

Saints Peter and Paul Catholic School
Calendar/Handbook
2017 -2018

Sts. Peter and Paul School

3920 Pierce Street
Wheat Ridge, CO 80033

Phone: 303-424-0402
Fax: 303-456-1888

www.sppscatholic.com
www.fastdir.com/sppscatholic

School Hours

Grades K – 8	7:45 a.m. – 2:55 p.m.
Preschool/ PreK (1/2 day)	7:45 a.m. – 12:10 p.m.
PreK (Full day)	7:45 a.m. – 2:55 p.m.
Minimal Days	7:45 a.m. – 11:45 a.m.
Extended Daycare	6:45 a.m. – 6:00 p.m.

School Office Hours: 7:15 a.m.- 3:45 p.m.



Pastor: Father Jason Thuerauf



Principal: Sr. Faustina, OCD

Business Manager: Ms. Karin Kirby Secretary: Mrs. Pat Glassmeyer

School Mascot – Dragons

School Colors – Navy Blue, Forest Green, and White

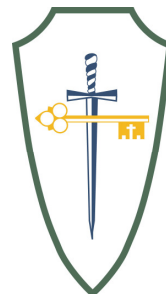
School Motto – “Serviam!”

Office of Catholic Schools

“Subject yourself again seriously to a plan that will make you lead a Christian life. Otherwise, you will never do anything worthwhile.”

1300 S. Steele St.
Denver, CO 80210
303-722-4687

Hours: 9:00 a.m. – 4:00 p.m.



J.M. + J.T.

Celebrating Our Mission

*In imitation of our patron saints, Peter and Paul,
we are
Centered in Jesus Christ,
Courageous in faith, and
Scholars for truth.*

Praised be Jesus Christ, dear families of Saints Peter and Paul Catholic School!

I hope you had a blessed summer and are eager to jump into our 2017-2018 school year! It is my great joy to serve our school community this coming year as principal. I look forward to collaborating with our gifted faculty and staff, our caring parish and school families, and our beloved students as we all seek to be ever more "Centered in Jesus Christ, Courageous in Faith and Scholars for Truth."

Please take note of the many exciting religious, academic and community events planned for this school year. We also encourage parents and students to take some time to carefully read the policies and procedures in this handbook.

It is our hope that all that all these events, policies and procedures will help each of us to grow closer to Jesus Christ and help us work together to provide our students with a truly excellent Catholic education.

Be assured of my prayers for you and your families.

In His Mercy,

Sister Faustina, OCD +

Sister Faustina, OCD
Principal

Sole Corporation

With all the parishes of the Archdiocese of Denver under the structure of Sole Corporation, it will be the responsibility of the School Principal, Office Staff, and Faculty to implement, communicate, and enforce. Statements in this handbook are subject to amendment with or without notice. The school Archdiocesan and individual Parish Policies.

Principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

Policies Effective August 2017

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Sts. Peter and Paul School Philosophy

First and foremost, Sts. Peter and Paul School proclaims Jesus Christ! Our school community bases its educational program on God’s revealed truth and the teachings of the Catholic Church. We, the faculty and staff, believe in the Gospel of Jesus Christ and so we offer our students more than high quality academics. We seek to offer an encouraging faith environment where our students will be nurtured by the full teachings of the Gospel, where they can live what they learn, and where they will be lovingly supported by teachers and peers.

Sts. Peter and Paul School devotes itself to building the Kingdom of God by training our next generation of leaders. We seek to do this by creating an environment of love and concern for each student where mutual trust and respect can develop. Above all else, we seek to do this by pursuing a way of teaching and living based upon God’s holy Word and the teaching of our Catholic faith.

Sts. Peter and Paul School Mission Statement

In imitation of our patron saints, Peter and Paul, we are centered in Jesus Christ, courageous in faith, and scholars for truth.

Mission Guidelines

We, the Faculty and Staff of Sts. Peter and Paul School, in forming our students as disciples of Jesus Christ are committed:

- To communicate the Lordship of Jesus through an educational program based on God’s truth revealed in the Sacred Scriptures and the Tradition of the Roman Catholic Church.
- To be enlivened by God’s Holy Spirit as we seek to live the Christian life as a school community by means of the celebration of the sacraments and daily prayer, respecting the value and dignity of life, and embracing the gifts of each person.
- To provide a strong academic program combined with diverse programs of enrichment which lay the foundation for our students’ ongoing education and personal development.
- To develop through an academic atmosphere, creative and critical thinkers, capable of sound decision making and responsible actions. By developing this creative environment our students develop the ability to think constructively, to solve problems and to reason independently, so that they may effectively face the future with all of its challenges and opportunities.
- To communicate Christ by providing each individual the experience of growth in responsibility, respect and concern for God, self and others.
- To provide well qualified teachers, excellent educational materials and an attractive learning environment in order to demonstrate that at Sts. Peter and Paul School our students are our greatest treasure.
- To keep our parents fully involved in the spiritual and academic growth of their children. The faculty and staff believe that good education involves

not only the school, but also the family. We seek to foster a deep sense of belonging by supporting our families and creating a community spirit which involves love and a special concern for each individual's self-worth.

Student Learning Goals

These goals were formulated by teachers, parents and students. Student learning goals are what students of SPPS should know, value, understand and be able to do by graduation. All Sts. Peter and Paul graduates should be:

- 1.) Practicing Catholics
 - moral integrity
 - participation in liturgy, sacraments, scripture, prayer
 - knowledge of faith
- 2.) Life-Long Learners
 - thirst for seeking truth
 - perseverance
 - appreciative of arts
- 3.) Effective Communicators
 - well mannered
 - effective written and oral language
 - active listener
 - technologically proficient
- 4.) Responsible/Respectful Citizens
 - compassionate to the needs of others
 - law-abiding
 - strong sense of social justice
- 5.) Analytical Thinkers
 - problem solver
 - application/extension of knowledge
 - creative

I. POLICIES

Notice of Student Non-Discrimination Policy

Archdiocesan Policy 6020

The Catholic schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila, S.T.L. and at the direction of the Superintendent, state that all of their Catholic schools 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. Furthermore, Archdiocesan schools admit handicapped students in accord with the policy on Admissions in the Archdiocese of Denver Catholic Schools Administrator's Manual. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the

administration of their educational policies, employment practices, scholarship and loan programs, or athletic or other school-administered programs.

Assurance Statement of compliance with the purposes of Title IX Education Act

The Catholic schools of the Archdiocese, under the jurisdiction of the Archbishop, and at the direction of the Superintendent, attest that none of the Catholic schools discriminates on the basis of sex in its admission policies, its treatment of students or its employment practices.

Accreditation and Affiliation

Archdiocesan Policy 1010

Overview Accreditation is a method of quality assurance which evaluates and verifies an institution's quality and encourages continuous improvement. District accreditation is a new and challenging model. It is a protocol for school systems committed to systemic, systematic and sustainable improvement designed to ensure that an entire system is aligned in the accreditation process. 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 ongoing planning and school improvement.

All Archdiocesan elementary and high schools will be accredited by AdvancED, an international organization and the parent organization of North Central Association Commission on Accreditation and School Improvement (NCA CASI) and certified as Catholic through the Catholic School Endorsement of the Office of Catholic Schools.

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

Statement of Admissions

Archdiocesan Policy 2000

No person shall be admitted as a student 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 Archdiocese.

- No student shall be admitted to SPPS unless he/she has reasonable hope of successfully completing the school's program.
- A child entering kindergarten must be five years old on or before October 1. For acceptance into first grade, students must be six years old on or before October 1. Legal verification of age must be provided to the school prior to admission. No exceptions are to be made to this regulation.
- Assessments are given to all new students. Admission will be based on student's academic record, recommendation from previous school, and interview.

- All students must submit the following documents: birth certificate/baptismal certificate and immunization records.
- Testing may be required for any new student if deemed appropriate.
- Should we conclude after nine weeks, that we cannot meet the child's educational needs or that his/her needs would not be best served in our school, we would need to deny his/her placement and thereby request withdrawal of the child.

Students' Records, Rights, and Privacy

The confidentiality of student records and privacy rights of students and parents shall be maintained in compliance with the Family Education Rights and Privacy Act of January 1975. The following types of records are maintained in the student record files and may be reviewed by the parent upon request: 1.) Scholastic achievement 2.) Medical information 3.) Standardized test data.

Release of Student Directory Information

Archdiocesan Policy 2340

Before printing student directories, written or electronic permission for publication of this information must be secured from parents on an annual basis. Names and addresses of students, faculty and staff shall not be made available to anyone outside the school system. This permission shall be kept on file for five (5) years.

Immunization Law

Archdiocesan Policy 2080

Under Colorado law (Board of Health Rule 6 CCR 1009-2), schools are required to have an immunization record on file for every student enrolled.

Immunization records are the official certificate of immunization, the official medical exemption form, or a documented, non-medical exemption. A) The records are to be presented to the school before the first day of school. B) If a child is not in compliance with the health and immunization requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received the required immunizations.

Schools shall comply with the following policies of the Department of Public Health and Environment regarding exemptions. Colorado law requires all students attending Colorado schools and licensed child care facilities to be vaccinated against certain diseases unless a medical or non-medical exemption is filed. Beginning July 1, 2016, non-medical exemptions must be submitted more often (Colorado Board of Health Rule 6 CCR 1009-2). Parents must file an exemption for each school or child care facility the student attends. For the safety of unvaccinated children, students with an exemption from one or more required vaccines may be kept out of school or child care facility during a disease outbreak.

Definition of a Student/Home Schooling

Archdiocesan Policy 2020

The Catholic Schools of the Archdiocese of Denver may only enroll full-time students, defined as a student who is expected to be present for all school hours on all designated school days. The enrollment of part-time students—students who attend only certain classes or only a portion of a school day—is not permitted.

This does not include partial day Preschool, Pre-Kindergarten, or Kindergarten programs in which the offered hours are less than those of the full school day.

Extra/co-curricular Activities and/or Programs Extra/co-curricular activities and/or programs (e.g., CSAL, tutoring programs, after school activities) are not open to children who are not full-time, enrolled students in the school. Schools may not permit students enrolled in home school programs to participate in extra/co-curricular programs and activities for any reason. Home school programs are considered a separate form of private education. The Archdiocese of Denver does not offer a home schooling program and schools may not support, materially or otherwise, a homeschooling program for a family.

Attendance

Archdiocesan Policy 2120

The State of Colorado provides by law for compulsory school attendance of all children between the ages of six (6) and sixteen (16) years. Truancy is a violation of Colorado law. The responsibility for compliance with this law belongs to the parents.

The school is obliged to keep an accurate record of daily attendance during the academic school year based upon the academic calendar. The attendance record is to be placed in the pupil's permanent record and kept on file indefinitely. The school must notify parents if there appears to be a problem with attendance.

Regular and prompt attendance is necessary for success at SPPS. Absences are detrimental to your child's educational program. We highly discourage parents from taking children out of school for vacation purposes. We urge you to take vacations during the predetermined vacations established in the calendar. When a student is absent it is REQUIRED that a legal parent telephone the school office (303-424-0402) by 9:00 a.m. During non-school hours, calls are taken by an answering machine for your convenience. Parents may call prior to school hours to indicate a child's absence or to leave other messages. When a child returns to school, a note from the parents is required, giving the specifics of the absence. This note is to be given to the homeroom teacher.

When a student is absent, the child or parent may check with the teacher(s) regarding any missed assignments or check the teacher's calendar on Fast Direct for assignments that might be missed. Please contact the child's teacher for additional explanation. This should be done before or after school. When a student is only absent for one day, he/she will have two days to make up the work. Please do not call the office for work to be picked up if a child is out only one day. Please call the office if known in advance that the student will not be in school or will be late. If a

child is absent for a full –day of school, he/she will not be eligible to participate in extra-curricular activities on that day.

Length of School Day

Archdiocesan Policy 4130

Instructional time on all regular school days in all Archdiocesan schools will be a minimum of 6.0 hours per day, which may include no more than one hour total for both recess and lunch breaks.

Minimal Day Schedule

Dismissal will be at 12:00 p.m. Sufficient advance notice will be given. Check your school calendar.

Grades PreS – 8th 7:45 a.m. until 12:00 p.m.

Tardiness – “A Little Late is TOO Late”

School will begin promptly at 7:45 a.m. **No child should arrive earlier than 7:30 a.m. since there is no one to supervise the playground.** (Please see Extended Day Care for special needs.) Students are marked tardy if they arrive after the 7:55 a.m. bell.

Lunch

Preschool/PreK recess from 11:00 - 11:30/ lunch from 11:30- 12:00
Grades K-4th lunch from 11:00 - 11:30/ recess from 11:30- 12:00
Grades 5 – 8 lunch from 12:15- 12:45/ recess from 12:24-1:15

All children are to bring their lunch to school unless a hot lunch has been ordered. Milk can be ordered through the school office. Any child leaving the grounds for lunch **MUST** have a note from their parent and check out through the office.

Students may also purchase lunch from our hot lunch program. Lunches should be ordered ahead of time as outlined in the newsletter, but may be purchased the day of the hot lunch for a slightly higher cost.

Emergencies arise and it may be necessary to bring a lunch to school with the child’s name labeled on the lunch. We ask that parents refrain from bringing commercial lunches to children on a regular basis. This causes a disruption in the daily routine of the student and office staff.

Inclement Weather

In an attempt to eliminate the inconsistency with decisions related to inclement weather days, the following procedure will be implemented.

1. On days when the temperature is 25° or below:

- Children will have recess in the classroom. Teachers will provide supervision.
- 2. When the temperature is above 25° and it has snowed, is snowing, or for other extenuating circumstances, we will follow the same procedure as 1.
- 3. When the temperature is above 25° with **NO** extenuating circumstances:
 - All children will go outdoors unless we have a written note from the parent requesting the child stay in because of a medical condition.
 - Children will stay outside until the bell rings.
 - We will have outside scheduled recesses.

Perfect Attendance

This award is given to students who have not missed school and have not been tardy or dismissed early during the entire school year.

Early Dismissal

If you need to pick up your child during the school day, please send a note to school stating the reason you wish your child to be excused. You will need to come to the office and sign out for the student. Always come to the office first. We will call your child to the office. Children are never dismissed from school during the day unless we have had contact with you, the parent. These are safety precautions for both your child and us. Students will not be excused early to catch a bus.

After School

Students are to leave the school grounds as soon as they are dismissed. There is no adult supervision after 3:15 p.m. Students are to exit through the rear doors into the parking lot. Children waiting for rides are to stay within the coned area. Those walking home or taking the bus are to leave the playground immediately and are **NOT** to remain to play. Those students must have tags designating them as walkers or bus riders, issued through the school office. Please abide by this request for the safety of your child. Students are only allowed on the playground after school if supervised by a parent on site.

There are three minimal days during the year that it is not cost effective to remain open. Extended day will be closed in the afternoons on these minimal days.

Students not picked up by 3:15 p.m. will be sent to Sts. Peter and Paul Extended Day Care and charged an hourly fee. Students attending practices after school may work out special arrangements with the Day Care. Students may not linger in the school. Students attending after school activities must report to the person moderating that activity and will be supervised accordingly. Students may never be in the building or on school grounds unsupervised. Students may never wait for parents in the church, Eucharist Adoration Chapel or wait at Dairy Queen.

Before/After School General Playground Rules

These are the expectations for all students from 7:30-7:45 a.m. and 2:55 -3:15 p.m.

- Balls are not allowed.
- Students may not be on the playground
- Treat one another with respect. This means:
 - No hurting others
 - No name calling, threatening or fighting
 - No shoving or hitting
 - No throwing rocks, sand, snowballs or other objects
 - No climbing on fences
 - No use of profanity
- Do not run around. This means:
 - No chasing; No running and bumping into others

Supervision

During the school day from 7:30 a.m. to 3:15 p.m., the Sts. Peter and Paul School Staff will supervise all students on our roster. Students are not to be left alone at any time without supervision. At special events, parents assume the responsibility for supervising their children and accept the liability for their children who are attending and participating in events. For athletic events, coaches are personnel who provide guidance and training in learning a sport. They cannot monitor the activities of students who are entering and leaving the building or have not attended the scheduled events. Students who are not participating in specific events should be supervised by parents. Sts. Peter and Paul will not accept the supervisory responsibility or the liability for registered Sts. Peter and Paul students or siblings who are unattended. (Archdiocesan Policy 2180). Students must be registered at Sts. Peter and Paul School to participate in all extra-curricular activities.

Contact with Students During School Hours

Archdiocesan Policy 2280

Persons (other than custodial parents/legal guardians), agencies, or organizations desiring to contact individual students during the school day MUST FIRST receive permission from the Principal. The Principal will follow Archdiocesan Policy regarding specific details in such cases.

Building Visitors

SPPS welcomes many visitors each year. To accommodate and welcome all, these procedures are followed:

1. All visitors should make appointments to tour the building and to see our staff. Visits are coordinated through the Office. When visitors arrive at the building, they should ring the front door bell. Security cameras have been installed at the

entrances of the school, all exterior doors and throughout the building. Upon entering the building, they should proceed to the Office and sign in.

2. Volunteers must sign in on the volunteer lists and pick up a badge. The volunteer lists will be sent to the parish for verification of stewardship.
3. All requests for building use, classrooms as well as gym, must be submitted for approval to the principal at least two weeks in advance. These are then scheduled on a first come, first serve basis.
4. Requests for classroom visitations are approved by the principal and the classroom teacher.
5. Meetings with teachers should be scheduled in advance. In emergencies, the office is your first stop and you will be announced through the intercom system or phone call. Coverage for a teacher will be arranged if possible.
6. Suspicious or unannounced visitors wandering the building will be asked to leave the premises. If the request is refused, the police will be called.
7. Students will not be released to visitors without prior authorization of parents.
8. Items being dropped off for students should be left in the school office for distribution.

Use of School Facility by Outside Agencies

Archdiocesan Policy No 5070

Due to the liability, the school building may only be used for activities involving registered students with a staff member supervising. Schools will adhere to Archdiocesan policies regarding the use of parish/school facilities.

Child Custody Issues

Archdiocesan Policy 2140

Custodial parents/legal guardians shall be recognized by the school as the primary decision-makers for their children. Legal documentation regarding custody and visitation must 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. Proper paperwork and documentation is critical when dealing with child custody issues.

Custodial parents/legal guardians shall have access to school records, conference and information ***related to their child(ren)***. Non-custodial parents shall 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***.

Withdrawals and Transfers

When moving or transferring out of Sts. Peter and Paul School, sufficient notification is to be given to the school principal. Parents are requested to give this

information in writing. Proper procedures for making this transfer will then be explained.

Emergency Cards

It is the responsibility of parents/guardians to inform the office of any change in address, home phone, place of employment, custody, and doctors. This is for the protection of the child in case of serious accident or illness.

Emergency Closings

When conditions are such that the school might be closed or have a late start, check the radio and/or TV stations. We will also post the closing on Fast Direct. Even if the school is open for the day, parents should use their own discretion in sending children as conditions may be different where you live. Please do not call the rectory, convent or any staff member to check on school closing. School will not be dismissed before regular dismissal time. This precaution is taken to assure the safety of the students whose parents might not be aware of an early dismissal. However, you may pick up your child at any time if the weather is deteriorating in your area. See *Archdiocesan Policy 1270* for more information.

Emergency Drills

Lock down and fire drills will be conducted regularly. Reports will be kept on file in the office. In each classroom, there is an emergency escape route posted for fire drills. Students are advised of a secondary route should the primary route get congested or blocked during an actual emergency. Tornado drills will be conducted as per OCS policy.

Crisis Management Plan

Archdiocesan Policy 1300

We have all witnessed widely publicized crises where children have become casualties at school. Perhaps lost in the media frenzy is the fact that schools are still the safest environment for children.

We all take very seriously the responsibility of creating a safe school environment. We hope to eliminate the potential for traumatic events by being prepared. This plan is part of our effort to employ our skills, resources and knowledge to provide a sanctuary for children.

The Sts. Peter and Paul School Crisis Management Team has developed a plan as a guide for all of us. This plan is available in the school office for review. The team always welcomes suggestions, questions and comments.

Searches of Students and Schools

Archdiocesan Policy 2300

A student assigned a locker or desk has use of, but not proprietary right to the locker or desk. Lockers and desks are school property. The principal, pastor, assistant principal and professional staff of the Office of Catholic Schools or the Secretary for Catholic Schools may conduct a search of the school plant and every aperture thereof, including lockers and desks. School searches must be reasonable and related to the school official's responsibilities.

Normally, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc. should 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. If permission is not given, the principal should contact the Office of Catholic Schools for further instructions. After consultation with the Office of Catholic Schools, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc. may be made if the school officials have a reasonable suspicion that such an inspection will reveal possession of objects or any substance which is prohibited on school property.

Asbestos Hazard Emergency Response Act Management Plan

The Asbestos Hazard Emergency Response Act Management Plan is available for review at the parish office. Please call Karin Kirby at 303 424-3706 for more information or to arrange an appointment for review of the plan.

Use-of-Name Policy

Archdiocesan Policy 1050

Attaching the school's name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students or parents is not, by itself, sufficient basis to title an activity, program, or event as "school" sponsored. Rather the activity, program or event must be one for which the school takes institutional responsibility.

Faculty members, staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only the written approval of the principal and pastor in parish schools and the principal and Superintendent in Archdiocesan high schools.

In appropriate cases determined by the principal/pastor or Principal/Superintendent, permission for ongoing events, activities, or publications requiring approval under this policy may be given.

Appeal Process

Archdiocesan Policy 1500

Any appeal concerning any matter relating to Catholic preschools, elementary schools or Archdiocesan high schools shall be processed in accordance with the following regulations:

1. Resolution of Ordinary Differences within the School Community
Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise which will require an objective review by a third party in order to assure the maintenance of positive relations within the school community. To facilitate reconciliation, communication and the strengthening of the community of faith, the following general guidelines shall be followed.
 - a) In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.
 - b) If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the school principal/director and pastor in a parish school. The specific provisions for a fair process are to be contained in the local school handbooks.
 - c) If the conflict cannot be resolved following steps one and two above, then a parent, student (18 years or older) or employee may have recourse to the appropriate associate superintendent who will attempt to initiate discussion between the parties and attempt to bring about a peaceful resolution.
2. Recognition of Local Authority In cases involving principal and pastor discretion, the Office of Catholic Schools recognizes the local administrations' authority to exercise discretionary rights within the parameters of local and Archdiocesan policy.
3. Appeal Process
 - a) When a parent, an employee or a student (18 years of age) believes his/her rights have been violated and/or the principal/ director and/or pastor is believed to be acting contrary to Archdiocesan or local policy, the person may submit an appeal in writing to the Office of Catholic Schools with the following information provided steps one through three above have been followed:
 - i. The subject of the appeal
 - ii. What rights and/or policies have been violated
 - iii. Any factual data, other than hearsay, the person considers appropriate
 - iv. The efforts made that have been made to resolve the issue.
 - b) Should the Office of Catholic Schools designee determine that a person's right and/or policy have been violated she/he will investigate the appeal and render a written decision.
 - c) A parent, employee or student (18 years of age) may further appeal to the Superintendent if the complainant feel the Office of Catholic Schools designee has not properly interpreted or applied policy or

has failed to recognize that the complainant's rights have been violated. The Superintendent will review the materials submitted to the Office of Catholic Schools and may ask for further details. Should a hearing be necessary, the Superintendent may hear the appeal alone or form a hearing committee if she/he deems appropriate. The decision of the Superintendent is final and binding and concludes the appeal process.

- d) The appeal process is designed to support the Catholic Church's belief in subsidiary and, therefore, at no time during the appeal process may the parent, employee or student (18 years of age) be represented by an attorney.

Media Policy

Archdiocesan Policy 2350

Before the use of name, 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 purposes involving the Archdiocese of Denver 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 on an annual basis. Written permission can be granted via paper-based release form or electronic release form. This permission shall be kept on file for the length of the time the student is at the school PLUS five (5) years.

Background Investigations

Archdiocesan Policy 3140

School Employees

- A) All newly hired school employees who do not hold a current Colorado Teacher and/or Principal License are subject to a background investigation conducted by approved vendors prior to the date they are offered employment
- B) Each applicant shall complete an appropriate application and an authorization to obtain a criminal background check
- C) All applicants will be required to produce their date of birth and Social Security number for the purpose of conducting this background check through the approved vendors.
- D) A copy of the completed employment application, together with a copy of the results of the background check, shall be kept in a confidential file at the local school or parish.
- E) All employees hired before September 27, 2002 who do not hold a current Colorado Teacher and/or Principal License shall also agree to a comprehensive background check obtained from an approved vendor. The cost for this background check will be paid by the school/parish.

Volunteers

- A) All regularly scheduled school volunteers are subject to a background investigation prior to the date they begin to volunteer their time

B) Each volunteer shall complete a volunteer application and an authorization to obtain a criminal background check

C) All volunteers will be required to produce their date of birth and Social Security number for the purpose of conducting this background check through the approved vendors.

D) A copy of the completed volunteer application, together with a copy of the results of the background check, shall be kept in a confidential file at the local school or parish.

E) All volunteers who began service before September 27, 2002 shall also agree to a comprehensive background check obtained from an approved vendor. The cost for this background check will be paid by the school/parish.

Prayer Intentions

We like to include any of your special intentions in our daily school prayers. Please make us aware of your needs. Also, written requests for prayer may be placed in the school newsletter.

II. UNIFORMS

Saints Peter and Paul Catholic School Uniform Dress Code

Our school uniforms aid in the pride of belonging to Saints Peter and Paul Catholic School. In order to provide both formal wear to be worn on Mass days and special occasions and more casual wear for daily use, Saints Peter and Paul's uniform consists of both a formal and a daily uniform.

The formal uniform will be worn on Mass days, special occasions, and days determined by the principal. The formal uniform will be required for boys kindergarten to 8th grade and all girls preschool to 8th grade.

Some of our students like to wear more formal wear while others more sportswear. Students are to wear the school cardigan sweater, quarter zip, or hoodie as their outer wear (School athletic hoodies may not be worn). On very cold days, a winter coat may be worn outdoors over their school outerwear.

Students, preschool to 8th grade, are to be in complete uniform beginning the first day of school.

Boys Formal Uniform (Grades K-8)

- Blue pants (Dockert type) worn at natural waist, properly fitting (no cargos or skinny pants)
- Solid black belt with plain buckle, no wider than 2"
- White oxford short sleeve or long sleeve shirt w/logo
- School plaid clip-on or full necktie
- Plain white undershirt

- Sts. Peter & Paul outerwear: blue sweater, quarter zip, or hoodie with logo (On very cold days, a winter coat may be worn outdoors over their school outerwear.)
- Grades 6-8 **optional**-Navy blue blazer with logo

Boys Daily (Pre-school - 8)

- Blue pants (blue walking shorts may be worn during 1st and 3rd Trimesters); worn at natural waist, properly fitting (no cargos or skinny pants)
- Solid black belt with plain buckle, no wider than 2" (K-8th Grade) or elastic magnetic belt (K-2)
- Green polo short or long sleeve shirt with logo
- Sts. Peter & Paul outerwear: blue sweater, quarter zip, or hoodie with logo (On very cold days, a winter coat may be worn outdoors over their school outerwear.)

Boys Shoes/Socks (Pre-school – 8)

- Solid black shoes with non-skid soles, closed toes/closed heel (no other color on laces, soles, or logo)
- White, black or navy crew type or mid-calf socks. No ankle or short socks are to be worn. No boots. On snowy days boots may be worn, but shoes must be brought to change once inside the building.

Girls Formal (Grades 6-8)

- Classic Pleated Plaid Skirt (no scooters/skorts) that must measure between knee cap and 2" below the knee.
- Matching shorts (solid blue or black) worn under the skirt (shorter than skirt)
- On cold days plain white, black, or navy blue tights may be worn
- White oxford short sleeve or long sleeve shirt w/logo
- School plaid clip-on or full necktie
- Plain white camisole or undershirt
- Sts. Peter & Paul outerwear: blue sweater, quarter zip, or hoodie with logo (On very cold days, a winter coat may be worn outdoors over their school outerwear.)
- **Optional**-Navy blue blazer with logo

Girls Daily (Grades 6-8)

- Classic Pleated Plaid Skirt (no scooters/skorts) that must measure between knee cap and 2" below the knee.
- Matching shorts (solid blue or black) worn under the skirt (shorter than skirt)
- On cold days plain white, black, or navy blue tights may be worn

- Navy blue pants (blue walking shorts may be worn during 1st and 3rd Trimesters); worn at natural waist, properly fitting (no cargos or skinny pants)
- Solid black belt with plain buckle, no wider than 2"
- Green polo short or long sleeve shirt with logo
- Plain white camisole or undershirt
- Sts. Peter & Paul outerwear: blue sweater, quarter zip, or hoodie with logo (On very cold days, a winter coat may be worn for outdoor over their school outerwear.)

Girls Formal (Grades Preschool- 5)

- School plaid jumper that must measure between knee cap and 2" below the knee w/logo
- Matching shorts (solid blue or black) worn under the skirt (shorter than skirt)
- On cold days plain white, black, or navy blue tights may be worn
- Peter Pan collared white blouse (No lace, no knit)
- School plaid crisscross tie
- Plain white camisole or undershirt
- Sts. Peter & Paul outer wear blue sweater, quarter zip, or hoodie with logo (On very cold days, a winter coat may be worn for outdoor over their school outer wear.)

Girls Daily (Grades Preschool - 5)

- Girls wear school plaid jumper or navy blue pleated pants (blue walking shorts may be worn during 1st and 3rd Trimesters); worn at natural waist, properly fitting (no cargos or skinny pants)
- Solid, black belt with plain buckle, no wider than 2" (K-5th Grade)
- Green polo short or long sleeve shirt with logo
- Plain white camisole or undershirt
- Sts. Peter & Paul outer wear blue sweater, quarter zip, or hoodie with logo (On very cold days, a winter coat may be worn for outdoor over their school outer wear.)

Girls Shoes/Socks (Grades Preschool – 8)

- Solid black shoes with non-skid soles, closed toe/closed heel (**no other color on laces, soles, or logo**)
- White, black, or navy blue crew type, mid-calf, or knee high socks. No ankle or short socks are to be worn.
- No boots. On snowy days boots may be worn, but shoes must be brought to change once inside the building.

Girls Headbands (Preschool – 8)

- Headbands, scrunchies and other head accessories are to match uniform colors (for example: navy blue, black, white, green, and/or yellow)

**All uniform items, sweaters and hoodies are to be marked with the child's first initial and last name.

P.E. Grades 5th – 8th

- Grey t-shirt w/logo
- Navy blue shorts w/logo

Ordering Information-Complete Uniforms may be ordered through either of the following companies:

All Schools Apparel
7391 W. 38th Avenue
Wheat Ridge, CO 80033
(303) 424-1972

French Toast
www.frenchtoast.com
Source Code: QS46E7P

The Administration shall use discretion informing students of violations that do not meet the conservative Catholic nature of the school. Minor violations of the uniform policy will be handled immediately by the classroom teacher. (Possible examples might include an untucked shirt or removal of makeup/nail polish and excessive jewelry.) Major uniform violations will result in an office referral. (Possible examples might include incorrect slacks, socks, wrong color shirts or improper shoes, etc.) **IT MAY BE NECESSARY FOR YOU, THE PARENT, TO RETURN TO SCHOOL WITH THE PROPER UNIFORM BEFORE YOUR CHILD MAY RETURN TO CLASS.** It is vital that your child starts school on time and with little distractions. Please make sure your child comes to school in the proper uniform. Repeat violations of the Sts. Peter and Paul Uniform Policy will be considered a disregard of school policy. Parents will be contacted and a meeting arranged with the school administration to correct violations.

Uniforms must be worn by all students from preschool to grade 8. No exceptions will be permitted except on an individual basis by administration or on out of uniform days.

Boys- hair, jewelry and hats

Hair must be neatly combed. Light hairspray, gel or mousse may be used if necessary to keep hair neat in appearance. Haircuts must be conservative. No shaved heads or perms that exceed ¾ inch in length. Hair must be of an even length, neat and trimmed above the collar and earlobe. Hair must be out of the student's eyes and not cover eyebrows. Hair must be the student's natural color. Natural hair color is a single shade. Tipping and highlighting are not permitted. Sideburns must be no longer than ½ inch. Please no Mohawks or faux hawks. All boys should be clean shaven.

Boys may wear a watch, one bracelet and one small simple silver or gold chain necklace with a Catholic religious medal or cross. Boys are not allowed to wear earrings to school or any school event. No chains or any item may be attached to uniform belt or belt loops. Caps or hats may not be worn in school or church.

Girls- hair, jewelry, make-up and hats

Girls' hair must be neatly combed. Light hairspray, gel or mousse may be used if necessary to keep hair neat in appearance. Hair must be the student's natural color. Natural hair color is a single shade. Tipping and highlighting are not permitted. Hair must be out of the student's eyes and not cover eyebrows. Please no feathers or hair weaves.

Girls may wear a watch, one bracelet and one small simple silver or gold chain necklace with a Catholic religious medal or cross, and one or two pair of simple post earrings only (Cartilage piercings are not allowed.). No other jewelry is permitted. Nail polish (except French white or clear) is not allowed. A light foundation or powder may be worn by students in grades 7 – 8. However, eye makeup may not be worn. No glitter in hair or on face. No cap or hat is to be worn in the school building or in church.

Both- boys and girls

Tattoos, body piercing and self- imposed writings on any body part are prohibited. Any accessory that is distracting or deemed a safety issue by the administration will not be allowed.

Gym

For all grades, preschool through 8th grade, a pair of athletic shoes not previously worn outside must be kept at school to be worn for PE classes only. Please mark with child's name.

Grades 5, 6, 7, and 8 will be required to purchase a PE uniform to be worn during PE classes. The PE uniform consists of SPPS gray shirt w/logo and navy-blue shorts w/logo. These may be purchased through the uniform companies. Dressing out for physical education is mandatory for 5th through 8th grade and is to be marked weekly in the grade book. Students should be rarely excused; when excused from a physical activity (only for serious illness or injury and with a doctor's note), they may still dress out. An alternate activity should be given, rather than just sitting.

Free Dress Day (Out-of-Uniform Days)

School is considered a place of business and student dress and behavior should be appropriate. Students should dress in a manner that denotes good taste, modesty and respect for self and others. Under no circumstances shall clothing or personal grooming be distracting, uncomfortable, disruptive or unsafe. Parents are responsible for the appropriateness of the student's attire.

There will be times when students may be out of uniform, but will be asked to "dress up" or to be "casual." The following dress code should be followed on those days. This policy is in effect for all out-of-uniform days, all school sponsored events and all activities that are an extension of the SPPS curriculum.

- Shoes are to cover the entire foot. Sandals, boots, clogs or Crocs may not be worn in school. Athletic shoes or leather shoes may be worn. The color of shoe should reflect the conservative nature of the school. Shoes that have an accent color are okay but, must not overpower the conservative design of the shoe. A few examples of inappropriate choices for school shoes might be: bright yellow, pink, orange, pastel green. Socks must totally cover ankles. Logos on socks are not allowed. -Shoelaces must match shoe color and both laces should be the same. Shoelaces must be tied for safety.
- No shoes with wheels are allowed
- No hats, caps, scarves, sunglasses, or bandanas worn in school
- No chains, spikes, or pointed studs of any kind
- No make up
- Clothing that displays any offensive words or advertise any restricted products
- Immodest clothing:
 - No sleeveless shirts
 - No ripped clothing
 - No sagging pants
 - No tight shorts, shirts, or dresses (no spandex)
 - No muscle shirts, tube tops, halter tops or strapless tops
 - No bare skin exposed between shirt and pants
 - No low tops that expose cleavage
 - No undergarments exposed at any time
- Jewelry policy remains consistent even on no uniform days.
- Walking shorts and skirts must be at the knee to 2 inches below the knee.

If a student's dress or appearance is judged to be disruptive or immodest in any way, the student will call home and have appropriate clothing brought to school or the school will supply the student with uniform attire. Inability to rectify the situation will result in a temporary suspension from classes.

III. ACADEMICS

Curriculum

Archdiocesan Policy 4000

The primary goal of the program of instruction in the schools of the Archdiocese of Denver 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 Catholic Schools provides courses of study/curriculum guides for mandatory use in all Archdiocesan schools.

The basic curriculum includes the following areas: Religion, Reading, Language Arts, Mathematics, Social Studies, Science, Computer Education, Music, Art, and Physical Education. Numerous supplementary texts, kits, films, videos, games, manipulatives and other materials are used in each of the curriculum areas. Field trips away from school, fine art performances and guest speakers brought into the school are integral parts of the total curriculum. In addition to the materials available in each of the classrooms, the school provides a library containing many volumes and a resource center with computers. A volunteer aide program is an essential part of the curriculum.

Technology Education

All students in grades K – 8 receive instruction in the computer lab weekly. Students advance from basic keyboarding to Power Point and spreadsheets. In addition, Internet safety is built into the curriculum. Sts. Peter and Paul strives to integrate technology across the curriculum.

Books

ALL books and workbooks are to be carried to and from school in a waterproof book bag. Book bags on wheels are allowed, however, they must be carried up and down the stairs. Books are valuable and costly; therefore, books must always be covered. If books or workbooks are defaced in any way, the student will be expected to pay the cost to replace it. Fines will also be assessed if books have been written in or damaged in any way. Students will sign a textbook loan form at the beginning of the year. Respect for textbooks is vital. Textbook costs have risen and there are many new texts in use. Consumable workbooks must be kept in good condition and free from graffiti or students will be asked to replace them at their cost. Parents should assist teachers in encouraging respect for school property.

Field Trips

Archdiocesan Policy 4340

A field trip is recognized as a valuable extension of the classroom experience. Field trips are coordinated to complement the curriculum the student has studied or is studying. Students are supervised on field trips by school staff and parent

volunteers. Stewardship projects may also involve having children participate in out of school activities.

Written permission must be given by a parent before a child will be allowed to leave the school for a field trip. Notes are sent home in advance requesting parental approval for any outing. Parents may request that a child not participate on a field trip. If such a request is made, the child is expected to be in school unless ill or on a family emergency. The student will be assigned to the office or another class with assignments to complete.

Students may be denied participation on a field trip for disciplinary and/or academic reasons. Field trips are privileges for students: no student has an absolute right to a field trip. Parents driving on field trips must have completed Safe Environment Training (SET), background checks, show valid driver's license and proof of insurance.

Child restraint rules will be strictly followed.

Homework

Archdiocesan Policy 4130

Homework is an integral part of the school's instructional program. It is intended to foster habits of independent study. Homework is most effective when parents and teachers set up certain objectives and ways in which help at home can be offered.

Beneficial homework assignments might include:

1. Assignments made for the purpose of encouraging pupils to pursue an individual interest or to develop a specific skill.
2. Assignments designed to strengthen and improve abilities.
3. Make-up work as a result of an absence.
4. Work planned to help overcome a specific difficulty.

Parents are encouraged to contact the classroom teacher if homework becomes excessive for any child.

It is important that teachers, as well as parents, stick to the policies. If everyone works together, our students will be learning to take pride and responsibility in their own work. We want the same policies to be followed throughout the school in order to help our students become more responsible and capable. Homework gives the teacher feedback regarding student understanding of classroom instruction. Homework done by someone else is cheating, and both the student and teacher get a false picture of what kind of learning is actually taking place.

The following is to be used as a **guideline** with the understanding that the amount of time spent on homework varies from student to student. Work finished in class, working pace, make-up work, etc., are a few variables that may affect the time your child needs to complete his/her homework. Homework is expected to be returned daily or parents will be notified and students will do homework during lunch detention. Classroom teachers may also determine additional consequences, e.g., miss recess.

Homework is assigned Monday through Thursday. Weekends and vacations should be protected as family times when possible. Completion of curriculum objectives may warrant occasional weekend homework. Projects will not be assigned over vacations.

<u>Grade</u>	<u>Time each evening</u>
K	10 minutes
1	20 minutes
2	30 minutes
3	40 minutes
4	50 minutes
5	60 minutes
6,7,8	60-90 minutes

Assemblies

For an assembly, students are expected to:

1. Come in lined up quietly, with their hands by their sides, ready to listen for directions.
2. Sit flat, cross-legged, with their hands to themselves.
3. Watch for the signal from the adult in charge to be silent, so the assembly can begin.
4. Sit still, listening, facing forward and participating appropriately to the directions given.
5. Watch for directions from their teacher to know when to stand in line and be dismissed quietly.

Assemblies are a privilege, not a right. In order for assemblies to be enjoyable for everyone present, everyone needs to show self-control and follow directions.

Library

All books may be checked out for one week. Books may be renewed up to two times by bringing the book to the library. Students may not check out a new book if they have one that is overdue. All lost and damaged books must be replaced or paid for. Books overdue three weeks or more are considered lost.

Tutoring Policy

Archdiocesan Policy 3600

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

Standardized Tests

Archdiocesan Policy 4430

Students in grades 2-8 attending the Catholic Schools of the Archdiocese of Denver take standardized tests (Iowa Test of Basic Skills) which are administered in the spring. SPPS uses these tests for planning and evaluating the effectiveness of its teaching and its curriculum. Students in grades 3, 5, and 7 will also take the Cognitive Abilities Test. Students in grades 5 and 8 also take the ACRE test.

Trimester

Sts. Peter and Paul uses the trimester division of the school year. Each section, or third, of the year contains 13 weeks, or approximately 60 teaching days (instead of the traditional 8 or 9 weeks). The purpose of using this system is to enhance instructional time and methods, and to enable reporting of student progress to be more indicative of true achievement. Upon review of the student's report card all parents are to Fast Direct the teacher indicating that they have reviewed the report card.

Student Progress Reports

Archdiocesan Policy 4400

Grades 1 – 8: Report cards are available at www.fastdir.com/sppscatholic three times per school year. Student Progress Reports are also available at Fast Direct three times a year as needed. A student is evaluated primarily on her/his own progress in achievement and effort over each grading period. Report cards are to be signed by the parent and returned promptly to the child's homeroom teacher. Mid trimester evaluations will be issued to students in grades 4-8.

Student Permanent Records

Archdiocesan Policy 2320

Permanent cumulative records shall be kept for individual students in accordance with the regulations of the Office of Catholic Schools. All Archdiocesan and parish elementary schools shall use the official elementary student cumulative permanent record folder as designated by the Office of Catholic Schools.

Student Cumulative Permanent Records

1. A student cumulative permanent record is the student's official record and shall contain only academic transcripts including: Attendance record, Academic test results, Health records (unless kept in health office), Emergency contact information form. A copy of the emergency information form shall be kept in a location designated by the principal.
2. Cumulative records of students are to be kept in perpetuity and stored permanently in a locked, fireproof file.

Access to Student Cumulative Permanent Records

1. Administrators shall preserve both the integrity and privacy of the required student cumulative permanent records.

2. Parents, as the primary educators, shall have the right to inspect and review the official record of their child. Parents are to make this request in writing to the principal/preschool director.
3. A parent not having custody of a child, but having the right of visitation, has a right commensurate with the parent having custody to examine the school record of the child. In order to establish visitation rights, parents must provide a certified copy of the most recent court order.
4. Students in foster homes may have been placed in a school by court order and frequently are supervised by a child placement agency. It is advisable to consult with the agency regarding the parent's request for and legal right to information.
5. Access to student cumulative permanent records shall be made available to Archdiocesan officials, teachers, clerical staff, and other persons who have a legitimate educational purpose in accordance with the regulations of the Office of Catholic Schools.

Release of Student Cumulative Permanent Records

1. Upon written request and within a reasonable timeframe, 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. Unless the parent has initiated the request, a reasonable attempt must be made to notify the parent of the request for records.
2. All other requests for release of student cumulative permanent records may be granted only with the written authorization of the parents or of the student if 18 years of age or older.

Maintenance of Student Cumulative Permanent Records

All student permanent cumulative records must be kept in perpetuity by the school or by the parish if the school closes.

REPORT CARD GRADING SYSTEM GRADES K-3

- E - Exceeds Grade Level
- M – Meets Grade Level
- T – Needs More Time

REPORT CARD GRADING SYSTEM GRADES 4-8

- A – Consistently Outstanding (93-100%)
- A- - 90 - 92 %
- B+ - 87 - 89 %
- B – Better Than Satisfactory (83-86%)
- B- - 80 - 82%
- C+ - 77 - 79%
- C – Satisfactory (73-76%)

- C- - 70 – 72%
- D+ - 67 – 69%
- D – Less Than Satisfactory (63 -66%)
- D- - 60 - 62%
- F – In Need of Help (59% and below)

Academic Support

Sts. Peter and Paul provides ongoing academic support for all students. Classroom teachers are available for extra help and conference by request. Sts. Peter and Paul works with the Jefferson County Assessment Team for outside testing as needed. Parents and teachers work together to begin this process.

Parent/Teacher/Student Conferences

Archdiocesan Policy 4410

Mandatory student-led conferences are scheduled during the first trimester for all students. A second mandatory student-led conference is held during third trimester.

At any time throughout the year, parents who would like a conference with either teacher and/or principal should send a note requesting a day and a time or call the school office to have an appointment set up. Parents should not see teachers unannounced as they are preparing for or supervising students in the morning and after school. Parents are also asked to refrain from using social occasions to discuss concerns. We can encourage our teachers to take part in the school and parish events more often if everyone refrains from informal “school talks.” With a previously arranged appointment, parents can be assured of successful communication

Communication Between Home and School

Fast Direct

All parents and staff members have access to Fast Direct. Messages on Fast Direct are regularly sent from school to home, grades are tracked daily and school information is posted by teachers. Parents should check Fast Direct regularly.

Honor Roll Requirements: Grades 4-8

Principal's List: All A's in every subject

First Honors: Receive all A's in all core subjects, B's or above in all specials.

Second Honors: Receive any combination of A's and B's in core subjects and specials

Elementary School Promotion and Retention

Archdiocesan Policy 4420

A. Promotion: Promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance.

B. Retention: All decisions regarding retention are the responsibility of the principal in consultation with the teacher(s).

Graduation/Continuation

Archdiocesan Policy 2460

Graduation/continuation exercises from either elementary or secondary schools shall take place no earlier than one week preceding the closure of school.

Graduation/continuation from elementary school should be kept appropriately simple and inexpensive. A Eucharistic liturgy shall be central to the graduation/continuation ceremony and should be followed by a simple, dignified exercise which recognizes the unique value of the Catholic education just completed.

Graduation from high school more specifically represents the beginning of a more adult life in either post-high school education or in the work world. Hence, the occasion merits greater ceremony in its celebration. Baccalaureate address, Eucharistic liturgy, and awarding of honors and diplomas in a formal, dignified ceremony are to be held as separate events.

Minimum state requirements for secondary graduation must be met in addition to local school requirements regarding graduation.

III. HEALTH & SAFETY

Student Drop-Off and Pick-Up

SAFETY FIRST: Remember the use of cell phones while driving is dangerous!

Please follow the driving paths marked with orange cones on the parking lot. Enter the parking lot from the Otis St. entrances closest to the playground. The driving path is for drop offs and pick-up only, if you need to get out of your car or talk to someone, then please park in the designated parking areas in the parking lot first. Children will not be allowed to go to a car waiting for them. Children may not be picked up or dropped off on Pierce Street. All pick-ups and drop-off should be within the designated area of the parking lot. Concerns or observations regarding traffic and safety should be addressed to the office. Report any violations immediately, please! To help ensure the safety of our children violations/unsafe drivers will receive a written warning.

Children may not be picked up or dropped off on Pierce Street. Walkers must leave the premises on Pierce St. We ask that you do not park in the driveway between the

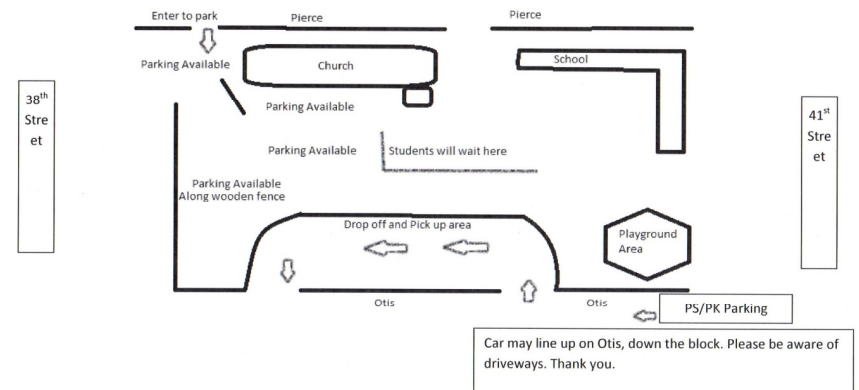
rectory and school as this area is for our staff and the spaces are limited. Concerns or observations regarding traffic and safety should be addressed to the office. Report any violations immediately! To help ensure the safety of our children violators/unsafe drivers will receive written warning.

Please drive slowly and keep an open eye for our children! Please support us in warning the children of the dangers of playing between and behind cars.

Children's self-operated, motorized vehicles will not be permitted on the school grounds. Bicycles, skateboards, and scooters must be walked off school grounds.

Main Points:

1. **To park:** If you would like to park please use Pierce St. south entrance and park in our lot closer to the Church. Please do not park between the carline entrances on Otis or under the trees in our lot, these lanes are used for carline only. Parking on Otis St., north of the carline entrance is reserved for preschool/prekindergarten pick up only.
2. **Carline:** We ask that anyone who is not going to get out of their car to please use the carline. Cars are to drive south on Otis St. from 41st Street and enter the north entrance to the parking lot and follow the cones.



Transportation

Transportation is provided by parents. No bus service is available.

Playground Rules

- Students are expected to be respectful and courteous to teachers and parents who are supervising the playground.
- Students MUST ask permission to retrieve a ball off the playground area.
- Students may not leave the school or playground without permission from the office.

- Students may not enter the school building once outside without specific permission from the adult playground supervisor.
- Students must wear appropriate clothing suitable for weather conditions.
- Students must respond to bells and walk to lines immediately when recess is over.
- Fighting or use of bad language is not allowed at any time.

For students' safety:

- No interference with the games others are playing.
- No riding of bicycles, skateboards, or roller-skates or blades at any time.
- Know the rules of the game before beginning to play.
- The following games are forbidden: tackle football, keep-away, crack the whip, red rover, "dog pile," King on the Mountain or tag games.
- If a student falls, help him/her up before continuing the game.
- **SLIDE:** Feet first, on bottoms, one at a time, do not shake slide, do not jump from slide, do not stand on the edge of the slide and go down only.
- **SWINGS:** One person on a swing, no twisting, no standing, no jumping off, no running between swings.
- **CROSSING BARS:** No standing on top, no chicken fighting, no pulling others down, no swinging around poles, and look out for others.
- **FLIP BARS/CHIN-UP BARS:** No tying coats to the bar while flipping.

Off limits for play:

- Next to the windows near the bike racks
- Near the trash area
- Where cars are parked
- Near street entries
- Around or near the church
- Near window grating by primary rooms

Cones outline the play area for students:

- Primary (grades K-4) must stay inside the cones.
- Upper (grades 5-8) may leave the marked area to be under the trees on the parking lot. However, they may not go into areas where cars are parked.

Bringing Personal Items to School (Electronic Devices)

Students are asked not to have radios, cameras, CD players, i-pod, i-pad, personal computers or other expensive possessions at school. If they are needed for one day, the student bringing the item accepts responsibility; the school cannot. Any equipment or toy used inappropriately will be taken and put in the "June" box. SPPS will not be held responsible for losses of money, clothing or valuables. Cell phones, pagers or other electronic devices **may not** be used during school hours (only after

3:15). Students involved in afterschool activities may keep a cell phone in their backpack for use after school only. Parents will be asked to sign a cell phone policy in the fall outlining terms and conditions of cell phone use. Cell phones that are brought to school are the responsibility of the owners. Students who violate cell phone policy will lose the right to have one for afterschool use.

Health

Our Health Program is serviced by the Center for Speech/Hearing and Language and volunteer parent school nurses and includes vision, hearing, and speech for student pre-k through 3rd grade and any student referred by a parent or teacher.

Notification will be made to parents as to the date for testing and the results. Proper immunization is REQUIRED by State Law for all students in our school. Please make certain that the homeroom teacher and the office are notified of any unusual health conditions. A written copy of serious health conditions must be provided for our records.

In the event a child becomes ill or injured while at school, an immediate effort is made to call the parent or relative as indicated on the emergency card. (Please keep us updated all year long as to work and home phone changes. This is our only means of contacting you in an emergency.) In the event of serious illness or injury and the failure to contact a responsible party, the principal or adult supervisor will exercise reasonable judgment with reference to contacting emergency services. Consistent effort will be made during this time to contact the parents.

Child Abuse

Archdiocese Policy 2200

Colorado State Law requires educators to report cases of physical abuse, sexual abuse and neglect of children to the proper authorities. Any teacher who knows or has reason to believe that a child is being neglected or abused must report this to the principal. The local agencies will pursue this investigation. SPPS will follow the law to report all suspected cases

Safe Environment Training (SET)

All school employees and volunteers are required to attend a workshop entitled, "Call to Protect." This program was designed to help churches and religious organizations refine their roles as child safe environments and empower them with tools to help protect all of God's children. Please check the Archdiocesan website for scheduled training sessions: www.archden.org .

Medications

Archdiocesan Policy 2240

Medications are rarely necessary for pupils during the school day. They are justified in some chronic health conditions or short term acute health conditions. However,

aspirin, cough and cold medications, digestants and any other medication should be brought to school only when they are **accompanied by a written order from the student's physician which includes:**

- Child's name
- Name of medication
- Proper dosage of medication
- Purpose of medication
- Time of day/circumstances in which medication is to be administered
- Anticipated number of days the medication must be administered
- Possible side effects
- Storage instructions

The medication must be brought to school in a container appropriately labeled by the Pharmacy.

NO MEDICATION SHALL BE ADMINISTERED BY ANY SCHOOL PERSONNEL, including Tylenol, except on the written orders of a physician. All medication, in its original bottle, shall be kept in the office to avoid ingestion by the wrong child.

Sick Children

An unwell child should not be sent to school! No child shall be sent to school if:

- They have a temperature over 100°F.
- They have had vomiting or diarrhea in the last 24 hours.
- They have a runny nose in which the mucus is not clear.
- They have a contagious disease.

Parents are asked NOT to request teachers to keep a child indoors at recess or noon. We cannot provide supervision for these children. If a child is not well enough to play outside, then he/she should be kept home. If for some reason a student has to be excused from gym class please write an excuse to the PE Instructor stating the reason why the student is unable to participate as well as the date. No student will be excused from gym without this written permission.

Accidents and Illnesses at School

Archdiocesan Policy 2220

Principals, preschool directors, teachers and other school personnel are responsible for the handling of student accidents and sudden illness occurring at school and during school-sponsored activities.

The procedure for responding to an acute illness or injury is:

1. Call 9-1-1 and give the student immediate and temporary first aid care, if necessary.
2. Notify the child's parent or guardian. In all cases where it is possible to do so, wait for instructions from the parent or guardian before

proceeding further. The school's responsibility to give treatment should be limited to immediate first aid that will protect the life of the individual until professional treatment can be secured.

3. The school shall have "Child Emergency Cards" delegating permission to take action in cases in which parents/guardians cannot be reached. The card should specify the family physician and/or emergency treatment center.
4. School personnel should not transport seriously injured or ill students to medical treatment unless there is an emergency need to do so. If the parent cannot provide transportation, an ambulance should be called.
5. If a child is seriously injured or ill at the end of a school day, s/he shall not be allowed to go home unless accompanied by a parent, guardian, or other parent delegate.
6. After a serious accident or emergency illness of any sort, a record of the incident and the procedures taken should be made and filed in the school office
7. The school reserves the right to act as deemed necessary by the principal/preschool director or principal's/preschool director's designee in a life-threatening situation.

Communicable & Contagious Diseases

(Archdiocesan Policy 1400)

Any student retained at home or excluded from school by reason of having a suspected communicable disease shall not be readmitted to their classroom until she/he presents a written certification of good health from a regularly qualified physician who has examined or attended him/her.

Where required by law, the school will report a communicable disease to the Colorado Department of Health and Human Services.

- **Chicken Pox:** Child is excluded from school. May return with a physician's note when all lesions are scabbed (no oozing lesions) approximately 6-10 days.
- **Conjunctivitis (pink eye):** Child is excluded from school. Readmitted with physician's note stating he/she is receiving treatment.
- **Strep Throat:** Child is excluded from school. Readmitted with physician's note stating he/she is receiving medication for at least 24 hours prior to return to school.
- **Fifth Disease:** contagious before rash appears. Rash will appear as a bright red or rosy rash on both cheeks for 1-3 days, followed by a pink lacelike or netlike rash on the arms, legs and stomach lasting from 1-3 weeks. Child may have low grade fever. Once a child has the rash he/she is no longer considered contagious and does not need to stay home from school.
- **Pertussis (whooping cough):** This may not be a serious illness in children fully immunized (3 doses). If any child has symptoms such as a cough lasting 14

days or longer and/or coughing fits should be excluded from school until one of the following is true: A) they have completed 5 days of antibiotics. B) 21 days have elapsed since their coughing began, if they do not receive treatment or C) they have a doctor's release. We recommend that you review your children's immunization records.

- **Head Lice:** (*Archdiocesan Policy 1420*) This can occur regardless of socioeconomic position, age, sex, or race, dispelling the myth that lice can only happen to the dirty or poor. It is advised that parents check their children daily for 10 days.
 - A. Treat cases with special shampoo (RID, R&C Shampoo, or A200 Pyninate Shampoo), or crème rinse (Nix). If shampoo is used, you must repeat the treatment in 10 days. Nix does not need to be repeated.
 - B. Remove nits with fine tooth comb or fingers. Nits may be loosened by backcombing.
 - C. Wash all personal clothing used within 1 month of infestation, pillow cases, pajamas and linens in hot, soapy water. Dry clean items which cannot be washed. If items cannot be washed or dry cleaned, they may be placed in a plastic bag for 35 days.
 - D. Carpets and furniture should be vacuumed. Occasionally it is necessary to use a pediculicidal spray for mattresses, and upholstered furniture.
 - E. Soak combs and brushes in Lysol for 1 hour or in pediculicidal solution for 10 minutes.
 - F. Advise children not to trade hats, sweaters, coats, combs, brushes, etc.
 - G. Examine close contacts every day for 2 weeks. Often it is advisable to treat all family members whether or not lice is immediately found.
 - H. Animals do not carry human head lice, so there is no need to treat pets.

Insurance

Each parish, mission, educational, charitable and religious institution under the control of the Archbishop is covered by Commercial General Liability. Coverage is extended to included clergy, employees and volunteers, while acting in the scope of their duties for the Archdiocese. Injuries resulting from student accidents are not covered under the medical payments features. It is assumed that parents/guardians are providing accident and health insurance.

IV. COMMUNICATIONS

Resolution of Disputes: An Emphasis on Subsidiarity

The Principle of Subsidiarity is based on the dignity of the human person. An integral part of the individual person's dignity is the ability for self-direction and the ability to be entrusted with responsibilities both great and small. Thus, the Principle of Subsidiarity states that all the matters entrusted to particular person at a lower level should not be interfered with or taken over by those at higher levels. Similarly,

when problems arise at the lower levels, they should *first* be addressed at those lower levels *before* recourse is made to the higher level.

Examples:

- a) A *student* having difficulty with his/her teacher's procedures/decisions, etc., would first make the problem known to that *teacher*.
- b) A *parent* having difficulty with a teacher's procedures/decisions, etc., would first make the problem known to that *teacher*.
- c) A *teacher* having difficulty with a school policy/procedure/decision, etc., would first make the problem known to the *Principal*.
- d) A *Principal* having difficulty with a school-parish policy/decision, etc., would first make the problem known to the *Pastor*.

The attention of persons at higher levels of authority is sought *only* when sincere efforts with the lower level have been made and have failed.

Communication with Teachers

Teachers can be reached during school hours via phone, voicemail, Fast Direct messaging, or a written note. Parents are asked not to come to the classroom before, during, or after school hours to speak to a teacher without an appointment. Parents should also not call a teacher at home unless directed by the teacher to do so. Teachers will respond to all phone calls, messages, written notes, etc. 24 – 48 hours after receiving the communication from the parent (except over a weekend or holiday).

Newsletter

Newsletters are emailed weekly through Fast Direct to keep parents informed of activities and calendar events. Hard copies of the newsletter may be obtained in the front office. Anyone desiring to put notices in the newsletter must have a written copy of their notice to the office or Fast Direct Mrs. Pat Glassmeyer by Friday afternoon to guarantee inclusion.

Parent Visits

If you would like to visit the school, please contact the school office to make arrangements.

School Phone

Other than emergency situations, we will not call children from class to the telephone. We will, however, convey messages to children. Since the school telephone is used for business, we ask that children not rely on using it. Please work out details such as staying with friends before students arrive at school in the morning. This is a courtesy you can teach your child which will help relieve overcrowded telephones.

Lost and Found

We encourage children to pick up coats, sweatshirts, etc., from the lost and found box located by Room 108. **All items brought from home should be well marked with your child's name.** Unclaimed/ unnamed items are given to a needy organization at the end of each trimester.

Please encourage your child to leave personal items at home. We cannot be held responsible for the loss of a child's personal items.

Forgotten Items

Only in extraordinary emergencies should forgotten items be brought to the child at school. Everyone needs to cooperate to develop a sense of responsibility within our students.

Fees

You will be notified of the fees for such activities as retreats, graduation, sports, Outdoor Education, field trips, labs, etc.

School Advisory Council (SAC)

This committee meets monthly on the second Wednesday at 6:45 p.m. in the school. Agenda items may be submitted to the school principal by any school parent.

Purpose and Function

- The School Advisory Council is established in accord with Archdiocesan policy and the spirit of Canon Law, to assist the pastor and principal in the educational mission of the parish school.
- The School Advisory Council shall use discernment and consensus in assisting and advising the pastor and the principal.
- In the Archdiocese of Denver, all councils are advisory in nature.

Parent Teacher Student Organization (PTSO)

This group is open to everyone. It supports and funds extra activities at the school including: Catholic Schools Week, Teacher Appreciation, Cotillion, projects to enhance student education (computer lab, library books, playground equipment, technology and Field day).

V. BEHAVIOR & DISCIPLINE

Philosophy of Discipline

Our teachers make use of St. John Bosco's philosophy of education and his 'preventive method' of discipline using vigilance, patience, kindness and positive encouragement. This method features a respectful, consistent presence of the staff,

who model appropriate behavior as the children learn self-discipline and cooperation. Learning appropriate behavior is akin to learning in all other areas: it requires many trials before success can be expected.

In this method, children will begin to take responsibility for their behavior as they learn from consequences. This method will always maintain respect for the integrity of the children; they will be recognized for good behavior or will know that they are loved in spite of their unacceptable behavior. Consistency is vital, for children will become familiar with what is expected of them in regards to rules, schedules, etc.

The Role of the Student

Students attend school to develop their individual capabilities to their full potential. To accomplish this, each student at SPPS should:

1. Make a sincere effort to do his/her work.
2. Develop personal standards of conduct that reflect Catholic values.
3. Accept responsibility for his/her own actions.
4. Respect the rights of others.
5. Obey school rules and regulations.
6. Be regular and punctual in attending school.
7. Help maintain school property and keep the school free from damage and defacement.
8. Recognize that the teacher takes the place of the parent in school.

The Role of the Parent

The family is the basic unit of society and parents are the primary educators of their children. It is parents who set the attitudes and values for their children and thus give real meaning to the Catholic education imparted by SPPS. All parents and students are expected to actively practice their religion. This means regular attendance at Mass, frequent reception of the sacraments, family adherence to sound Catholic doctrine, and an awareness of the place of God and the Church in family life.

To assist SPPS in maintaining good education, there must be effective communication between parents, students, teachers and the administration. To help young people develop the self-control necessary to succeed to the best of their ability, parents are obligated to teach, and by example, to develop in their children good habits of behavior as well as proper attitudes towards school. To do this parents should:

1. Recognize that the teacher takes the place of the parent while in school.
2. Teach children respect for law, authority, the rights of others and for private and public property.
3. Share an interest in pupil's progress in both school progress and activities.
4. Insist on prompt and regular school attendance and compliance with attendance rules and procedures.
5. Make every effort to attend parent/teacher conferences.

6. Work with the school in a cooperative effort to carry out recommendations made in the best interest of the children.
7. Comply with the rules of the school concerning pupil conduct and cooperate with school in carrying out disciplinary action.
8. Complete 20 volunteer hours per family.

Student Withdrawal

Archdiocesan Policy 2630

After the school has made attempts to meet their individual needs, students clearly unable to profit from the school by reason of academic and/or behavioral problems or emotional difficulties may be required to withdraw from school.

Student Withdrawal on Grounds of Parental Behavior

Archdiocesan Policy 2660

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 child from the school for any of the following reasons:

- Refusal to cooperate with school personnel.
- Refusal to adhere to Archdiocesan or local policies and regulations.
- Interference in matters of school administration or discipline.
- Public rejection of the laws, norms, and teachings of the Catholic Church.

Schoolwide Standards

1. Be on time.
2. Come prepared to learn.
3. Respect your rights and the rights of others.
4. Work on learning.
5. Ask for help.
6. Speak and act with Christian values.

Manners and Essentials

Students are expected to exercise courtesy, respect, and good manners at all times. This is an important part of a Catholic character and personality. The following is a very basic list we try to implement and practice at Sts. Peter and Paul to support what is being taught at home. As the need arises, other items are taught and emphasized.

1. Greet any adult, or fellow student with "Good Morning", "Hello", or "Welcome to Sts. Peter & Paul School." (If you know the person's name, use their name with the greeting)
2. Answer any adult with "Yes, Ma'am" or "No, Sister", or the answer with the adults name. Never say "yeah?", "huh?", or "what?"
3. When called from a distance, go to the person calling you. Do not answer while walking away or yell from another room.

4. Use "pardon me" or "excuse me" when you have not heard something. Use this also when stepping in front of anyone, whether adult or your own peers.
5. Step back from the door to allow an adult to enter first. Hold the door open if you arrive before the adult. Gentlemen also hold the door, and let the ladies enter first.
6. Offer to help carry books, packages, etc., for your teachers, staff members, Sisters, etc., unless you are managing your own heavy objects. Do the same at home for parents or other adults.
7. Never read items on teachers' desks. Never open envelopes addressed to someone else, especially your parents or teachers. This is illegal as well as showing a great lack of respect.
8. At table:
 - a. elbows off the table and seated correctly in the chair;
 - b. take small bites and chew with mouth closed;
 - c. swallow before speaking;
 - d. don't play with food;
 - e. keep place neat; remove trash, food leftovers, and plates before leaving cafeteria, and ask to be excused from the table before leaving
9. Always say "thank you" when you are given something.
10. Know all teachers' and staff members' names and greet them when you see them.

Male-Female Relationships

God designed male-female relationships to be special and wonderful. Such relationships should be wholesome and God-glorifying. At Sts. Peter and Paul School, we intend to lay a foundation for students in the area of male-female relationships that will enable them to enjoy a lifetime of fulfillment and righteousness. We strongly encourage parental interest and counsel in these matters. The main responsibility for modeling and teaching male/female roles and relationships rests with the parents. They can expect the Catholic school to reinforce and support Catholic values.

- It is important during these years that male-female companionships include a variety of social contacts with many members of the opposite sex. We encourage frequent social times of wholesome fun, recreation and fellowship.
- Students should refrain from public displays of affection on campus and school-related activities on and off campus.
- Should improper relationships develop; the students involved will be counseled. Should they continue parents will be notified and a conference may be held to help correct the situation, always keeping in mind the best interest of the students.
-

Discipline Procedures

(Archdiocesan Policy 2500)

The development of mature, responsible, and respectful individuals is a high priority for SPPS and this is reflected in the discipline of the school. It is necessary to develop attitudes and habits of self-discipline fostered within the educational programs of the school and encouraged in the home. It is also important to provide structures/limits within which the students conduct themselves.

In order to maintain proper discipline, certain regulations must be imposed. In the interest of good order and proper instructional atmosphere, the cooperation of both parent and student is essential.

Teachers are responsible for determining the specific behavior guidelines in their classrooms. In general, students are expected to:

- Respect and obey legitimate authority
- Treat others with respect
- Respect the school's and others' property
- Not be involved in rough playing or fighting
- Not use inappropriate language- written or spoken
- Not use vulgar gestures or bring inappropriate material of any kind
- Not use or bring harmful or illegal substances to school
- Not be in possession of a weapon or an object which could be used as a weapon on school grounds.
- Not chew gum anywhere on school grounds
- In general, not bring or have anything in class that takes away from their own or others' education and the teaching/learning that is to take place in the class.

Schoolwide Behavior Policy for 4th through 8th Grade

Christian behavior is expected from our student. There are times, however, when formation in Christian expectations needs a direct approach. In order to accomplish this, a school wide policy is in place.

When necessary the students will receive a reminder of the behavior that is expected. If more guidance is needed, a *caution* will be given. *Cautions* will serve as a second reminder. When a *caution* is received the student will write out a short explanation of why he/she received a *caution*. This is to assist the student in taking responsibility for his/her behavior. Both the teacher and the student will sign will sign the note. This *caution* is taken home for the parents to sign and brought back the next school day. It is our hope that the need to sign the *caution* will bring dialogue between the student and his/her parent so that the desired formation takes place. If the note is not signed and returned the following school day, the student will inform a parent by phone and a consequence for the reason of the original *caution* will be given. Thirdly, if the unwanted behavior continues, a detention and/or consequence that promote the virtue desired will be given. The parent is again notified by phone by the student to let him/her know that he/she has not shown proper behavior and

will be receiving a consequence. (Please know that in some instances more than one student will receive a *caution*, consequence, no matter who started the inappropriate behavior.) On the third consequence for similar inappropriate behaviors, students will receive an in-school suspension. An at-home suspension will be given if circumstances warrant such an action. Although this structure is in place, when deemed necessary, any step prior to suspension/expulsion may be omitted. The principal reserves the right to make all judgments concerning the discipline policy. Our desire is to help our children with the virtues that are needed in life. This process is to be formative, not punitive.

Judgment of the Principal Prevails

In the absence of specially defined behavior and/or accompanying disciplinary action the judgment of the principal prevails. Harassment (Wheat Ridge City Code Sec. 16-107)

It is unlawful for any person with intent to harass, annoy or alarm another person, to:

- a) Strike, shove, kick or otherwise touch a person or subject him to physical contact.
- b) In a public place, direct obscene language or make an obscene gesture to or at another person where such language or gesture causes injury or tends to invite an immediate breach of the peace.
- c) Follow a person in or about a public place or places.
- d) Initiate communication with another, anonymously or otherwise, whether in person or by telephone, email or social media in a manner intended to harass or threaten bodily injury or property damage, or which includes any comment, request, suggestion, or proposal which is obscene.
- e) Make a telephone call or cause a telephone to ring repeatedly, whether or not a conversation ensues, with no purpose of legitimate conversation.
- f) Make repeated communications at inconvenient hours or in offensively coarse language.
- g) Repeatedly insult, taunt or challenge another in a manner likely to provoke a violent or disorderly response.
- h) Commit any two (2) or more of the acts specified in this section against the same person.

Student – To – Student Harassment Policy

Archdiocesan Policy 2610

Sts. Peter and Paul School strongly disapproves of and has no tolerance for student-to-student harassment of any kind. All students must avoid offensive or inappropriate behavior toward peers at school including school grounds, parking lot, school sponsored activities, field trips and all parts of school buildings including hallways, classrooms, restrooms, entryways and lockers.

This policy prohibits any verbal, physical or visual conduct on the part of students that has the purpose or effect of substantially interfering with an

individual's academic performance or of creating an intimidating, hostile or offensive education environment.

Reporting

Teachers/Administrators will investigate all complaints and will endeavor to handle each complaint expeditiously in a professional manner so as to respect the rights of all parties concerned.

Suspension

Archdiocesan Policy 2560

Suspension is defined as a temporary dismissal of a student 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.

The following directives shall be observed:

- a) Only the principal or assistant principal in the principal's absence, with the consent of the pastor in elementary schools or in his absence the Office of Catholic Schools, has the authority to suspend a student.
- b) A student shall be suspended for no more than five school days.
- c) Parents shall be informed of the reasons and decision for the suspension before the child is removed from school.
- d) A conference shall be held with the parents, either before or after the student is placed on suspension.
- e) A written record including date of the suspension, reasons, and notes relating to the conference with the parents and terms and conditions of the suspension shall be signed by the parent and principal. A copy of the record must be kept in a file separate and apart from the student's permanent record.
- f) As a remedial measure, the student should be provided with some type of assignment to be done during the days of suspension. Credit for work completed during the suspension will be determined by local school policy.

The school reserves the right to SUSPEND or DISMISS any child whose CONDUCT and/or INFLUENCE is considered DETRIMENTAL to the best interest of the school or injurious to the WELFARE of the STUDENT BODY or STAFF. SPPS will not be responsible for the welfare of any child who leaves school property without permission, disregards school safety, or in any way violates general school rules.

A temporary forced withdrawal of a pupil from school. The work and time missed by a suspended student is to be made up in a method decided upon by teacher, parent and principal. Offenses which merit suspension: disobedience; fighting; truancy; theft, smoking; no improvement after a third warning for showing

disrespect by word or action; repeated disregard for the philosophy and the objectives of the school; cheating; harassment of any nature, graffiti, vandalism, bullying, and any other offense at the discretion of the principal.

During the time of suspension, the student will have assigned work. This work is to be turned into the teacher on the day the student returns to class.

Probation

Archdiocesan Policy 2600

A student may be placed on probation by a principal for a specified time for serious or continued misconduct or serious academic deficiency. All new students serve a probationary period for one trimester. If there is no improvement in academics or behavior, and the program has been appropriately monitored and adjusted to meet the student's ability and the school's behavioral expectations, the principal will then evaluate the student's continued enrollment at SPPS.

Expulsion

Archdiocesan Policy 2600

Expulsion is a permanent withdrawal of a pupil from school. Offenses which merit expulsion include, but are not limited to: possession of a weapon (*Archdiocesan Policy 2621*); continued and willful disobedience and defiance; physical assault; destruction of school property; possession of alcohol or drugs; and other offenses which merit expulsion at the discretion of the principal.

A student who persistently commits transgressions will be expelled from school after proper procedures have been followed as outlined by the Archdiocese.

Tobacco, Alcohol and Other Drugs

Archdiocesan Policy 2620

Possession and/or use of tobacco, possession, use, 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 of the proper authorities.

E-Mail and Internet Use

Archdiocesan Policy 4030

Background and Access

The Internet is an electronic highway connecting thousands of computers all over the world, and millions of individual subscribers. As our school is linked to the Internet, a world of educational opportunity awaits our students. Sts. Peter & Paul School has direct access to all materials available on the Internet. Adult supervision is required for student's use of the Internet. Teachers give specific instructions to students regarding Internet use. On a global network, it is impossible to control all materials, and an industrious user may discover controversial information. Therefore,

permission to use the internet is required before a student may have access privileges.

Goals

- to promote educational excellence by facilitating communications
- to lead our community toward effective communications and research in the world today
- to promote Christian principles in communication and ethical use of all electronic media

Student Responsibilities

- to follow teacher instructions regarding Internet use
- to recognize that Internet use is a privilege, not a right

The Principal will deem what is inappropriate use, and the decision is final. There is no appeal process. The Principal may withdraw the Internet privilege at any time for violation of this policy.

Standard of Behavior for Computer & Internet Use

- a) Staff and students will use the Internet for activities in support of education and research, consistent with the educational objectives of Sts. Peter and Paul School.
- b) Users shall not reveal their personal home address, phone numbers (cell phone numbers included) or personal information about anyone else. Users' personal identifier on any e-mail must use the school address only.
- c) An act of vandalism will result in immediate cancellation of privileges and disciplinary action. An act of vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet data, make equipment or software alterations, and upload or create computer viruses. No software or disk (without permission from the technology coordinator) of any kind may be brought for use in any school computer. All school software must be properly purchased or donated, including licenses.
- d) Passwords assigned to a student must remain confidential to that student only and may not be shared with anyone other than the technology coordinator. If a student reveals his or her password, the coordinator will recommend disciplinary action the Principal will deem what action will be taken.
- e) Transmission of any discriminatory material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, discriminatory, threatening or obscene materials, or material protected by trade secret.
- f) All computers at the school are school property. The school and/or the Office of Catholic Schools reserved the right to view e-mails sent from or to the school and/or any Internet sites accessed on school computers.

Dishonor to School: Public Scandal

Christian example and deportment is expected of all students while in attendance at school, extracurricular, and non-school related events or activities.

Students in Sts. Peter and Paul School should be models of mature, responsible, Christian behavior. Conduct unbecoming of a Christian student, whether inside or outside of school, may be reason for dismissal from school.

Note: Students in serious violation of policies shall be subject to disciplinary consequences, suspension, and/or expulsion. The final judgment in such matters is left to the discretion of the Principal and/or Assistant Principal in consultation with the Pastor.

Cheating/Plagiarism

Cheating and plagiarism are very serious offenses. They not only destroy the self-confidence of the individual involved, but also undermine her/his relationships with teachers and peers.

Cheating is defined as not performing the required activity at the time, in the manner, and/or in the place designated by the professional faculty member in charge of the activity.

Plagiarism is defined as submitting work as one's own which has not been properly cited from sources (e.g. sources including photographs, pictures, video clips, audio clips, and Internet sources) or is the work, in whole or in part, of another person or persons.

If a student receives help on a homework assignment, test, quiz, or any other class requirement, both the student giving the help (answers, information, etc...) and the one receiving the help are guilty of cheating and/or plagiarism. Both students will receive the consequences associated with their actions.

If a teacher discovers that a student is cheating on a test, quiz, assignment, etc... the student(s) should be sent to the Principal immediately upon discovery of the cheating incident.

Automatic consequences for cheating and/or plagiarism are:

First offense

- Zero on the assignment
- The offense is recorded as an infraction in the student's discipline record
- Student receives a consequence

Second Offense

- Zero on the assignment
- The student and his/her parents must attend a conference with the Principal and teacher.
- Automatic suspension for one day.

Third Offense

- A third cheating/plagiarism offense is considered grounds for withdrawal/expulsion.

Controversial Issues

Archdiocesan Policy 4300

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, when this doctrine is relevant to any controversial issue being considered

Political Issues

Archdiocesan Policy 4310

The teaching of political matters should evoke faithful citizenship, and 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 and students in the building, in the name of the school or during school sponsored activities.

The posting of political materials in Archdiocesan schools is strictly prohibited.

VI. ATHLETICS

Catholic Schools Athletic League (CSAL)

Archdiocesan Policy 4180

CSAL is designed, “to contribute to the mission of the Catholic Schools, and to the health, well-being, citizenship, and character development of the youth of the League.” Each participant is expected to display Christian principles of fair play, courtesy, self-control, and sportsmanship-like feelings for the opposing team or school. These principles shall not be sacrificed in the desire to win. Basic to this is the duty of the host school at any athletic contest to take every possible measure to assure courteous, friendly, and fair treatment to visiting players, school officials, spectators, and game officials. (CSAL By-laws, Article 1)

Coaches will be responsible for assuring that each rostered player have equitable play time if they have met practice responsibilities and are not losing time due to discipline.

Athletic Committee

This committee meets once a trimester before each new sports season. If you have suggestions on how we could improve, we would like to hear from you.

Sports Programs Offered

<i>Sports Offered</i>	<i>BOYS</i>	<i>GIRLS</i>
Softball		JV/Varsity/Widget (Aug. – Oct.)
Basketball	JV/Varsity/Widget (Nov. – Feb.)	JV/Varsity/Widget (Nov. – Feb.)
Baseball	JV/Varsity/Widget (March – May)	
Volleyball	JV/Varsity (Aug. – Oct.)	JV/Varsity/Widget (March – May)
Cross Country	JV/Varsity (Aug. – Oct.)	JV/Varsity (Aug. – Oct.)
Golf	JV/Varsity (Meet - September 8th)	JV/Varsity (Meet - September 8th)
Bowling	JV/Varsity (Tournament - Nov. 8th)	JV/Varsity (Tournament - Nov. 8th)

- Widget – 3rd and 4th grades
- JV – 5th and 6th grades
- Varsity – 7th and 8th grades

All athletes are required to have a physical exam and submit a parental permission and medical authorization form before playing on a CSAL team. A signed physician’s statement is required before receiving a sports uniform.

Sportsmanship

- If the CSAL program is to reflect Christian attitudes and values, then sportsmanship must be emphasized by all coaches. Taunting or baiting will not be tolerated. Coaches and their teams should shake hands with the other team before and after each contest. Coaches should set goals with their teams emphasizing sportsmanship and should discuss proper conduct with their teams. Players should be rewarded for displaying good sportsmanship and disciplined for poor sportsmanship.
- Avoid running up scores. Children have more fun when the contest is close and there is a chance for either team to win the game. There is no place in CSAL for humiliation of an opponent. Coaches must treat seriously the obligation not to humiliate opponents.
- Respect for game officials is a must in good sportsmanship. Coaches or players may not agree with officials calls, however, they should never shout instructions and criticism or show disrespect to the officials. Often, our players are learning to play. Officials should never be approached by coaches, players or spectators after a contest for explanations or comments. Coaches may contact their athletic director if they have concerns about an official.
- CSAL programs are not spectator sports for the benefit of coaches and parents; they are youth programs. The game is to be enjoyable for the child. To do this, coaches must always coach in a positive manner by praising and instructing and not shouting negatively or demeaning the players, by building and not destroying self-esteem. Coaches must not over emphasize winning, but emphasize the skill and social aspects of sports. Parents must be supportive of their children, without placing undue pressure on them to succeed, and should cheer positively at games.
- Coaches should play each child as much as possible and not focus all attention on star players. No child should be labeled a “three minute player”. Every player should start at least one game during the season.

OUR PROGRAM IS FOR YOUR YOUTH NOT PARENTS.

Please request a sportsmanship report form from the office if any violation is noted.

Our coaches are all VOLUNTEERS! If you are interested in coaching or know someone who is willing to coach at our school, please get in touch with someone on the Athletic Committee. Our programs are paid for by fees paid for each sport, fund raising events and Dragon Boosters. No money comes from the school or parish to maintain this program.

FEES – Athletic fees are paid by parents at the outset of each sport. \$60.00 per sport unless the family is a member of the Dragon Boosters, then the fee per sport is \$40.00. Dragon Boosters is \$50.00 per family per year. There is a \$20.00 uniform fee per child per year. This is refundable at the end of the season or year once all uniforms are returned. Scholarships are available upon request with the principal.

Eligibility Policy

Eligibility for all extracurricular activities will be determined by academic and/or behavioral performance. Students and parents should be aware of the following policy:

- a) Students must maintain a “C” average in **every** subject, including Specials.
- b) Students must exhibit behavior that is reflective of school standards and Gospel values. Students must not have a “U” in citizenship or work habits or have had in-school or out-of-school suspension.
- c) Eligibility will be checked weekly during a sport season or during the time period of an extracurricular event.

The teacher and/or Athletic Director will notify students and parents at the beginning of the week if the student is ineligible. Students will be ineligible for one week (practices and games) until the following week when a new evaluation will occur.

Exceptions may occur based on the discretion of the Principal. The homeroom teacher or principal will notify the Athletic Director who will then inform coaches immediately. If at any time a student’s behavior performance is deemed to be not meeting school standards, the principal reserves the right to render that student ineligible until the situation is rectified. (For example: poor grades due to illness.) The Principal will notify the Athletic Director who will then inform coaches immediately. If at any time a student’s behavioral performance is deemed to be not meeting school standards, the Principal reserves the right to render that student ineligible until the situation is rectified.

Concussion Guidelines

Archdiocesan Policy 2190

Catholic schools are dedicated to a caring and orderly environment where students are provided safety in a community of faith. Sports and physical activity are a great way for children and teens to stay healthy and grow in virtue. Medical researchers have discovered that young athletes, especially children and teens, don’t often recognize their own limitations; especially when they have a concussion.

This policy, based on the Colorado Jake Snakenberg Youth Concussion Act, applies to organized athletic activities for each public and private middle school and high school. It requires each coach of a youth athletic activity that involves interscholastic play to complete an annual concussion recognition education course.

The following steps provided by the Centers for Disease Control and Prevention are **REQUIRED** to be taken by the coach or supervisor whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion.

- a. Remove the athlete from play immediately.
- b. Inform the athlete’s parents or guardians about the possible concussion. Give them the CDC fact sheet on concussion for parents
- c. Ensure that the athlete is evaluated by a health care professional.

- d. Keep the athlete out of play and practice the day of the injury and until a health care professional, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent

VII. OTHER PROGRAMS & ACTIVITIES

School Sponsored Activities

(Archdiocesan Policies 2700)

School-sponsored social activities may be held with the approval of the pastor and/or principal/preschool director. All school-sponsored social activities will be appropriately supervised by faculty members and parents.

Extended Day Program – School Age Students K – 8th

The primary purpose of this program is to make available a much needed service, as well as provide a creative academic and recreational experience for our students. The Extended Day Program is available only to the students of SPPS. It is offered every day that school is in session, including minimal days. Hours are 6:30 a.m. to 6:00 p.m. The children should bring a lunch on the minimal days. Beverages and snacks will be provided. For further information please call Bridgett Hooper at the Extended Day Care 303-424-0402 ext. 2103.

Student Council

The purpose of Student Council is to serve the needs of the students, teachers and school in general. It is also to build a sense of the democratic process with the students and to develop a practical sense of rights and responsibilities. The council is made up of Officers and Commissioners elected from the 8th grade class and one representative from each of the homerooms.

Junior Great Books

This is an extra-curricular reading and discussion program which is offered to children who are eligible scholastically. The program is designed specifically to enrich the intellectual life of the child. The rewards to be derived from such a program are invaluable.

Children's Mass

Students in grades 1-8 will celebrate Mass on Mondays and Fridays at 8 a.m. It is important to be at school promptly at 7:45 a.m. daily. Preschool, pre-kindergarten, and kindergarten students attend the school Mass on Fridays and solemnities of the Church.

The faculty and students of Archdiocesan schools shall participate in daily prayer and other devotions. School must provide liturgies on Holy Days. Traditional devotions include the Rosary, Stations of the Cross, Benediction and May Crowning are provided. No one is exempt from participating in religious observances that are deemed part of the school program. *(Archdiocesan Policy 4120)*

Sacraments

An integral part of the spiritual and academic formation which your child receives here at SPPS is preparation for the sacraments of the Church which are powerful gifts God gives His people. The sacraments are nothing less than God's gift of His divine life. He gives Himself to us in order to prepare us for the eternal life of heaven and for carrying out His word in the world. All students preparing to receive a sacrament for the first time receive both classroom and home instruction in the meaning and power of that sacrament. We urge you to be fully involved in this process of education in the sacraments by attending parent sessions when they occur.

FIRST RECONCILIATION (CONFESSION) Preparation for this Sacrament begins in second grade. Much of the catechesis will take place in the classroom with parents playing an important role with catechetical formation in the home. It is so important that parents involve themselves in helping their child with the home materials provided. Parents help their children to understand the reality of sin in their children's lives and the abundant forgiveness which is offered them in the Sacrament of Reconciliation. Your child's First Confession will be celebrated during the season of Lent, prior to their celebration of First Communion.

FIRST COMMUNION AND CONFIRMATION - The ordinary time of instruction for First Communion and Confirmation is the third grade. Your child's teacher will communicate any and all supplemental activities that will enhance sacramental preparation.

BAPTISM - Periodically, there are Sts. Peter and Paul students who have not been baptized. Parents desiring Baptism for their child are invited to contact the Director of Religious Education at the parish office. Each child will be prepared individually to determine the catechesis needed in understanding the Sacrament. When your child is ready, a special time for the celebration of Baptism will be arranged.

Special Events

Throughout the year, Sts. Peter and Paul hosts special events that build community. Please refer to the school calendar and newsletters for details.

Cotillion - Seventh grade parents plan, organize and present this special evening for eighth graders and their parents. There is a theme, dancing, dinner.

Graduation Reception – Eighth grade liturgy /graduation is followed by a cake/punch reception in McMahon. Seventh grade parents host this event.

Parties/Treats

On each major holiday: Halloween, Christmas and Valentine's Day, certain classrooms celebrations are arranged by the teachers and room parents with approval of the Administration. These occasions are kept simple here at Saints Peter and Paul School. Always check with the teacher before making any plans or purchases. End of the year parties are at the discretion of the teacher.

BirthDay Treats Children may have a class treat for their birthday. The teacher will distribute these at an appropriate time. Please notify the teacher in advance. Please keep treats as nutritious as possible and avoid foods containing nuts or high sugar content.

Fundraising Projects/Revenue- All In Program

(Archdiocesan Policies 5040, 5050 and 5090)

Tuition payments alone do not suffice to financially support the school. All school families are expected to support school fundraisers as means allow. Sts. Peter and Paul fundraisers include: Grocery Certificate Sales, Amazon Smiles, Dinner/Dance/Auction, Cool Duo 5K. Other activities are chosen by special interest groups to provide funds for special school activities.

No organization may promote a fundraising project in the school's name without prior approval of the school principal/director and pastor.

All funds collected by the various activity groups of the school shall be deposited in an authorized school/parish account. Those funds shall be disbursed by the school in the approved procedure for purchasing and disbursement. At all times the school will comply with the Internal Revenue Service (IRS) guidelines that address fundraising and volunteer hours.

Sts. Peter and Paul School 2017 -2018 Tuition Policies

(Archdiocesan Policies 5010 and 5020)

Registration fees are non-refundable.

Payment Plans:

1. PRE-PAYMENT is due August 4th 2017. A 2% discount will be given if the total tuition due is paid-in-full by this date. **There will be no exceptions.** This pre-should be made through FACTS. (NSF checks will be charged a \$30.00 processing fee will be assessed.)
2. MONTHLY PAYMENTS must be made through FACTS Management Tuition Program. FACTS will debit the bank account of your choice either on the 5th or 20th of each month. If FACTS is unable to collect your monthly payment a \$30.00 fee will be debited from your account for the nonsufficient funds (NSF). FACTS will try to assess the tuition payment 14 days later. If a second NSF occurs a \$25.00 late fee will be assessed for Sts. Peter and Paul.

Delinquent Payments:

1. Payments not received on the due date are considered delinquent.
2. Once the account is delinquent, a call or letter will be sent to the parent(s) giving notification. They must contact the Principal or Parish Business Manager within one week of the post mark of the letter presenting a plan of action on how and when payment will be forthcoming.
3. If not resolved subsequent to the meeting, the Finance Council reserves the right to suspend student(s) from enrollment.
4. A family with a delinquent account will be denied registration for the next school year until the delinquent account is paid-in-full. Any family, who has lost "current status" due to a delinquent account, will have to follow "new family" registration procedures.
5. If a family with a **child in the 8th grade** has a delinquent tuition account, the tuition account must be paid-in-full by the first week of May, such student(s) will be denied participation in the cotillion and graduation activities.
6. If the family has **any** past due accounts owed to the school or if all required fees are not paid the child's name will not be placed on a class list at the beginning of the school year.

The Finance Council reserves the right to send a delinquent account to a collection agency for payment at the parent's expense. A family sent to a collection agency may not enroll or return to Sts. Peter and Paul's school.

CSAF – CATHOLIC SCHOOLS ASSISTANCE FUND

CSAF funds are given to our school (not the family) as a sign of the joint commitment to Catholic education as offered through the Archdiocesan School System. There are TWO methods in which to qualify for a Modified Tuition Rate – 1)As an Active Parishioner at Sts. Peter & Paul Parish; 2)As an Active Parishioner at another Archdiocesan Parish.

ACTIVE PARISHIONERS POLICY at STS PETER & PAUL

In order to qualify as an **ACTIVE parishioner of Sts Peter & Paul Parish** with regard to a Modified tuition rate, the family **MUST** fulfill ALL four criteria (Archdiocesan Policy 5100) and complete the form.

- a) **BE REGISTERED at STS PETER & PAUL PARISH for at least SIX MONTHS** (Registration forms may be obtained in the church vestibule or Parish Office).
- b) **ATTEND SUNDAY MASS regularly at STS PETER & PAUL PARISH.** As Catholics it is our obligation to attend Mass every Sunday and Holy Days of Obligation. Parents are encouraged to give this witness of their Catholic faith to their school children. Sunday Mass attendance is the main criteria for status as a Sts Peter & Paul Parishioner.
- c) **CONTRIBUTE to the Offertory of STS PETER & PAUL PARISH on a REGULAR basis.** One facet of Stewardship is returning our treasure to God. Many Catholics tithe 10% to their parish. All are encouraged to make a sacrificial gift. School families **MUST** use Parish OFFERTORY

ENVELOPES on a weekly basis because this is the most efficient way to provide routinely, updated documentation. However, a more important reason is to combine SCHOOL families with the PARISH families and to celebrate Mass as a whole community.

- d) **PARTICIPATE in the Stewardship Ministries of STS PETER & PAUL PARISH in some way.** Another facet of Stewardship is returning to God the gift of our time and talent. Our parish offers many opportunities for service and activities for the individual and the family.

ACTIVE PARISHIONERS AT AN ARCHDIOCESAN PARISH (other than Sts. Peter & Paul)

In order to qualify as an **ACTIVE parishioner at another parish** with regard to a Modified tuition rate, the family **MUST** complete the form signed by your Pastor in fulfilling *Archdiocesan Policy 5100*.

Financial Aid

Sts. Peter and Paul families may apply through FACTS for parish assistance. All families desiring financial assistance must be registered and meet eligibility criteria and deadlines as set by the parish. Seeds of Hope, ACE and other scholarship agencies require separate applications and should be applied for in the spring when the registration process begins.

Discretionary Clause/Right to Amend

The specific Archdiocesan policies identified in this handbook are summaries only. For complete copies of the policies referenced, refer to the Secretariat for Catholic Schools Administrators' Manual. In the event of any conflict between the summary and the complete policy, it is the Administrators' Manual that governs.

Certificates of Insurance

A Certificate of Insurance should be obtained from:

- All outside contractors
- Janitorial services employed at your parish
- State Department Officials of Community Service Programs
- Organizations renting your Hall, Auditorium or Gym for special event
- Individual families who rent/use facilities for wedding receptions, family reunions, anniversary parties or other similar activities
- Knights of Columbus, American Legion or other similar organizations who use parish facilities of meetings or fundraisers
- Sport teams on non-parish sponsored sport classes.
- Rides, booths and amusement companies at your bazaar
- Snow removal services
- Caterers, food services
- People or organizations with long term leases for the use of your property

The Archdiocese of Denver and the individual parish or agency should be named on their certificate of insurance as "Additional Named Insured". The Certificate should be send to Risk Management for review.

If you need to furnish proof of insurance to others, call Risk Management at 303 718-3208 for a Certificate of Insurance. If Risk Management is not available, call Catholic Mutual at 800 228-6108, ext. 313.

NOTE: Parent/Student signed Handbook Agreement form must be on file in the school office.