediate teachers deal with bullying by addressing the situations with the involved children. If the incidents continue, the parents and principal also become participants in finding solutions to the negative behaviors. Consequences are level appropriate.

No bullying will be tolerated at SPCS.

CYBERBULLYING POLICY – Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Students and their families who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to the principal. All reports of harassment in cyberspace will be investigated fully. Sanctions may include expulsion from school.

SPCS has an Internet approval form to be filled out one time that is kept on file in the school office. Forms will not be completed each year and it is the parent's responsibility to inform the school office if they would like to revoke the approval for any reason. When students move from 4th grade to middle school, parents will be asked to update the approval form due to the fact that middle school utilizes a different Internet usage policy.

STUDENT HARASSMENT POLICY –SPCS does not tolerate harassment of any kind.

Student harassment is any verbal or physical conduct on the part of students that has the purpose or effect of substantially interfering with a person's academic performance or of creating an intimidating, hostile or offensive education environment.

Student harassment is the act of tormenting or attacking a person; it may be focused on, but not limited to, physical, emotional, sexual or gender issues. Harassment can be the use of words, spoken or written, or actions that torment, intimidate or physically harm a person. Behaviors may include, but are not limited to, physical threats, teasing through looks, comments or gestures, name calling or taunting remarks, kicking, hitting, biting, pushing, touching, gossiping about others, bullying, other forms of disrespectful contact or not following reasonable requests by school staff members.

All allegations of harassment will be taken seriously and will be promptly investigated. Harassment should be reported to a teacher or administrator immediately, and no later than within three days of the incident. All teacher reports will be sent immediately to an administrator who will investigate the allegation. If harassment is in fact determined, appropriate reporting will then be provided to the pastor, Office of Total Catholic Education, and possibly the police. Parents should also report to the administrator immediately when a child has been harassed. Reports are confidential and are not shared with others who are not involved.

An investigation may include the following steps:

1. Statements taken from those involved including witnesses.
2. If evidence indicates a violation, parents of all children involved will be contacted.
3. If evidence indicates that no violation was committed, no further action will be taken.
4. If a violation has occurred, consequences/penalties for harassment will be imposed.
5. A student who is a repeat offender may be recommended for expulsion.

Harassment of any kind will not be tolerated by the administration of SPCS. Consequences will reflect the seriousness and frequency of the offense. They may include, but are not limited to, the following interventions: detention, suspension, required counseling, withdrawal or dismissal, charges filed and/or expulsions.

False accusations will not be tolerated. The consequences will match the severity of the accusations and may include restitution, suspension and expulsion.

CO-CURRICULARS

The co-curricular programs offer our students an opportunity to participate in activities in addition to their academic curriculum. SPCS is proud to be represented by our students in a number of activities beyond the required school curriculum. It is the responsibility of the Office of Total Catholic Education to direct Diocesan-wide co-curricular organizations and activities. Office of Total Catholic Education will establish policies and procedures regarding the activity, conduct, scheduling, financial accountability, supervision of students, and qualifications of leaders.

All non-academic co-curriculars must be self-supporting. The fee for participation will be set each school year. A fee will be charged per student, per activity.

Achievement in academics is a goal of our school. The co-curricular programs offer our students opportunities to participate in activities in addition to the academic curriculum. The expectations that must be met to participate in any co-curricular are:

- ❑ Students involved in sports will have their core subject grades checked every two weeks. Students who have a “C” or better in their core subjects will be able to play/practice their sport the following two weeks. If they have a “D” or lower average in a core subject, then their grades will be checked weekly and they will be out of practice/playing in games until all grades are a “C” or above. The eligibility list will be emailed to all teachers who have participating students every two weeks. The athletic director will contact parents and coaches who have students who are ineligible.
- ❑ Students who have an office referral during a week’s time will not be eligible to participate the following week of school. Students who have in-school suspensions cannot participate in activities the day(s) of the suspension or the following week.
- ❑ A student who is absent or goes home ill or has been injured cannot participate that day.

Students who do not abide by the rules may not be allowed to participate.

ATHLETICS – All athletics through the CSAL will be overseen by the School Athletic Director. Opportunities for teams may include: soccer, basketball, track, volleyball and wrestling.

COACHING – People wishing to coach must submit an application for the position. The final decision of coach selection will be made by the athletic director and principal. People selected to coach must complete a background check, safe environment training, and attend a mandatory meeting. All coaches will follow the philosophy of the Christian School’s Athletic League (CSAL). A copy of the CSAL handbook is available from the Athletic Director.

FUNDRAISING – No organization may promote a fundraising project in the school’s name without prior approval of the school principal and pastor in parish schools. All funds collected by the various activity groups of the school shall be deposited in an authorized school/parish account in a timely manner in accordance with the Parish Office Accounting A/R policy. All funds will be disbursed by the school in the approved procedure for purchasing and disbursements. The fundraising revenues are monitored and administered by the principal and pastor.

PARENT SUPERVISION – Students must be under the direct supervision of a parent or adult designee when at school during non-school times. This includes sporting events, sponsored events, special programs and co-curricular events. Students are expected to follow the rules set forth in this handbook during these events. Parents are responsible for the actions of their child and financially responsible for any damage their child may cause to school or parish property.

PARTIES – Classroom parties are scheduled during the school year and include Halloween, Christmas and St. Valentine’s Day. Parents may be asked to help plan these parties.

The celebration of birthdays is at the discretion of the classroom teacher. Please make arrangements prior to the day you plan on celebrating. Any treats sent to school must be individually wrapped and pre-packaged. Treats brought into the school cannot contain nuts or nut oil. No cupcakes are allowed in the school. All snacks/treats must meet the Wellness Policy. Floral or balloon bouquets may not be sent to the school for students.

Invitations to private parties may NOT be distributed at school unless EACH child in the class is included. If only a select few children are invited, please mail the invitations. Please be advised that the school office is NOT permitted to provide addresses for current or former students . Other resources include the Parish Directory, the local phone book and the student themselves.

Gifts exchanged between friends should be done outside of school; including Christmas and birthdays.

NO CONFETTI – The use of confetti is prohibited in school facilities for any function.

USE OF SCHOOL NAME – Use of St. Peter Catholic School name or any term that would tie representation to SPCS may not be used without specific written permission from the principal.

COMMUNICATION

COMMUNITY DEVELOPMENT – Faculty, staff, parents and students are committed to the creation of a strong school community based on trust, respect, loyalty and support. Parents and staff members who have complaints or issues of concern are asked to address those issues promptly and directly to the person involved. Discussion and gossip with persons who cannot resolve the issue are destructive to the school community and are in direct conflict with the values being taught and modeled for the students.

CONFIDENTIALITY – Sharing any school information is on a need to know basis only. For the protection of every individual, information will be limited to what any one individual needs to know.

CONTACT WITH PARENTS/FAMILIES – Teachers are expected to document all conversations with parents regarding student progress, parent's concerns and/or issues concerning policies and procedures.

Parents with concerns should (in most situations):

1. Talk with the other person(s) that are directly involved first.
2. If the person(s) is/are a teacher(s) and the issue(s) cannot be resolved, then the teacher(s), parent(s) and/or student(s) will meet together with the principal.
3. If the situation is still not resolved, the teacher(s) and/or parent(s), and/or student(s) will meet with the principal and pastor.

DIRECTORY – A school directory may be available in the fall. Parents must give written permission to have family information published in the school directory. Under no circumstances should this information be used for professional gain. The purpose of the directory is to assist communication with SPCS families.

If you have moved, changed your phone number, etc. please notify the school office immediately so that the correct information may be entered into the school directory. It is the sole responsibility of the parents to ensure that current information is available to the school.

INTERRUPTIONS TO CLASSROOMS – Teachers have requested that the number of classroom interruptions be kept to a minimum during the school day. The following procedures will be observed:

1. **Miscellaneous Items:** Students often forget lunches, homework, sports equipment, books, coats, etc. Please do not interrupt the classroom in order to deliver these items to your child. Please bring all items to the office and we will be glad to hold the items in the office until your child can pick them up.
2. **Phone Calls:** Students must have permission from a teacher before they will be permitted to call home. *Please do not call the school office asking to speak with your child UNLESS it is an absolute emergency.* Arrangements for after school should be known before the student arrives in the morning. Each family should have an alternative pre-arranged plan.
3. **Early Appointments, Carpool Changes, etc.:** The office staff will make every possible attempt to contact teachers regarding these situations. Please let the teacher and office know if your student will be leaving early for an appointment via a written note or email.

INFORMATION FOR TWO HOUSEHOLDS – Please inform your child's teachers if you need information sent to two different households. Parents are responsible for supplying self-addressed envelopes or for making arrangements to pick up the information.

NEWSLETTERS – A newsletter will be sent home once a week. It will contain upcoming important information about the school. In addition, monthly family calendars will be sent home with important dates.

WEBSITE/WEBPAGE – SPCS has a web page that is updated continually. Written permission must be given by a parent or guardian for a student's work to be published.

All electronic communication to or from SPCS shall reflect the Christian principles upon which the school is founded, in support of its mission, Catholic identity and educational goals. All computers at the school are school property. The school and/or Total Catholic Education reserve the right to view e-mail sent from or to the school and/or any Internet sites accessed on school computers.

Students must have written parental permission and adult supervision to use the Internet. Misuse of the Internet will cause a student to lose this privilege. Students are not allowed to e-mail at school. All e-mail sent to the school must include your name and e-mail address. Unsigned e-mail or any letters will be ignored.

DRESS CODE

DRESS CODE VIOLATIONS – Teachers will work with students and parents so students abide by the dress code. Students who do not conform to the dress code will receive a dress code violation that will need to be signed by the student and a parent and returned to the homeroom teacher the following day. Forms not returned the following school day result in an incident report being issued to the student. When a third dress code violation occurs, the student will be sent to the office and a conference will be scheduled with the parent/guardian and the administration. Dress code violations are cumulative each trimester.

Examples of dress code violations include:

- Wearing make-up, nail polish, cologne and/or perfume.
- Earrings – stud earrings only are allowed for girls. Boys are NOT to wear earrings.
- Other Jewelry – Rings are not allowed. Only medical and religious bracelets and necklaces may be worn. Hair scrunchies may not be worn as jewelry.
- Shoes – only black leather shoes are allowed. No suede or brown shoes. Gym shoes must be all white. Crocs, flip flops, sandals and clog style shoes are not permitted. Snow boots are not allowed in Mass or class.
- Hoodies – are not allowed to be worn in the classroom or church.
- Undergarments – must not be visible.
- Shirts – must be tucked in at all times.
- Failure to wear a black belt daily, except gym days, for students in 3rd – 5th grades.

PERSONAL HYGIENE – Please ensure that your child is practicing good personal hygiene at home. Girls should use approved hair accessories in order to keep hair out of the face and eyes so that it does not create a learning distraction. Boys' hair should not touch the collar or extend below the eyebrows or below the ears. No outlandish hairstyles including but not limited to Mohawks, shaved styles, unnatural coloring, etc.

TAG DAY DRESS CODE – Tag Day is a casual, non-uniform day if you choose to participate; however, uniforms may be worn. Clothes must be neat and clean, not torn or ripped. T-shirts MAY NOT have inappropriate logos. Jeans must be in good repair (no holes or ragged hems). Overalls, corduroy and khaki pants may be worn. Cargo pants, pants that drag the ground, jean shorts, tank tops, sweatpants, warm-ups, or spandex may NOT be worn. Tag Day guidelines must be followed (ex. If “Red and Green Day”, students must wear a red or green top only, no other colors or attire allowed.) All other uniform guidelines apply.

LOST AND FOUND – Clothing and other items left at school are placed in the lost and found bin. Items not claimed will be donated to the poor at the end of each trimester. It is the family's responsibility to check the bin before the end of each trimester. Notification as to when Lost and Found will be cleaned out will be sent out at least one week prior to the actual date.

PUBLIC DISPLAYS OF AFFECTION (PDA) – Public displays of affection are unacceptable behavior at SPCS.

HEALTH ISSUES

SPCS pledges to provide a healthy environment for all students, employees, volunteers and visitors. This pledge encompasses the physical and ecological environment to include a smoke-free campus and an interest in health issues. Each teacher and staff member is concerned with the health of every student. The buildings are subject to health department regulations. Adequate ventilation, sanitation and lighting are provided.

SCHOOL NURSE –School nurse services are contracted out. Members of the faculty and staff have medical delegation, which enables the adults to administer basic first aid and some medicine. Some of the duties of the school nurse are:

- ❑ To monitor the health of students, to evaluate complaints of illness, and to administer first aid for injuries. When the school nurse is not available, a volunteer or office staff member will provide these services.
- ❑ To coordinate vision, hearing and life education studies.
- ❑ To assist in health education in the classrooms.
- ❑ To maintain health files on each student, including health history, proof of immunization and health screening.
- ❑ To be a Community Health Resource Person for parents and teachers in matters of health, health education, and life education.

ACCIDENTS AND ILLNESS AT SCHOOL –Principals, teachers and other school personnel are responsible for the handling of accidents and sudden illnesses occurring at school or during school sponsored activities. The procedures for responding to a sudden illness or injury are:

- ❑ Give the student immediate and temporary first aid care. If the injury is serious or life threatening, 911 will be called.
- ❑ Notify the child's parent or guardian.
- ❑ The school shall have child emergency cards delegating permission to take action in cases in which parents/guardians cannot be reached. If the school does not have a Child Emergency Card or the contacts cannot be reached, the school may call Social Services or the police. If at any time during the school year there is a change of address, phone number or living arrangements, please notify the school office immediately.
- ❑ School personnel will not transport seriously injured or ill students to medical treatment. If the parent cannot provide transportation, an ambulance will be called.
- ❑ If a child is seriously injured or ill at the end of the school day, he/she will not be allowed to go home unless accompanied by a parent, guardian or other parent delegate.
- ❑ After a serious accident or emergency illness of any sort, a record of the incident and the procedure taken will be made and filed in the school office.
- ❑ The school reserves the right to act as deemed necessary by the principal or principal designee in a life-threatening situation.

HEALTH AND SAFETY – Teachers are informed of children needing special consideration due to health issues. The school observes state and local fire regulations. Tornado and lockdown procedures are practiced.

ILLNESS – Children frequently become mildly ill. Deciding whether to keep your child home from school can be difficult. Clearly, there are instances when it is necessary for a child to remain at home. The following list gives guidelines and recommendations for exclusion from school:

SYMPTOM	IS EXCLUSION NECESSARY?
Mild Cold Symptoms: stuffy nose with clear drainage, sneezing, mild cough	No – student may attend if able to participate in school activities
Upper Respiratory Complications: nasal discharge of yellow or green, productive cough, extreme sleepiness, ear pain, fever above 100 degrees or higher by mouth	Yes – seek medical advice and decide whether your child should be in school
Nausea and vomiting	Yes – if a child has thrown up keep him/her home. A child will be sent home if vomiting occurs at school
Diarrhea with illness (vomiting, fever)	Yes
Fever (100 degrees or higher by mouth)	Yes – 24 hours with no fever
Chicken Pox	Yes – children with uncomplicated chicken pox may return the 6 th day after the start of rash or not until blisters are crusted over
Conjunctivitis (Pink Eye)	Yes – until 24 hours after treatment. If your health provider decides not to treat your child, a note is required
Strep Throat	Yes – until 24 hours after treatment and child has been fever free for 24 hours
Vaccine Preventable Diseases	Yes – until judged not infectious by the health care provider

ILL STUDENTS IN THE HEALTH OFFICE – If a student has a fever of 100.4 or higher, the student will be sent home from school. Also, if a student has vomited, they will be sent home from school.

HEALTH RELATED POLICIES – Any student, teacher or other staff member having a communicable disease will be dealt with on a case-by-case basis. The superintendent must be consulted prior to any action on the part of the pastor or principal. In all cases, due consideration will be given to the needs and well being of the individual(s) involved, those with whom they have contact and the broader school/parish community being served. Information will be conveyed on a need to know basis only. Where required by law, the school will report a communicable disease to the Colorado Department of Health and Human Services.

IMMUNIZATIONS – Colorado law states that no child may attend school unless such child can present to the school a valid certificate of immunization against communicable diseases or a plan for immunization as specified by the State Board of Health. Proper documentation of immunization vaccinations must be provided to the health office by the child’s first day of school. **If proof of immunization is not received, your child will not be allowed to attend class until documentation is provided.** New cards do not need to be provided each year unless additional immunizations have been received. A doctor shall allow exceptions of the below stated based on religious or personal belief, or for medical contraindication with confirmation.

All students must show proof of the following:

- DTP/DtaP – 5 dose series (unless 4th dose is given after age 4, then only 4 doses are required)
- OPV/IPV – 4 dose series (unless 3rd dose is given after age 4, then only 3 doses are required)
- Measles, Mumps and Rubella – 2 dose series
- Hepatitis B – 3 dose series
- Varicella – 1 dose

MEDICATION GIVEN AT SCHOOL - No medications, including aspirin, cough-and-cold medication, decongestants, cough drops or other over the counter or prescription medications shall be administered by school personnel, including a nurse, except under the following conditions:

- ❑ **Medication Administration** – Medications may be administered by the school nurse or their designee to any student with the written order of a physician, nurse practitioner or dentist and the written authorization of a parent/guardian. All medication permission forms are located in the office.
- ❑ **Over-the-counter medication** – will be given if both the parents and physician have completed the medication administration form and this documentation is in the child’s medical record in the health office. No verbal permission will be granted.
- ❑ **Prescription medication** – must have a physician signed order that the child is to receive medications at school. Parent authorization and signature is also required.
- ❑ **Parent/guardian is responsible for transporting the medication to and from school. At no time is a student allowed to bring medication to and from school. All medications must be in the original labeled container.**
- ❑ Medications will be kept in a locked place in the office to which students do not have access.
- ❑ The person designated by the nurse to administer medication is to keep a log of medicine administered. Individual records of such medications administered by school personnel shall be kept indefinitely.
- ❑ If a student has a condition that might require medication on an emergency basis, such as asthma, individual health care plans will be completed by the physician and direct specialized care that will be provided in a school setting. Health Care Plans for severe allergies and asthma will be written and overseen by the nurse.
- ❑ All medications including inhalers will be kept in the health office. If a physician deems it necessary for a student to carry medication, then the appropriate physician’s orders and documentation must be completed.
- ❑ Essential first aid supplies shall be available at all times. First aid kits must be taken on all field trips. First aid kits may be purchased or developed using typical first aid supplies. Rubber gloves must be included and worn when there is a possibility of exposure to blood or body fluids while administering first aid.

PHYSICAL ASSESSMENT FORMS – All new students admitted to SPCS must submit a current physical evaluation form prior to admission.

HEALTH SCREENINGS – Children in primary grades will be screened each year in vision, hearing and speech. Older children will be screened if requested by the teacher and/or parent. Parents will be notified of any screening failures. It is up to the parent to get any further evaluation done by a specialist in the area. Results of evaluation should be returned to the Health Office to be placed in the student’s file.

SUNSCREEN – When appropriate, sunscreen should be applied by parents in the morning before school. Students who need sunscreen during the day must have a permission form on file with the office. Students are not allowed to apply their own sunscreen. It should be applied in the winter as well.

SAFETY ISSUES

ASBESTOS MANAGEMENT PLAN – SPCS is asbestos free.

BABYSITTING (HIRING OF TEACHERS) – Employees of SPCS must notify and have written approval of the principal prior to babysitting or being a nanny for any family enrolled at SPCS. Employees are obligated to inform the principal before making a home visit to any SPCS family.

CHILD ABUSE AND/OR NEGLECT – Colorado law requires the school personnel to report suspected cases of child abuse and neglect to the appropriate county department or law enforcement.

CONTACT WITH STUDENTS DURING SCHOOL HOURS – Persons (other than custodial parent/legal guardians), agencies, or organizations desiring to contact individual students during the school day must first receive permission from the principal.

COURT ORDERED COMMUNITY SERVICE – No person can perform court ordered community service hours or court ordered work release at SPCS.

CUSTODY ISSUES – The school recognizes custodial parent/legal guardians as the primary decision-maker for their children. Legal documentation regarding custody and visitation will be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school must be notified immediately regarding any changes to custodial provisions.

Non-custodial parents will have access to school records, conferences, and information unless otherwise restricted by court order. It is the obligation of parents to properly inform the school of limit of access to children, records or other information.

Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights.

DRUG FREE ZONE – Schools in Colorado, by law, are Drug Free Zones. This means tobacco and alcohol are not allowed on the school premises.

Possession and/or use of tobacco, possession, use or being under the influence of alcohol or illicit drugs, is prohibited on school premises and at all school sponsored activities. The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs may result in expulsion from the school and notification to the proper authorities.

EMERGENCY PROCEDURES: FIRE, TORNADO, EARTHQUAKES, INTRUDERS, ETC. – The emergency crisis plan contains provisions for a variety of crises including intruders, fire, tornado and earthquake. It will be reviewed annually. Written standards of procedures for emergency drills (fire, tornado, etc.) shall be posted in each classroom, gymnasium, cafeteria, and all other occupied areas of the building.

Tornado Drills – Tornado drills will be practiced a minimum of two times per year, once in the fall and once in the spring.

Fire Drills – Fire drills will be held monthly and are to be taken seriously by everyone. Everyone must leave the building when the alarm is sounded.

Lock Down Drills – The school has installed a security system to identify visitors on campus and monitor non-authorized persons. Persons without legitimate reason, or written authorization to be on school grounds, will be asked to leave by school personnel. If a person does not leave upon request, the police will be called. Visitors are asked to sign-in/out at the office so that an accurate assessment can be made of the number of people in the school in the event of an emergency. The student may not open doors to let visitors/parents in the building. Parents are requested to ring the office to be admitted. Please state your name as well as the reason for your visit. Lock down drills will be practiced during the school year.

MEDIA POLICY – Before the use of name or likeness, whether in still, motion pictures, audio or video tape, photograph and /or other reproduction of a student including voice and features with or without name of student for any promotional purpose involving the Diocese of Colorado Springs or parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from parents. This permission shall be kept on file for the length of the time the student is at the school. It is the responsibility of the parent to inform the school if changes need to be made.

MONEY – Money brought to school for a particular reason must be placed in an envelope marked clearly with the **student's name, homeroom, activity and amount enclosed**. Students may not bring money to school unnecessarily. Money should never be left in desks.

SPECIAL COLLECTIONS – Parents are asked not to collect any money from students or parents unless a request has first been made and approved by the administration.

RESTITUTION – Any damage that is caused to property of SPCS, intentional or not, becomes the responsibility of the person causing the damage. This includes but is not limited to textbooks, desks, lockers, windows, carpet and plumbing.

SEARCHES OF STUDENTS AND SCHOOLS – A student assigned a desk has use of, but not proprietary right, to the desk. The principal, pastor or professional staff of the Office of Total Catholic Education may conduct a search of the school and every aperture thereof, including desks. School searches must be reasonable and related to the school's official's responsibilities.

Normally, inspection of personal property, e.g. pockets, handbags, book bags, etc. will not be conducted without the student's permission. If permission is given, the search must be made in the presence of at least two school officials.

TAPE RECORDS, RADIOS, HEADSETS, IPODS, CELL PHONES, PAGERS, GAMEBOYS, OR OTHER ELECTRONIC EQUIPMENT - These devices may be confiscated and given to the principal when they are at school. Parents must come to the office to pick up the item.

VOLUNTEERS – Parents, parishioners, and persons in the community are encouraged to support the school through a variety of volunteer efforts. Volunteers are needed in the school office, library, cafeteria, playground, and various classrooms. The chairperson for each committee will contact any parent expressing an interest in volunteering. All volunteers must have completed an application, a background check, and Safe Environment training. Please check with the office if you are not sure of the process.

The Diocese of Colorado Springs Risk Management Office requires that any non-employee doing manual labor (i.e. clearing snow and ice, painting, plumbing or electrical work) must have a certificate of insurance on file in the office. Therefore, only employees of SPCS or contracted services will be allowed to help with such projects. Volunteers, who are in the school on a regular basis, including all coaches and assistants, must sign a copy of the Diocese of Colorado Springs Sexual Misconduct Policy (available in the school office).

RIGHT TO AMEND

The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification of any amendments.

APPENDICES

DIOCESE OF COLORADO SPRINGS WELLNESS POLICIES – APPENDIX 1A

Diocese of Colorado Springs School's Wellness Policies on Physical Activity and Nutrition.

Preamble

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive:

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes; and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, the Diocese of Colorado Springs Schools are committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Diocese of Colorado Schools that:

- The Diocese will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades Pre-School - 12 will have opportunities, support, and encouragement to be physically active on a regular basis.
 - Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
 - Those trained in nutrition will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
 - To the maximum extent practicable, all schools in the Colorado Springs Diocese will participate in available federal school meal programs.
 - Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs.

TO ACHIEVE THESE POLICY GOALS:

I. School Health Councils

The schools within the Diocese will create, strengthen, or work within health councils to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The councils also will serve as resources to school sites for implementing those policies. (A school health council consists of a group of individuals representing the school and community, and should include parents, students, and representatives of the school food authority, members of the school board, school administrators, teachers, health professionals, and members of the public.)

II. Nutritional Quality of Foods and Beverages Sold and Served on Campus

School Meals

Meals served through the National School Lunch will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes;
- offer a variety of fruits and vegetables
- serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- ensure that a portion of grains served are whole grains.

Meal Times and Scheduling. Schools:

- will provide students with 20 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times, *e.g.*, lunch should be scheduled between 11 a.m. and 1 p.m.;
- should not schedule tutoring, club, or organizational meetings or activities during mealtime, unless students may eat during such activities;
- will schedule lunch periods to follow recess periods (in elementary schools);
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (*e.g.*, orthodontia or high tooth decay risk).

Qualifications of School Food Service Staff. Qualified nutrition professionals will administer the school meal programs. As part of the school's responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in schools. Staff development programs should include appropriate certification and /or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

Sharing of Foods and Beverages. Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Foods and Beverages Sold Outside of School Meals (including fundraisers).

Elementary Schools. The school food service program will approve and provide all food and beverages sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and non-fried vegetables.

Middle Schools. In middle school, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte {snacks} lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards:

Beverages

- Allowed: water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages (to be defined by USDA);
- Not allowed: soft drinks; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweetener; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

Foods

- A food item sold individually:

- Will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat
 - Will have no more than 35% of its *weight* from added sugars;
 - Will contain no more than 230 mg of sodium per serving from chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving per serving for pastas, meats, and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.
- A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables, 100% fruit or vegetable juice, fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners, cooked, dried, or canned fruits (canned in fruit juice or light syrup), and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

Portion Sizes

Limited portion sizes of foods and beverages sold individually to those listed below:

- One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky;
- One ounce for cookies;
- Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items;
- Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream;
- Eight ounces for non-frozen yogurt;
- Twelve fluid ounces for beverages, excluding water; and
- The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.

Fundraising Activities. To support children’s health and school nutrition-education efforts, school fundraising activities will not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. Schools will encourage fundraising activities that promote physical activity. The schools will make available a list of ideas for acceptable fundraising activities.

Snacks. Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children’s diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children’s nutritional needs, children’s ages, and other considerations. The schools will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

- If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

Rewards. Schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above). The schools will disseminate a list of healthy party ideas to parents and teachers.

III. Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion. The Diocese of Colorado Springs Schools aim to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction across the curriculum.
- Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- Includes training for teachers and other staff.

Integrating Physical Activity into the Classroom Setting. For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 90 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- Opportunities for physical activity will be incorporated into other subject lessons; and
- Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate

Communications with Parents. The schools will support parents' efforts to provide a healthy diet and daily physical activity for their children. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. The schools will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities.

The schools will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

Food Marketing in Schools. School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually. School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy food, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Staff Wellness. The Diocese of Colorado Springs Schools highly value the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Each school should establish and maintain a staff wellness committee composed of at least one staff member, school health council member, local hospital representative, dietitian or other health professional, recreation program representative, and employee benefits specialist. (The staff wellness committee could be a subcommittee of the school health council.) The committee should develop, promote, and oversee a multifaceted plan to promote staff health and wellness. The plan should be based on input solicited from school staff and should outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff. The staff wellness committee should distribute its plan to the school health council annually.

IV. Physical Activity Opportunities and Physical Education

K-8. All students in grades 1-8, including students with disabilities, special health-care needs, and in alternative educational settings, will receive physical education (or its equivalent of 90 minutes/week for elementary school students and 90 minutes/week for middle school students) for the entire school year. All physical education will be taught by a certified physical education teacher or in the case of kindergarten and preschoolers, the 45 minutes of teaching of the curriculum standards may be directed by certified teachers at that level. Student involvement in other activities involving physical activity (*e.g.*, interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

Daily Recess. All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Schools should discourage extended periods (*i.e.*, periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity Opportunities Before and After School. All elementary and middle schools will offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. Middle schools will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

After-school child care and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

Physical Activity and Punishment. Teachers and other school and community personnel will not use physical activity (*e.g.*, running laps, pushups) or withhold opportunities for physical activity for all participants.

Safe Routes to School. The schools will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, the schools will work together with local public works, public safety, and/or police departments in those efforts.

V. Monitoring and Policy Review

Monitoring. The Director of Total Catholic Education or designee will ensure compliance with established Diocesan-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the Diocesan Director of TCE or designee.

School food service staff, at the school level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent (or if done at the school level, to the school principal). In addition, the schools will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the school has not received a SMI review from the state agency within the past five years, the district will request from the state agency that a SMI review be scheduled as soon as possible. The Director of TCE or designee will develop a summary report every three years on district-wide compliance with the Diocese's established nutrition and physical activity wellness policies, based on input from schools within the Diocese. That report will be provided to the Diocesan board and also distributed to all school health councils, parent/teacher organizations, school principals, and school health services personnel in the Diocese.

Policy Review. To help with the initial development of the Diocesan wellness policies, each school in the Diocese will conduct a baseline assessment of the school's existing nutrition and physical activity

environments and policies. The results of those school-by-school assessments will be compiled at the district level to identify and prioritize needs.

Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the Diocesan schools will review the nutrition and physical activity policies, provision of environment that supports healthy eating and physical activity, and nutrition and physical education policies and program elements. The Diocese, and individual schools within the Diocese, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

Adopted on April 10, 2007

St. Peter Catholic School

NOTICE OF ABSENCE FROM CLASS

DATE OF REQUEST: _____

NAME OF STUDENT (PRINT): _____

GRADE: _____ **TEACHER:** _____

REQUESTED DATE(S) FOR ABSENCE: _____

REASON FOR ABSENCE:

PARENT SIGNATURE: _____