



**DIVINE
REDEEMER**
CATHOLIC SCHOOL

**Student and Parent
Handbook
2019-2020**

**Challenging Students Through
Faith, Academics and Service**



*For where your treasure is, there your heart will also
be. Luke: 12:34*

**Divine Redeemer Catholic School
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Dear Parents and Students,

“In a cultural climate in which moral norms are often thought to be matters of personal preference, Catholic schools have a crucial role to play in leading the younger generation to realize that freedom consists above all in being able to respond to the demands of the truth.”

— **SaintPope John Paul II**

Welcome to Divine Redeemer Catholic School! In choosing Divine Redeemer, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Divine Redeemer Catholic School for the 2019-2020 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Divine Redeemer during the 2019-2020 school year.

The faculty and staff of Divine Redeemer look forward to working with you to promote spiritual development and academic excellence in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

In Christ,

Kari Smith
Principal, Divine Redeemer Catholic School

Who We Are

Divine Redeemer Catholic School is a Pre-school through Grade 8 Catholic Elementary and Middle School under the United Catholic Schools of the diocese of Colorado Springs. Our curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Divine Redeemer, we are attempting to "teach as Jesus did."

Our current curriculum standards were formed by adapting the Colorado State Standards and the Core Knowledge Sequence and then blending the two. Since the release of the CCSS we have begun the process of evaluating, adapting and blending those standards that support our mission and academic goals with our existing standards through a Catholic lens. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

HISTORY

Divine Redeemer Catholic School opened for the first time on September 7th, 1956. It was formally dedicated by Archbishop Urban Vehr on October 17th, 1956. The order of the Sisters of Charity of Cincinnati agreed to staff Divine Redeemer for its initial years, and Sr. Francis Assissium was the first principal. During its first year, Divine Redeemer served students in grades 1-6. Seventh and eighth grades were added in the next two school years. Divine Redeemer's first eighth grade class graduated in 1959 with a total size of 32 students.

Today, a genuine sense of faith and community is present throughout the school. We have had many accomplishments and challenges in our 60-year history, but we know that our school continues to set the standard for Catholic education. We know that our school's success is because of the hard work, prayers, and dreams of our predecessors, and we remember and celebrate those who built and shaped our school.

MISSION STATEMENT

The Divine Redeemer Catholic Community unites in word and example to challenge students through faith, academics, and service to live the values of the Roman Catholic Church in a changing world.

SCHOOL PHILOSOPHY

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

THREE PILLARS OF EDUCATION

There are three Pillars of an education at Divine Redeemer Catholic School. Each Pillar is embodied by a Latin term. Students and parents are asked to uphold these pillars, and seek to integrate them into their daily actions and communications at Divine Redeemer. The Three Pillars of Education are the Latin expression of the core of our Mission Tag Line, "Challenging students through faith, academics and service".

The Pillars are as follows:

Studio (study): A commitment to academic study and intellectual pursuits.

Votum(prayer): Placing God, prayer, and faith at the core of every action, thought, and belief.

Hospitium (community): Working together in a Christ-like manner for the good of God's creation.

ACCREDITATION AND LICENSING

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

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

Divine Redeemer's preschool and elementary schools' before and after school care programs are licensed by the Colorado Department of Human Services.

SCHOOL ADVISORY COUNCIL

The School Advisory Council is comprised of the Pastor, Principal, Vice-principal, parents and stakeholders who provide the pastor and principal with insight on school policy and evolving issues and strategic planning. The council is representative of the school population, parent community and the mission, vision and philosophy of Divine Redeemer Catholic School. The council is not a grievance board and does not have decision-making power. Members serve as a sounding board for the administration and as a resource to the school community to present comments, issues, and suggestions for consideration. A number of subcommittees assist in the positive growth and enrichment of the school each year. Nominations are accepted each spring for openings on the council. Parents and teachers are invited to observe the quarterly school advisory council meetings.

PARENT TEACHER COMMUNITY ORGANIZATION (PTCO)

The **PTCO** is comprised of parents, teachers, and the school administrator who support the mission of the school through service, special projects, family social events, and fundraising efforts. Parents and teachers are encouraged to attend all general meetings.

Parents As Partners

As partners in the educational process at Divine Redeemer Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code and appropriately for the weather;
- Is provided with proper hygiene, nutrition and rest each day;
- Completes assignments on time;
- Is encouraged to read at home no less than 2 hours per week and
- Has lunch money or nutritional sack lunch every day.

Attend all required conferences and communicate with my child's teacher to monitor progress and to clarify questions and concerns;

Pay all tuition and fees in a timely manner and per the tuition contract terms;

Participate at the school or at home in activities of benefit to the school;

Participate in school fundraising activities; most especially the Annual Gala/Auction/Raffle;

Complete the Safe Environment Training and/or refresher as required;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school office of any changes of address or important phone numbers;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To read school notes, emails, and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

Parent's Role in Education

We, at Divine Redeemer Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Divine Redeemer Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Divine Redeemer, we trust you will be loyal to this commitment. During these formative years (Preschool-8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and

discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

VOLUNTEERING COMMITMENT

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

Each volunteer who works directly with children is required to go through a criminal background check and training program, as mandated by the Catholic Diocese of Colorado Springs. All volunteers are expected to dress appropriately. Clothing should be modest and neat.

Each Divine Redeemer family is expected to contribute at least 25 volunteer hours per school year. The exact nature of this service can take many forms. Contact our volunteer coordinator, Trish Faber at tfaber@divineredeemer.net for volunteer opportunities.

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

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

THE SCRIP PROGRAM

Divine Redeemer has an established Scrip Program which allows families to earn tuition credits after fulfilling their Scrip commitment. Families are required to fulfill a minimum of \$300 in Scrip profit by the end of each calendar year (Jan-Dec). Parents may “opt-out” of their Scrip commitment by making a one-time payment of \$300, at any time during the year. Families are responsible for paying any remaining Scrip balance before they can re-register for the next school year. Families who earn over \$300 in Scrip profit receive 80% of their profit towards their tuition for the next school year.

All Scrip commitments are considered **overdue** on 1 March of the following calendar year, and balances must be paid at re-registration or by 1 March in the Scrip Office. Final family update reports are sent out before re-registration. After 1 March, a late fee of \$10 will be added to the balance owed each month. **Scrip accounts must be settled before your child can re-register or participate in 8th grade activities.**

ACADEMICS

CURRICULUM – INSTRUCTIONAL PROGRAM

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

The Office of Total Catholic Education provides courses of study/curriculum guides for mandatory use in all Diocesan schools. Divine Redeemer Catholic School follows the Diocese of Colorado Springs' curriculum for Mathematics, Language Arts, and Religion. It follows a combination of the Core Knowledge Sequence, state standards and Next Generation science standards for Science and Social Studies.

The Common Core State Standards developed by the National Governors Association (NGA) and the Council of Chief State School Officers (CCSSO) is the latest generation of standards to be introduced. For both political and academic reasons these standards are receiving much attention. The Catholic schools in the Diocese of Colorado Springs are reviewing and adapting these standards like we have all others, through a Catholic lens. While the standards are not perfect there are some aspects that have merit. In math, fewer concepts are presented annually so students will have true understanding and automatic recall of basic facts to promote problem solving. This approach is used internationally by countries whose students consistently outperform U.S. students on international math tests. We are studying these standards and will adapt and include those standards that support our mission and academic goals.

Catholic schools partner with parents as the primary educators of their children and their input is valued. Most textbook companies rewrite textbooks on a multi-year cycle but currently many of the companies have rewritten their textbook series to align with the mandated Common Core State Standards. Our schools have or will purchase some of these series. We will continue to promote Classical literature through the careful selection of novels to support each grade level curriculum and our faith. Though text books may include examples, questions or activities which do not align with our Catholic values, we are not bound to, nor will we include such material for discussion or assignments. It will, however take time to identify all such material and to that end we will establish a review committee and process with which to screen textbooks. Educators and parents may submit items for review by the committee to make sure they align with our Catholic values and approach. Please contact your principal if you want an item reviewed.

Our Catholic schools are not adopting the Common Core State Standards or any set of standards in their entirety. The current standards are a compilation of Colorado State Standards, the Core Knowledge Sequence, the Common Core State Standards and we will continue to evaluate and adapt standards that have been identified as academically more rigorous than the current common core standards. We are not adopting the suggested reading (Appendix B) from the CCSS and will continue to incorporate Classical Literature and the Lives of the Saints on our required reading list. We receive no financial incentive to adopt standards and we are not required to take the test mandated for public schools. We will continue to take the IOWA Assessments. The current curriculum in our Catholic school is based on standards that meet our Catholic mission and academic goals. Mission, faith, credible research, and our educational expertise will be used to inform our decision-making process as we partner with parents to prepare our students minds for tomorrow and their souls for eternity.

It is the mission of Divine Redeemer to educate the whole child: mentally, physically, socially, emotionally, and spiritually. Divine Redeemer has established a long tradition of providing an excellent education to young

people. All students K-8 receive instruction in the subjects of religion, mathematics, science, social studies, language arts (including reading, writing, phonics, vocabulary, spelling, etc.) physical education, art, and computer.

Mathematics

Mathematics Skills, Pre-Algebra, and Algebra I.

In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grades 6-8 are placed into math groups.

Grade 6

The 5th grade math teacher will conference with the Middle School Math teachers to place students into instructional math groups. Student math averages, IOWA Assessment math stanine scores, and teacher recommendation based on observations of student skills, effort, work ethic, and ability determine placement. All 6th grade math groups will complete the **same curriculum**. Each group may work at a different pace or be given different homework assignments or enrichment as needed.

Grade 7

At the end of Grade 6, students will be placed into instructional math groups according to their formative math assessment scores, their final math average, IOWA Assessment math stanine averages, and teacher recommendation based on observation of student skills, effort, and ability. Based on these criteria, students will be placed in either 7th Grade Pre-Algebra OR 7th Grade Math.

Grade 8

At the end of Grade 7, students in 7th Grade Pre-Algebra will be eligible to take 8th Grade Algebra if the following criteria have been met:

- Final average of at least 85% in 7th Grade Pre-Algebra
- Students should score a stanine of 6, 7, 8, or 9 on the Math components of the IOWA Assessment
- Recommendation from teacher indicating the student has demonstrated a strong work ethic, consistently completed homework, and displays the ability to master Algebra course material.

Upon meeting the criteria listed above, students will be placed in 8th Grade Algebra in their eighth grade year. This placement is probationary and contingent upon ongoing acceptable performance in the Algebra class.

Students in Comprehensive 7th Grade Math will be eligible to petition for placement into the 8th grade Algebra class if the following criteria have been met:

- A final average of 93% or above in Comprehensive 7th Grade Math
- Students should score a stanine of 6, 7, 8, or 9 on the Math components of the IOWA Assessment
- IOWA Assessment Composite Math score from the previous school year.
- Recommendation from teacher indicating the student has demonstrated a strong work ethic, consistently completed homework, and displays the ability to master Algebra course material.

Upon acceptance of petition for placement into 8th Grade Algebra, students may be placed in **8th Grade Algebra**. Extra work may need to be completed by the student over the summer months to ensure readiness for the Algebra curriculum. This placement is probationary and contingent upon ongoing acceptable performance in the Algebra class.

Students **not eligible** to take **8th Grade Algebra** according to the criteria outlined above will be placed in **8th Grade Math**.

AWARDS AND COMMENDATIONS

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

MIDDLE SCHOOL:

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

High Honor Roll: GPA of 3.5 and above, with no C's, D's, or F's in any grade. Students must have at least an S in conduct in every subject.

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

ALL STUDENTS:

Perfect Attendance Award: Any student with no absences or tardies (including leaving school any time during school hours) in a grading period will receive a perfect attendance award.

CLASSROOM SUPPLIES

Students are expected to have the supplies found on the supply list. Parents are asked to mark personal property such as lunch boxes and sweatshirts with the student's name and grade. Please replenish supplies when necessary.

BACKPACKS

Backpacks are to be used for the sole purpose of carrying homework, books, and supplies to and from home. Students are responsible to keep backpacks with them before and after school. While a student is at school, he/she must carry his/her books. If students bring home only the items needed for that evening the backpacks should not be overloaded. Lockers (grades 6-8) are provided to contain academic materials not in use. Coats should be kept in the classroom. PS-8: NO roller backpacks, as they are unsafe, a trip hazard, and can cause damage to the carpeting.

TEXTBOOKS

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

OFF-SITE LEARNING EXPERIENCES- FIELD TRIPS

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

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.

6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. Field trips will be limited to one day. Overnight trips are subject to approval by both the principal and Superintendent of the Office of Total Catholic Education.
9. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Slips are due in the office forty-eight hours after receipt of the permission slip.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. Students should always wear their uniform to Field Trips unless otherwise informed by their teacher. Students may not use Out-Of-Uniform passes or participate in "Theme" attire on field trips unless they receive special permission.
15. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
16. Buses are usually used for transportation on field trips. All children must ride the provided transportation. Students may be assigned to a specific seat or vehicle depending on the circumstance.
17. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
18. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
19. All chaperones must be 25 years of age or older.

POLITICAL AND CONTROVERSIAL ISSUES

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

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

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

TEACHER EASE

Student grades and progress are listed online through the Teacherease program. All parents and legal guardians can access Teacherease (www.teacherease.com) and may check on their child's grades at any time with an internet-accessible computer. For core (or daily) subjects, grades are updated by midnight on Sunday of every week (except during school breaks). Students are notified of significant projects at least one week ahead of time.

Special Area subjects update Teacherease at least monthly. Parents should understand that teachers do not necessarily update Teacherease every day, but must do so with regularity.

STUDENT RECORDS

Divine Redeemer Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Divine Redeemer Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

REPORT CARDS & INTERIM REPORTS

Formal report cards are given at the end of every academic quarter. If you have any questions concerning your child's progress, please make an appointment to talk with your child's teacher. Parents should sign and return report card envelopes. We reserve the right to withhold areportcard if tuition, sports fees, library fines, or After School Care Program fees are in arrears. The grading scales for report cards and interim reports are listed below.

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

Students in Preschool and Prekindergarten: Written progress reports are provided to parents every quarter.

Students in K -2have the following grading scale: (Subject to revision)

E=Excellent

G=Good

S=Satisfactory

N=Needs Improvement

U=Unsatisfactory

Students in grades 3 through 8 use the following grading scale:

A = 93 – 100

B = 85 – 92

C = 77 – 84

D = 70 – 76

F = 69 and below

Students will also receive a conduct grade for each subject. The scale for conduct is:

G: Good

S: Satisfactory

N: Needs improvement

PROMOTION POLICY AND RETENTION POLICY

Advancement to the next grade in Divine Redeemer Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer work as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be **TRANSFERRED** to the next grade. A transfer to the next grade level indicates that the student has shown mastery of the material expected for promotion or advancement to the next grade level. The student may have received significant modifications or accommodations in order to support their growth and success but are not able to independently demonstrate readiness for the requirements of the next grade level. It is also possible that a student will be transferred to the next grade level due to failing grades in core classes. When this happens, it is possible that the student will not be allowed to continue as a student at Divine Redeemer Catholic School OR that the student will be required to complete summer work in order to transfer.

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

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

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

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

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

ATHLETIC ELIGIBILITY BASED ON GRADES

Students involved in sports will have up to 3 grade checks per season. All work turned in to a teacher by 3:00 PM on Friday will be counted towards a student's eligibility. Teachers will have grades updated by midnight each Sunday. Students who have any F's or more than one D at the time of the grade check will not be eligible to play games in that week. Students who bring their grades up will then be eligible the following week. Changes will not be made to eligibility status during the week. Students should still attend practices when they are not eligible to play in games. Students who are not eligible should still attend games to support their team. They should wear appropriate out of uniform clothes. Students who do not attend the games for which they are not eligible will be required to miss additional games. Grade checks will not be conducted the first week of practice or the first two weeks of any quarter. The Athletic Director will contact parents and coaches who have students who are ineligible. The administration reserves the right to use appropriate discretion in final decisions.

HANDWRITING

The basic skills of penmanship will be taught in grades K – 5. **Every teacher is expected to demand the best handwriting regardless of whether or not he/she teaches handwriting.** Beginning in 4th grade, teachers will specify certain assignments to be completed in cursive. Students may be asked to re-do an assignment if it cannot be read.

HOMEWORK

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

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

Homework is **usually** not assigned on weekends or during vacations, with the exception of long-range projects or other special assignments. Assignments, projects, tests, quizzes, and homework assigned while a student is present at school is due on the assigned due date. In the event the student is absent at any time between the date given and the due date, the **assignment is still due on the originally assigned due date.** If there is a concern about time required to complete homework, please contact the homeroom teacher or the teacher assigning the homework.

HOMEWORK DUE TO VACATIONS/PLANNED ABSENCES

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers are not expected to give homework in anticipation of a vacation. Students will be allowed one day for each day of absence to make up work. For example, a student who was absent three days should be given three school days to complete the missed work.

HOMEWORK POLICY DUE TO ILLNESS

When a student is absent, a parent may call the school office before 8:30 AM to arrange for homework assignments to be collected. Homework assignments may be picked up at the school office between 2:45 PM – 3:15 PM. Students may also receive missed assignments from their teacher when they return to school. Students will be allowed one day for each day of absence to make-up work. For example, a student who was absent three days should be given three school days to complete the missed work.

CHEATING AND PLAGIARISM POLICY

Plagiarism is defined as submitting assigned work as one's own which has not been properly cited from sources (printed, electronic or oral) or is the work, in whole or in part, of another person or persons.

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

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

Consequences for plagiarism or cheating may include the student's work being confiscated by the teacher who assigned the work, the student receiving a zero on the assignment, the student receiving an office referral, a call to the parent or a parent conference, and/or the student placed on disciplinary probation. The student consequences will be level appropriate. This policy also applies to students who allow their work to be copied.

PARENT-STUDENT-TEACHER CONFERENCES

Conferences will be held twice a year (fall and spring). Conferences for Preschool through 5th grades will be scheduled with your child's homeroom teacher. Sixth, seventh, and eighth grade conferences will be scheduled with one of the Middle School core teachers (possibly not the student's homeroom teacher). Although the time

given to individual conferences is limited, it is time well spent. Before the first quarter ends, the Administrative Assistant will contact you with a time for your conference. If you need to change your conference time, please contact the Administrative Assistant, and other arrangements will be made. Please note that first quarter report cards will be handed out during Parent/Teacher Conferences.

Conferences may also be scheduled at other times during the year at the request of the parent or teacher. Any parent wishing to see a teacher is requested to email to set-up an appointment. Teachers are not free for unplanned appointments, conferences, conversations, or classroom observations during the school day. Drop-off and Dismissal are not appropriate times for an impromptu conference as teachers are supervising students. Teachers may not discuss any child's progress with any person other than a legal parent or guardian (as required by Federal law).

To insure quality time with a teacher, please be sure to make an appointment. Please do not call teachers at home unless a particular teacher has given you his/her phone number.

SUSPENSIONS (ACADEMIC)

All work assigned during suspension is to be completed. Work during a suspension will be turned in and graded, however, the work might not be recorded for a grade. A student must make-up tests given to the class during the time he/she is suspended. Students who have been suspended will not be allowed extra time to prepare for tests or to turn in assignments. A student may not participate in any extra-curricular activities during a suspension.

TESTING

Iowa Assessments will be administered annually to students in grades 1st – 8th. Individual test scores will be available to their parents, guardians, and teachers. UCSPPR will use an individual school's test scores only for the purpose of improving instruction within the school. All students will participate in the assessment program. All students will be included in the class and school averages. Accommodations for test taking for students with active written Student Assistance Plans (SAP's) may be made at the discretion of the school principal. Additionally, formative testing in reading and math will help teachers and parents identify specific skills students need supplemental instruction in to make appropriate progress.

VIDEO/MUSIC USE

Prior to video use in the classroom, copyright and relevance to the curriculum will be considered. Parents will be informed of videos to be shown through email or individual class newsletters. It is the parents' responsibility to inform the teacher in writing if they do not want their children to watch a specific video. Music and videos must be appropriate and conform to the Catholic Church's teachings on sexuality, violence, and language.

RELIGIOUS EDUCATION

All students enrolled at DR will participate in all religion classes, Masses, and liturgical celebrations. Opportunities will be given to students in grades 2-8 to receive the Sacrament of Reconciliation twice a year. It is important that parents of our students understand that we exist to support you in your responsibility to educate your child in the doctrine and practices of the Catholic faith.

SACRAMENTAL PROGRAM

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Divine Redeemer Catholic School. Preparations for three sacraments, Reconciliation and Eucharist in Grade 2

and Confirmation in Grade 8 are the core of religious instruction in these grades. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation, Eucharist and Confirmation are only conferred to students baptized in the Roman Catholic tradition.

DAILY PRAYER

Every day at Divine Redeemer begins and ends with prayer. Morning Prayer occurs at 7:45 AM. Morning Prayer begins with a reading from Sacred Scripture read over the intercom system. This is followed by prayer, the Pledge of Allegiance and the School Mission Statement. Daily announcements begin at approximately 2:55 PM followed by afternoon prayer.

During Morning and Afternoon Prayers, we will not dismiss children, answer the phone, or transact any non-emergency business in the office until after prayers have been concluded. All who are in the building during prayer and announcements should set an example for our students of quiet respect and reverence.

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

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

WEEKLY MASS

All students attend a weekly school Mass at Divine Redeemer Catholic Church. Students can participate in the Mass as servers, lectors, readers, gift bearers, or members of the choir. Students in 2nd-8th grades attend an additional daily Mass as a class once during the week.

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

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

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

FORMATION IN CHRISTIAN CHASTITY CURRICULUM:

The 7th and 8th grade classes will incorporate St. Pope John Paul II's Theology of the Body for Middle School Students. Contact Father Jason at jkeas@divineredeemer.net

UNIFORM AND DRESS CODE

It is important that all students are appropriately dressed. Uniforms should be clean and in good condition. All students at Divine Redeemer Catholic School must wear the approved uniform. All uniform components except shoes are available at Dennis Uniform (800-854-6951). Shorts, pants and skorts may also be purchased at Wal-Mart. Pants, skorts and shorts purchased from Wal-Mart **must** be from the 'Wonder Nation' uniform line of clothing. Pants, skorts, and shorts purchased at Wal-Mart from the 'Wonder Nation' uniform line **MUST** have the sticker that says "School Uniform Approved". **NO CARGO SHORTS, NO JEGGINGS, NO PULL ON PANTS OR PULL ON SHORTS.** Only the 'flat front' pants and shorts are approved.

Only Polos with the diocesan fiber lock logo are part of the approved uniform.

It is the responsibility of both parents and students to ensure that children are dressed appropriately. Disciplinary action for uniform violations is communicated through the homeroom teachers.

DRESS CODE FOR PREKINDERGARTEN AND PRESCHOOL

There is no formal uniform for students in Prekindergarten or Preschool. However, students are expected to dress according to the "Out-of-Uniform" policy.

"OUT OF UNIFORM" DAYS

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

- No child should wear shorts or skirts any shorter than three inches above the knee.
- Girls may not wear halter tops, bare-back tops, bare-midriff shirts, or tank/cami tops. Shoulders must be covered. Boys may not wear bare-midriff or sleeveless shirts.
- Girls should wear shorts under skirts or dresses.
- Clothes should be comfortable and loose-fitting. Clothing should not be overly tight or revealing. Jeans should not have holes, rips or be 'cut-offs'. In middle school, leggings and yoga pants must be worn with a long shirt or dress that goes to mid-thigh.
- Athletic type pants are allowed on out-of- uniform days.
- Pajamas and pajama pants are not allowed on out-of-uniform days.
- No child will be allowed to wear any clothing with pictures and/or writing that are not appropriate for children at a Catholic school. Teachers and school administrators will make the decision of what is appropriate for a Catholic school, and this decision will be final.
- Children should wear safe and appropriate play shoes on out-of-uniform days. No child may wear any of the following: flip flops, sandals, skates or skate shoes, sneakers with battery-operated lights, high heels, or any other shoe that is unsafe or that will cause a classroom distraction.
- Students must wear socks or tights.

The school administration will immediately contact parents if a child arrives at school dressed inappropriately. In these cases, a parent may be contacted to bring proper clothing to school or given the opportunity to wear a uniform from the 'used uniform' collection.

BOYS UNIFORM

Uniform pants and shorts may be purchased at Dennis Uniforms or Wal-Mart. Pants and shorts purchased from Wal-Mart **must** be from the 'Wonder Nation' uniform line of clothing. Only the flat front "School Uniform Approved" line is acceptable.

Only Polos with the diocesan fiber lock logo are part of the approved uniform.

Boys Daily Uniform for Kindergarten-8th Grade:

- Top: Red DR short-sleeved or long-sleeved polo shirt or red DR turtleneck with logo
Uniform shirts are only available through Dennis Uniforms
Undershirts must not extend beyond the sleeves of uniform shirts.
- Bottom K-5: Navy blue uniform pants or navy blue uniform shorts
Available through Dennis Uniforms or Wal-Mart (must be from the Wal-Mart 'Wonder Nation' Uniform pants/shorts-NO cargo or pull-on pants or shorts-flat front only)
- Bottom 6-8: Khaki uniform pants or Khaki uniform shorts
Available through Dennis Uniforms or Wal-Mart (must be from the Wal-Mart 'Wonder Nation' Uniform pants/shorts-NO cargo or pull-on pants or shorts-flat front only)
- Belt: Brown or black (or navy for K-5)
- Socks: Solid Red, white, navy blue or black (socks must match each other)
- Shoes: Athletic or Dress shoes which are predominately Brown or Black-not gray (colored stripes and detailing is acceptable).NO BOOTS. If the uniform shoe is an athletic shoe, it may also be worn for PE.
- PE K-5: Athletic shoes with non-marking soles for PE. Shoes will be tested to ensure they are non-marking. Shoes that make marks on the gym floor must be replaced.
- PE 6-8: Red DR gym shirt or DR spirit shirt
Blue or Black athletic shorts (no more than 3 inches from the knee) OR Blue or Black athletic/sweat pants
Athletic shoes with non-marking soles for PE. Shoes will be tested to ensure they are non-marking. Shoes that make marks on the gym floor must be replaced.
- Outerwear: DR ¼ zip and full zip outwear sold through Dennis or our Spirit Stores that has the Diocesan DR logo may be worn in the classroom and Mass. Other outerwear **with the Diocesan DR logo is approved too.**

Boys Mass Uniform (all grades):

- Top: White polo with logo
Undershirts must not extend beyond the sleeves of uniform shirts.
- Bottom: Regular uniform **pants** (shorts are not permitted for Mass)
Available through Dennis Uniforms or Wal-Mart
- Socks: Solid Red, white, navy blue or black (socks must match each other)
- Shoes: Brown or Black Dress shoes or regular uniform shoes

Students must wear Mass Uniforms on schoolwide liturgy days (usually Thursdays). Mass uniforms must be worn for the entire length of the school day. In addition, students may not wear jackets or hoodies during liturgies. DR ¼ zip and full zip outwear sold through Dennis or our Spirit Stores that has the Diocesan DR logo may be worn in the classroom and Mass.

UNIFORM SHOES

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

- Shoes must be predominately **brown or black athletic or dress shoes-not gray**

- Colored stripes or detailing is acceptable
- Shoes must have closed toes and closed heels (no sandals, crocs or flip-flops are permitted)
- Shoes may not be boots, moccasins, high heels or slippers
- Shoes must remain on the feet during activities such as football and kickball
- Laced shoes must be tied at all times
- Shoes may not have lights or wheels
- Shoes must be safe for school use
- If the uniform shoe is an athletic shoe, it may also be worn for PE.

Boys may not wear the following:

- Any form of visible jewelry (including earrings, finger rings, or body piercing) except an appropriate wristwatch, a single necklace and a single bracelet (this does not include fabric wristbands).
- Any form of make-up or nail polish
- Unnatural looking or non-prescription contact lenses or non-prescription glasses
- Any form of headgear (hats, headbands, etc.)
- Any form of facial hair (boys must be clean-shaven)
- Tattoos (including temporary tattoos)
- Cologne

Boy's hair must meet the following regulations:

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

FORMAL DRESS DAYS -BOYS

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

Formal dress is as follows:

Top:	Buttoned shirt or polo
Bottom:	Slacks or uniform pants
Belt:	Brown, black, or navy
Socks:	Appropriate solid colored
Shoes:	Dress shoes or uniform shoes

GIRLS UNIFORM:

Uniform pants and shorts may be purchased at Dennis Uniforms or Wal-Mart. Pants, skorts and shorts purchased from Wal-Mart **must** be from the ‘**Wonder Nation**’ uniform line of clothing. Pants, skorts, and shorts purchased at Wal-Mart from the ‘**Wonder Nation**’ uniform line **MUST** have the sticker that says “School Uniform Approved”. Only Polos with the diocesan fiber lock logo are part of the approved uniform.

Girl’s Daily Uniform for Kindergarten-8th grade:

- Top: Red DR short-sleeved or long-sleeved polo shirt or red DR turtleneck with logo
Available through Dennis Uniforms
Undershirts must not extend beyond the sleeves of uniform shirts.
- Bottom K-5: Plaid jumper, skirt or skort or Navy blue uniform pants, shorts, skort or capri (only at Wal-Mart)
Plaid jumper, skirt and skort are only available through Dennis Uniforms
Pants, shorts and skorts are available through Dennis Uniforms or Wal-Mart
Pants, skorts, capris and short purchased from Wal-Mart **must** be from the ‘**Wonder Nation**’ uniform line of clothing. **NO JEGGINGS OR BOOT CUT PULL-ON PANTS OR SHORTS.**
No more than 3” above the knee.
- Bottom 6-8: Plaid skirt or skort or khaki uniform pants, shorts, skort or Capri (only at Wal-Mart)
Available through Dennis Uniforms or Wal-Mart
Pants, skorts, capris and short purchased from Wal-Mart **must** be from the ‘**Wonder Nation**’ uniform line of clothing. **NO JEGGINGS OR BOOT CUT PULL-ON PANTS OR SHORTS.**
No more than 3” above the knee.
- Belt: Brown or Black (or navy K-5)
- Socks: Solid Red, white, navy blue or black socks or tights (socks must match each other)
- Shoes: Athletic or Dress shoes which are predominately Brown or Black-not gray (colored stripes and detailing is acceptable). No boots.
- PE K-5: Athletic shoes with non-marking soles for PE. Shoes will be tested to ensure they are non-marking. Shoes that make marks on the gym floor must be replaced.
- PE 6-8: Red DR gym shirt or DR spirit shirt
Blue or Black athletic shorts, no soffe (cheer) shorts (no more than 3 inches from the knee) OR Blue or Black athletic/sweat pants, but no spandex/lycra pants
Athletic shoes with non-marking soles for PE. Shoes will be tested to ensure they are non-marking. Shoes that make marks on the gym floor must be replaced.
- Outerwear: DR ¼ zip, hoodie, and full zip outerwear sold through Dennis or our Spirit Stores that has the Diocesan DR logo may be worn in the classroom and Mass.

Girls Mass Uniform:

Grades K-8:

- Top: White polo with logo
- Bottom: Plaid Skirt or Skort or Plaid Jumper (K-8)
Available through Dennis Uniforms
- Socks: Solid Red, white, navy blue or black or tights (socks must match each other)
- Shoes: Brown or Black Dress shoes or regular uniform shoes

Students must wear Mass Uniforms on schoolwide liturgy days (usually Thursdays). Mass uniforms must be worn for the entire length of the school day. DR ¼ zip, hoodie, and full zip outerwear sold through Dennis or our Spirit Stores that has the Diocesan DR logo may be worn in the classroom and Mass.

UNIFORM SHOES

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

- Shoes must be predominately **brown or black athletic or dress shoes-not gray**
- Colored stripes or detailing is acceptable
- Shoes must have closed toes and closed heels (no sandals, crocs or flip-flops are permitted)
- Shoes may not be boots, moccasins, high heels or slippers
- Shoes must remain on the feet during activities such as football and kickball
- Laced shoes must be tied at all times
- Shoes may not have lights or wheels
- Shoes must be safe for school use
- If the uniform shoe is an athletic shoe, it may also be worn for PE.

Girls may not wear the following:

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

Girl's hair must meet the following regulations:

- Hair must be well groomed and cleaned regularly
- Hair may not be shaved with any symbols or writing
- No Hair wraps, extensions, colored streaks or attachments
- Unnaturally dyed hair coloring is not permitted (examples are green, purple, blue)

FORMAL DRESS DAYS -GIRLS

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

Formal dress is as follows:

- Top: Blouse- must cover shoulders or have sweater to be left on the entire day
- Bottom: Skirt of an appropriate length (no more than three inches above the knee)
or dress slacks (with belt if there are belt loops)
- Option: Modest dress no more than three inches above the knee (with sweater if shoulders are not covered)
- Socks: Appropriate socks or nylons
- Shoes: Dress shoes (closed toed, no high heels) or uniform shoes

SPIRIT DRESS

Occasionally there will be days designated as 'Spirit Dress'. These days are an opportunity for students to share enthusiasm and support for their school without the rigor of their daily uniform.

Spirit Dress is as follows:

- Top: Divine Redeemer PE shirt, 'Spirit Shirt' or Uniform Polo (does not need to be

- tucked in)
- Bottom: Solid Navy, Black, Khaki or Denim shorts, pants or jeans
- Must be solid colored (no patterns, plaids or designs); athletic type pants with stripes down the sides are acceptable
 - No leggings/yoga pants in middle school
 - No cut-offs, rips or holes
 - Shorts may be no more than 3” above the knee
- Socks: Red, white, blue or black
- Shoes: Appropriate ‘out of uniform’ shoes

UNIFORM DRESS CODE VIOLATIONS

Students in grades 4-8 who do not conform to the uniform code will receive a Uniform Dress Code Violation that will need to be signed by the student and a parent and returned to the homeroom teacher the following day. When a third uniform code violation occurs in Kindergarten-5th grade, a consequence that will be communicated by the homeroom teacher will occur. In middle school, a 7 AM detention will result for the 3rd and subsequent violations. Students may be excluded from classes until the violation is corrected.

The principal is the final arbiter in all matters pertaining to the uniform and dress code and will make the final determination of appropriateness, as it affects the general learning environment. Parents are expected to support the uniform policies of Divine Redeemer Catholic School.

LOST AND FOUND – Clothing and other items left at school are placed in the lost and found bin, which is located in the cafe. Please label apparel, especially outerwear with student’s name. Items not claimed will be donated to the poor at the end of each semester. It is the family’s responsibility to check the bin before the end of each semester. Notification as to when lost and found items will be cleaned out will be published at least one week prior to the actual date.

Enrollment Policies

Admission Information

ADMISSIONS AND WITHDRAWALS

The purpose of this policy is to clearly state and consistently administer the admissions and withdrawals policy of Divine Redeemer Catholic School.

No person will be admitted as a student of DR 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 UCSPPR. Applications for admissions are accepted continuously and student names are placed on a wait list if room is not available. All students attend religion classes and religious activities in the school and church, whether Catholic or non-Catholic.

NON-DISCRIMINATION STATEMENT

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

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

As openings become available, the following priorities will be used to accept students to Divine Redeemer Catholic School

1. Students currently enrolled.
2. Siblings of students currently enrolled.
3. Children from families who are registered members in "good standing" at Divine Redeemer Catholic Parish.
4. Children from families registered and in good standing in other Diocesan parishes.
5. Children from families of other non-Diocesan Catholic parishes or faiths. Participation in Catholic religious instruction and activities related to the Catholic character of the school is required.

AGE REQUIREMENTS

Students enrolling in prekindergarten must be four years of age by October 1st.

Students enrolling in kindergarten must be five years of age by October 1st. Results of a readiness screening will be a factor in determining acceptance into this program.

Students entering first grade must be six years of age by October 1st.

Exceptions to the any of the above age limits may only be made at the discretion of the principal when the students are transferring from another school and have successfully completed a kindergarten program.

ENTRANCE REQUIREMENTS

The following are required for admission:

- Academic Screening for students K-8
- Records from previous school to include report cards, standardized test results and documentation of IEP or other special services and accommodations/modification
- Letters of Recommendation from previous school
- Immunization record
- Current Physical
- Baptismal Certificate
- Verification of active parish registration/participation
- Birth Certificate

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

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

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

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

Financial Obligations

TUITION

Tuition paid by the student's parent may vary by family depending on the amount of tuition assistance the school receives from the diocese as available through Returning God's Gifts.

The definition of an Active Parish Family, as defined by the Diocese of Colorado Springs and Divine Redeemer Catholic Church is a family who is/has:

- Registered in their parish
- In attendance at weekly Mass
- An active volunteer in parish or school ministry, organization, or program
- Completed an annual stewardship commitment form

- Demonstrated a consistent pattern of weekly giving during the year

SCHEDULE OF FEES

- Registration fee (non-refundable) per student: \$150 (included in tuition cost below)
- Student Fees:
 - K-8 \$150/student
 - PK full day \$150/student
 - PS/PK half day \$75/student

Tuition Rates for 2018-2019 K-8

	Catholic	Non-Catholic
1 Child	\$5508	\$6508
2 Children	\$10,695	\$12,695
3 Children	\$14,917	\$17917
4 Children	\$17,746	\$21,746

	Catholic	Non-Catholic
PS/PK Half-Day	\$3000	\$3500
PS/PK Full-Day	\$5508	\$6508

TERMS OF PAYMENT

Divine Redeemer has implemented the TADS Tuition Payment Plan. Automatic withdrawal, e-check, personal checks and money orders via postal mail are all methods welcome though TADS. Families will be able to pay their tuition in the following ways:

- Monthly payments through TADS – This option requires families to complete an online enrollment and pay a \$45.00 registration fee. Payments may be budgeted over 10 months, 11 or 12 months. If registering after the start of the school year, the number of payments will be less than 10 months. Contracts will run from July through June depending on your personal payment plan.
- Pay in Full through TADS – there is no fee through TADS for this option.

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

TUITION ASSISTANCE

Tuition Assistance is available during registration by applying for Tuition Aid Data Service (TADS). **TADS makes an objective confidential determination of each family's ability to pay tuition.** Applications are submitted to TADS online and must be entered by the annual deadline in order to qualify for financial aid. Diocesan Financial Aid is distributed based on TADS applications which are submitted by the deadline. All applications received after the deadline will be considered at the discretion of the Pastor and business manager and with the consideration of the availability of funds. **In order to be eligible to apply for Tuition assistance, all tuition and fees for the present school year must be current.**

ALL FEES ARE NON-REFUNDABLE.

Withdrawals

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

Annual Registration

Annual registration usually begins in January for current families. Registration packets are sent home with the youngest child before registration. All forms and monies are due by the stated registration dates. Failure to return forms and monies by due dates will jeopardize student placement. New family registration begins immediately following re-registration. New enrollment may fill classes to a point where families who did not re-register during the designated time are placed on a waiting list.

NON-CURRICULAR PROGRAMS

Parents who wish to enroll their children in programs outside the school, academic or otherwise, during the school day, may do so only with the written consent of the principal. Such requests shall be judged on a case-by-case basis and if granted shall be for a period of no more than one academic year. Each case will be reviewed to ensure that the State requirement of instructional contact hours will still be met. The superintendent will be notified of approved cases.

STUDENT PERMANENT RECORDS (CUMULATIVE FILES)

A cumulative record is the student's official record and will contain only academic transcripts including attendance, screening and test results.

The student's parents or legal guardian have the right to inspect all the student's records in the presence of the principal and his/her delegate. Twenty-four-hour notice is necessary to provide parents with a copy of their child's cum file. In the case of parental separation or divorce, the non-custodial parent shall have the same access rights to student records as the custodial parent unless restricted by an order of the court.

Upon written request, schools shall release official transcripts to another school in which the student intends to enroll or in compliance with a court order to release information concerning a student. Some schools require copies of the cumulative records as part of the application process. **Requests should be submitted at least two weeks in advance of the due date to ensure timely arrival or earlier in the case of 8th graders who need to have records sent to high schools. No student records will be forwarded to another school until Business Office accounts have been settled.**

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

STUDENT WITHDRAWALS

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

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

ARRIVALS AND DEPARTURES

Upon entering the building for drop off or pick up, all parents, caregivers, and visitors are expected to wear a DR issued red lanyard which contains identification. Parents, caregivers, or visitors that do not have the DR issued lanyard, must report to the main office to obtain one.

SCHOOL HOURS

PS/PK Half-Day	7:45 AM – 11:15AM
PS/PK Full Day	7:45 AM – 3:00 PM
K – 8	7:45 AM – 3:00 PM

School Office Hours

The school office is open on full school days from **7:15 AM – 3:15 PM** and Early Dismissal Days from **7:15 AM-12:00 PM (noon)**. The school office door will close at 12:15PM on early dismissal days and 3:15 p.m. on full days. All remaining children will be directed to extended care.

ARRIVAL

The school day at Divine Redeemer begins promptly at 7:45 AM. No child should be dropped off at the school before 7:15 AM. At 7:15, the school doors open and K-8 children will be admitted to the gymnasium (PS/PK must be signed in at the classroom door at 7:35). All students should enter through the “tunnel doors” on the back of the building. **The front doors on Logan should only be used by students who arrive after 7:45 AM.** Students are dismissed from the gym to their classrooms at 7:35 AM; any students who enter the school (through the tunnel door) 7:35-7:45AM should report directly to their classroom.

Preschool and Prekindergarten students may also enter their classroom at 7:35AM. They must be signed in at the classroom daily. Prekindergarten and Preschool students will be instructed as to the correct procedures for arrival and dismissal by their teachers. Prekindergarten and Preschool students are not to walk into school alone.

Students not in their classrooms at the 7:45 a.m. bell are tardy and must report to the office before going to their classrooms. If your child is going to be absent or tardy, please notify the tardy/attendance line at **719-471-7771** by 8:00 a.m.

DISMISSAL

School dismissal is at 3:00 PM. Following afternoon prayer, parents should enter through the tunnel door to check their child out of their classroom. **All students and parents should leave the building through the tunnel door.** Children will not be dismissed from their classroom unless they are with an adult listed on the “approved pick-up list”, have been given permission to walk home, or are approved for after-school care. Students who are not enrolled in after-school care or who are involved in extra-curricular activities must be picked up by 3:15PM. **All students who remain on the Divine Redeemer campus after 3:15 PM will be sent to extended care and charged according to their rates.** State law requires Divine Redeemer to contact local police if any child is inexplicably left on campus during evening hours.

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

Students and/or parents are not to return to the classroom/lockers after school, for materials/homework (this includes students enrolled in Extended Care), unless accompanied by their classroom teacher. This policy is

designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

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

EMERGENCY CLOSINGS

All inclement weather decisions are based on concerns for student, parent and staff safety. Parents are expected to decide whether to send students to school on threatening, stormy days. When schools are open, parents may choose to keep their children home or delay their arrival when conditions warrant. Early removal from school will affect perfect attendance, except for scheduled early dismissal days or early release days due to inclement weather.

A timely decision to cancel or delay the start of school shall be made to ensure announcements are provided to DR families no later than 6:00 AM of the same school day, unless there are extenuating circumstances. It is extremely difficult to determine a closure as hazardous driving conditions change very quickly and may vary due to the locations families are commuting from. A decision to implement an early release of school shall be made to ensure announcements are provided to DR families no later than 11:00 AM, unless there are extenuating circumstances. The decision to cancel extended care, afternoon/evening extracurricular activities, or other school/parish events will be made by 1:00 PM, unless there are extenuating circumstances.

When closure exceeds a reasonable number of days, then DR may require days be added to the calendar in order to maintain expected hours and levels of instruction. Parents may come at any time during the threatening weather to sign their child out. Written permission, from the parent, must be given to the school before a student will be released to anyone else. In the rare event that school would close early, students will remain supervised until parents come to pick up their child. We will contact the television stations and use our School Messenger Notification system to notify families. School closures will also apply to the Extended Care Program.

In case of an emergency, when the building needs to be evacuated, every effort will be made to contact parents via phone, email and/or television. Student safety, however, is our first priority.

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

DELAYED START DAYS

On delayed start days, school begins at **9:45 AM**. The tunnel doors to the school will open at **9:15AM** and students should go to the gym. Students may go to their classrooms at 9:35 AM. Any student who does not arrive by 9:45 AM will be considered tardy and should enter the building through the Logan entrance.

EXTENDED CARE

Before and After-School Care services are available on-site. Hours for Before School Care are 6:30 AM- 7:35 AM. The After-School Care program is from 3:00-6:00PM daily.

Information on rates and additional information is available in the Extended Care room downstairs by the Café. The phone number for Extended Care is 719-234-0324 and the email is extendedcare@divineredeemer.net

VISITORS

School visitors (volunteers, parents, etc.) must report directly to the main office. For safety and security reasons, each visitor will be buzzed in and might need to wait in the 'mantrap' until an office volunteer can escort the

visitor to the office for check in. Each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitor badges are to be worn at all times during the stay and must be displayed on the outermost clothing. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer in the office, at lunch, at recess, etc., **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

DELIVERIES TO STUDENTS

Should you have a delivery, such as homework, lunch, coats/clothing, etc., for your student during the school day it should be brought to the school office. Parents may not disrupt class at any time.

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

ATTENDANCE

ATTENDANCE POLICY

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

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

The school is obliged to keep an accurate record of daily attendance. This record is placed in the student's permanent record and kept on file indefinitely. When a student is absent from school, a parent should call the office by 8:30 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Divine Redeemer students and is aligned with the state statutes of the state of Colorado. Any recurring pattern of tardiness/absence requires administrative intervention. Excessive tardies and/or absences may be cause for retention or request for withdrawal. Truancy is a violation of Colorado law. **Absences exceeding 10 for the 2019-2020 school year will require a doctor's note upon return to school. Families that do not provide a doctor note will be considered unable to re-enroll for the subsequent year.**

TARDIES

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

Lunch and Recess

LUNCH

Hot lunch is provided by the D11 School District. Hot lunch is served every full day school is in session August through May. Adequate advanced notice will be given if hot lunch will not be served on a particular day.

Students may bring a lunch from home or purchase a hot lunch. In the event your child forgets his/her lunch from home, he/she may take a hot lunch. If your student does not have any lunch credits, the lunch will be charged.

Due to food allergies, students are NOT allowed to share food at lunch. Students are **not** allowed to drink sodas, including fast food drinks brought in by parents.

USDA Milk Program – DR participates in the USDA milk program. Milk is included in the hot lunch program. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice mail and TDD). USDA is an equal opportunity provider and employer.

Peanut Free Table: There is a designated “peanut free” table in the cafeteria reserved for students with peanut allergies. Although DR makes every effort to avoid exposure we cannot guarantee a 100% peanut free environment.

The price per lunch is as follows:

K – 8: Entrée: \$3.00

Adult: Entrée: \$3.50

Please make every effort to make lunch payments before you are notified of a negative balance. **Parents are responsible for keeping their children’s lunch accounts current.**

LUNCH-RECESS TIMES:

	10:40-11:00	11:00-11:20
3-5	Recess	Lunch
	11:05-11:25	11:25-11:45
K-2	Recess	Lunch
	11:30-11:50	11:50-12:10
MS	Recess	Lunch

LUNCHROOM ETIQUETTE

Students are expected to:

- Walk into and out of the cafeteria in a single file line.
- Be polite to the adults serving and monitoring.
- Bring nothing that needs to be heated longer than 1 minute. Food that needs to be heated longer will have to wait until other students have had an opportunity to heat their food.
- No saving seats.
- Use good table manners.
- Purchase his or her own lunch and not purchase lunch for someone else.

- Clean up eating areas.
- Thank the personnel serving lunch.
- Keep food in the cafeteria.
- Inform a supervisor if the trash container is full.
- Lunchroom cleaners (table washing) are assigned.
- Speak with inside voices.
- No food sharing due to food allergies.
- All toys and sports equipment brought to the cafe from recess must be kept at the backtables or in a playground bin assigned to a specific class.

RECESS

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

PLAYGROUND GUIDELINES

Safety First:

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

Playground boundaries are as follows:

East side – playground fence

West side – School building

South side – playground fence

North side – teacher parking lot

Students must always remain within these perimeters for their own safety.

BEHAVIOR EXPECTATIONS

Conduct

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

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

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

All teachers have developed a list of rules for their class. Violation of these rules will result in consequences and may be referred to the Principal. The administration will inform the parents of student administrative referrals through a phone call or email. Divine Redeemer does not employ corporal punishment to any child. Furthermore, parents and family members are not permitted to employ corporal punishment on school grounds.

Items such as, but not limited to, e-cigarettes, questionable books and pictures, knives, guns, matches, cigarettes, toys (fidget spinners are considered toys), trading cards, laser lights, CDs, cameras, or anything that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. These devices may be confiscated and given to the principal when they are found in a student's possession, backpack, desk or locker. Parents must come to the office to pick up the item. If the item is confiscated a second time, the item will not be returned to the student until the last day of school.

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

RESPONSIBILITIES OF STUDENTS

- Students are expected to show respect to all adults and fellow students by utilizing manners in all actions and conversations while attending Divine Redeemer.
- Maintain an overall atmosphere conducive to learning.
- Refrain from interfering with the rights of others.
- Respect and obey all requests from school staff and other supervising adults.
- Respect school property and the personal property of staff and students.
- Attend classes well prepared and on time.
- Refrain from bringing pornography to school.
- Refrain from bringing or wearing any type of gang paraphernalia.
- Refrain from fighting either verbally or physically.
- Students may not use following devices while at school during the school day (7:15-3:15). **iPods®, Cell Phones, or other electronic equipment. Devices must remain off and in the students' backpacks.** These devices may be confiscated and given to the principal when they are found in a student's possession, desk or locker. Parents must come to the principal to pick up the item. If the item is confiscated a second time, the item will not be returned to the student until the last day of school.
- Refrain from behavior that disrupts the operation of a classroom or prevents the teacher from instructing.

- Refrain from harassment of other students and staff. Please refer to the Harassment Policy.
- Students and families should not bring pets into the school building without prior permission from the administration.
- Refrain from and discourage others from possessing or transmitting items such as matches, pocket knives, toy weapons, or any kind of dangerous item or weapon. Discipline will be in compliance with State Laws.
- Knives of any type or kind are not allowed at school. Students may never have or use a knife (even plastic knives without adult supervision for classroom projects).
- Refrain from using, possessing, buying or selling alcohol, tobacco, narcotics, or other dangerous drugs. Discipline will be in compliance with State Laws.

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

Restrooms: Students are expected to pick up all trash and personal items and refrain from horseplay. Vandalism of the bathrooms and plumbing will not be tolerated. Any expenses that may occur from a student's abuse of our facilities may be charged to their family.

Lunchroom: Once students have received their food, students must remain seated unless given permission from the lunchroom monitor. They may talk quietly to their classmates. Students are not permitted to have gum, or soda. Students are expected to clean up after themselves.

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

SAFETY

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

VANDALISM

Cases of vandalism of school property will result in disciplinary action. In these cases, parents will be asked to compensate the school for damaged property. This includes improper use or treatment of the bathrooms and plumbing.

PDA (Public Displays of Affection)

Students must refrain from kissing, hugging, hand holding, or touching in a sexual manner at all times. Violation of this policy will result in disciplinary action.

CHEWING GUM

Chewing gum is not permitted on the school grounds, in church, or in the school building at any time.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Bullying, Harassment, and Cyberbullying

Divine Redeemer Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

BULLYING

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

Parents are encouraged to keep in close contact with their child about how they are being treated, and treating other students. Parents are asked to be vigilant in monitoring electronic communications between students at home. Many cases of bullying involve e-mails, text messages, and other forms of electronic communication.

HARASSMENT

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

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

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

An investigation may include the following steps:

1. Statements taken from those involved including witnesses.

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

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

Retaliation in any form against a person filing a complaint related to harassment of any kind is forbidden and will be considered for expulsion from DR.

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

CONDUCT OUTSIDE OF SCHOOL POLICY

As Divine Redeemer Parish and School stand for Catholic values, whether inside or outside of our physical boundaries, we must constantly be aware of the effect of our actions.Positive behavior further helps us to evangelize our Catholic message to others.Negative behavior reduces the effectiveness of our reputation and the total Catholic message in the general community.Our Catholic standards must not be compromised.The administration of Divine Redeemer Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.This off campus behavior includes, but is not limited, to cyber-bullying.

Smoking

Smoking of any type is not allowed on campus.This includes the use of e-cigarettes/vapes.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

TECHNOLOGY

Cyber Bullying Policy

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

Cyber bullying includes, but is not limited to, the following misuses of technology:harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or

images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

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

Blogs/Social Media

Engagement in online blogs such as, but not limited to, Facebook®, Instagram, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Electronic Devices

Students may not use the following devices while at school during the school day (7:15-3:15). **iPods®, Cell Phones, or other electronic equipment. These devices must remain off and in the students' backpacks.** These devices may be confiscated and given to the principal when they are found in a student's possession, backpack, desk or locker. Parents must come to the office to pick up the item. If the item is confiscated a second time, the item will not be returned to the student until the last day of school.

Electronic Readers (E-readers): Electronic readers, simply called "e-Readers", are digital devices that can store books, periodicals, magazines, and other electronic media. E-Readers like Amazon's Kindle®, Barnes & Noble's Nook®, Apple's iTouch®, and Apple's iPad® are allowed at Divine Redeemer Catholic School provided that the Acceptable Use Policy is adhered to.

e-Reader Acceptable Use Policy:

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

1. e-Readers are to be used **only** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, photos, gaming, etc.
2. All material on the e-Reader must comply with the spirit and policies of Divine Redeemer Catholic School. FanFic is not acceptable reading material.
3. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
4. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.

5. The student is responsible for knowing how to properly and effectively use their e-Readers, and this should not be a burden for the teachers.

Instagram®: Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

Discipline

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

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

DEFINITION OF TERMS

DETENTION

Students may receive detention periods for a breach of classroom and/or school rules. Detentions may be designated to be served before or after school on a pre-set schedule. Parents are always

informed of detention dates. During Detentions, students are given tasks to perform outside of their regular homework. All Detention periods are monitored by a teacher or administrator. **The day, date, and time of the detention are at the discretion of the Principal, Vice Principal, or teacher who monitor the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

SUSPENSION

A suspension is defined as a temporary dismissal from the school. Suspension is a drastic consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success. A student may be placed on suspension for serious or continued misconduct occurring on campus, during school related activities off campus, or for continued misconduct after having been placed on probation. Suspension may last from 1-5 days. Parents will be contacted by phone or in writing as to the nature of the suspension and the duration. In-school suspension is not a study hall and students may not work on his/her assigned schoolwork during their In-school suspension and they may not participate in any school activities during the In-School Suspension. Students who have been suspended **will not** be permitted extra time to make up work or prepare for tests and they may not participate in any school activities during the suspension. **The student will be expected to complete the work missed during their suspension though they will not work on classroom assignments during the suspension. Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$80.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension.**

PROBATION

A student may be placed on probation by the principal for a specified time for serious or continued misconduct or serious academic deficiency. The procedure followed may include: a parent conference, behavior contract, written account and conditions, and written notification of termination or extension of probation. At the discretion of the principal students may not be eligible to participate in certain school activities.

EXPULSION

(Policy # 3200-Handbook of Policies for Catholic Schools, Diocese of Colorado Springs)-Is defined as the permanent dismissal of a student from school. Reasons students will be expelled include, but are not limited to, a lack of progress after all other efforts of motivation and counseling have failed or if a student is a threat to the physical or moral welfare of other persons. Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Divine Redeemer Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Students whose parents have violated the Parents as Partners (p.4) agreement in this handbook may also be excluded from Divine Redeemer Catholic School.

STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL BEHAVIOR

Student withdrawal on grounds of parental behavior is defined as a parent's refusal to cooperate with school personnel, policies, and regulations in matters of school administration or discipline. In accordance with Diocesan policy, parents who significantly reduce the school's ability to effectively serve the students or who continuously undermine the role of the administration and/or the teachers may be asked to withdraw their child from DR. If the parents refuse to honor the request for withdrawal, the procedures for expulsion will be followed.

Corporal punishment is forbidden in the schools of UCSPPR.

ATHLETIC ELIGIBILITY BASED ON BEHAVIOR

Any student participating in athletics must maintain behavior expectations as specified as a member of DR Community. Students on Probation for behavioral issues or receiving Disciplinary Office Referrals, etc., will be ineligible. The parents and coaches will be contacted when ineligibility occurs and again when behavior reaches eligible status.

EXTRA-CURRICULAR ACTIVITIES

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

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

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

School Athletics

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

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

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

Athletes are recognized at awards ceremonies during the year.

- Students involved in sports will have 3 grade checks per season. All work turned in to a teacher by 3:00 PM on Friday will be counted towards a student's eligibility check on the following Monday. Teachers will have grades updated by midnight each Sunday. Students who have any F's or more than one D at the time of the grade check will not be eligible to play games in that week. Students who bring their grades up will then be eligible the following week. Changes will not be made to eligibility status during the week. Students should still attend practices when they are not eligible to play in games. Students who are not eligible should still attend games to support their team. They should wear their school uniform or formal dress. Students who do not attend the games for which they are not eligible will be required to miss additional games. Grade checks will not be conducted the first week of practice or the first two weeks of any quarter. The Athletic Director will contact parents and coaches who have students who are ineligible. The administration reserves the right to use appropriate discretion in final decisions.
- Students who have a Disciplinary Office Referral during a week's time may not be eligible to participate the following week of school. Students who have in-school suspensions cannot participate in activities the day(s) of the suspension. Students on Probation may be ineligible to participate in co-curricular activities at the discretion of the principal.
- A student who is absent or goes home ill or has been injured cannot participate in all school activities and extra-curricular activities scheduled for that same day.

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

COACHING

People wishing to coach must contact the Athletic Director. The final decision of coach selection will be made by the athletic director and principal. People selected to coach must complete a background check, safe environment training, and attend a mandatory meeting. All coaches will follow the philosophy of the Christian School Athletic League (CSAL). A copy of the CSAL Handbook is available from the Athletic Director or on our school website.

General Information

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

disbursements. The fundraising revenues are monitored and administered by the principal and pastor.

DR participates in several fundraising activities including:

1. Gala/Auction – a parish wide adult dinner, auction, and raffle. The money raised assists the school. Parent/Student support of the raffle is part of the annual enrollment agreement.
2. Box Tops for Education
3. Great Lakes Scrip Program
4. 8th Grade Fundraisers to help with their trip to Estes Park:
 - a. Father/Daughter Dance
 - b. Village Inn Pie Certificates
 - c. Butter Braids
 - d. Bake Sale for Parent/Teacher Conferences
 - e. Boo Grams for Halloween
 - f. Candy Grams for Valentine's Day
 - g. Play concessions

PARENT SUPERVISION

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

PARTIES

A limited number of classroom parties are scheduled during the school year. Parents are asked to support these parties by signing up for the specific needs requested by the teacher. Parties are usually held during the last period of the school day.

Birthdays are important to students and are recognized within an appropriate scope for each grade level. Teachers provide traditions within their classrooms to recognize each student's birthday equally. Though a snack or treat may be sent in for a student's birthday, individual student parties are not observed. Parents should still coordinate ahead of time regarding a snack to be sent in for a birthday. Snack may not supersede lunch as we have a contract with D11 that conflicts with private lunch parties.

Invitations to private parties may NOT be distributed at school unless EACH child in the class is included. If only a select few children are invited, please mail the invitations. Please be advised that the school office is NOT permitted to provide addresses for current or former students.

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

No Confetti – The use of confetti is prohibited in the parish center and school facilities for any function.

USE OF SCHOOL NAME

Use of the Divine Redeemer Catholic School name or any term that would tie representation to DR may not be used without specific written permission from the principal and pastor.

COMMUNICATION

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

Parents with concerns should (in most situations):

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

Christian Code of Communication

A long-standing Christian Code of Communication is in place at Divine Redeemer Catholic School. This Code outlines our basic philosophy of talking and working with others.

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

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

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

CONFIDENTIALITY

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

DIRECTORY

In the event that a school directory is published, parents must give permission to have family information published. Under no circumstances should this information be used for professional gain. The purpose of the directory is to assist communication with DR families. The directory will be posted in the Digital Locker on TeacherEase.

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

INTERRUPTIONS TO CLASSROOMS

In order that the number of classroom interruptions be kept to a minimum during the school day, the following procedures will be observed:

- 1. Miscellaneous Items:** Students often forget lunches, homework, sports equipment, books, coats, etc. If necessary, please bring all items to the office and we will hold the items in the office until your child can pick them up.
- 2. Phone Calls:** Students must have permission from a teacher before they will be permitted to call home. Students are prohibited from using the office phone to call parents when items such as homework, lunch, or sports gear have been forgotten. **Please do not call the school office asking to speak with your child unless it is an absolute emergency.** Arrangements for after school should be known before the student arrives in the morning. Each family should have an alternative pre-arranged plan.

Buckley Amendment

Divine Redeemer Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony. Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights.

NEWSLETTERS

Most school information will be emailed most Fridays in the format of our weekly e-newsletter to update the community on happenings within the school.

If you have information to be included in the Weekly Newsletter, it must be in the office for approval by Monday afternoon for the following Friday Memo. Any and all information that

goes out to families must be approved by the principal before they are printed and ready for release-NO EXCEPTIONS.

INTERNET ACCEPTABLE USE POLICY

Students must have written parental permission and adult supervision to use the Internet. The **Internet Acceptable Use Policy Form** must be signed and on file before students will be allowed access to computers at DR. Misuse of the Internet will cause a student to lose this privilege. Students are not allowed to e-mail at school. All e-mail sent to the school must include your name and e-mail address. Unsigned e-mail or any letters will be ignored.

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

MIDDLE SCHOOL

CODE OF CONDUCT-We understand the uniqueness of middle school students and the various stages they go through as they mature. We also realize they receive many mixed messages from home, school, church, peers, and society. It is our belief that parents who have chosen DR for their middle school child(ren) have done so because we are a Catholic school with high standards. We expect our middle school students to be a vital part of the larger school community. This calls on them to accept added responsibilities that they might not have in an alternative situation. They are the student role models of our school community. They have privileges beyond those of the other students in the building. With every privilege there are corresponding responsibilities.

PHYSICAL DISPLAYS OF AFFECTION (PDA) - School is not the place for public displays of affection. Passionate embraces of any kind are not permitted during school or school related activities. The principal and faculty will determine the appropriateness of such conduct, as it affects the general learning environment of DR.

LOCKERS (Grades 6, 7, 8)

Students are expected to be organized. Each student is assigned a locker in which to store clothing and textbooks. The school reserves the right to inspect lockers at any time. Lockers may not be decorated on the outside. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door. Students who choose to have a lock on their locker will give their locker combinations to their homeroom teachers. The area around the lockers should be kept neat. Locker privileges may be taken away by the administration.

Gym Lockers

Middle School students are each issued a separate gym locker. Students are strongly encouraged to lock their gym locker for the security of their gym clothes and shoes. Students should take care to store their gym items in the gym locker and not in the classroom or under lockers. Gym

clothes should be taken home and washed regularly. The school is not responsible for gym items that have not been locked in the gym locker.

Graduation

A Eucharistic Liturgy/Mass shall be central to the graduation ceremony and will be followed by a simple, dignified exercise which recognizes the unique value of the Catholic education just completed. Graduation exercises will be held no earlier than one week before the last day of the school year for students. Graduation will be kept appropriately simple and inexpensive.

If a student has failed an academic class in 6th or 7th grade, summer school or its equivalent requirement must have been met in order to proceed to the next grade. If a student fails an academic class in 8th grade, they will receive a certificate of Transfer and not of Graduation, though no distinction will be made in the ceremony itself. **Tuition and other fees, such as library dues, Scrip fees, and lunch account balances, must be paid in full before a student participates in any graduation event.**

SHADOWING AT HIGH SCHOOLS (Grade 8)

Please plan to visit high schools around the days that we do not have school. A shadow day will be scheduled with St. Mary's. Students not continuing to St. Mary's may choose to shadow at a different school on that day. Classes will not be held for 8th grade students on the day scheduled for shadowing at St. Mary's.

HEALTH ISSUES

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

SCHOOL NURSE – DR has a Nurse Delegate. The role of the nurse delegate is to oversee the health of the school environment. Some of the duties of the Nurse Delegate are:

- To monitor awareness of and compliance with state Health guidelines
- To review shot records and notify the school of students who are not up to date on require immunizations
- To delegate designated on-site faculty to administer medications and specialized medical treatments.
- To verify the appropriate administration of all medications.
- To follow the progress of students with special medical needs.
- To be a Community Health Resource Person for parents and teachers in matters of health, health education, and life education.

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

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

ILLNESS – Children frequently become mildly ill. The decision whether or not to keep your child home from school can be difficult. Clearly, there are instances when it is necessary for a child to remain at home. The following list gives guidelines and recommendations for exclusion from school:

SYMPTOM	IS EXCLUSION NECESSARY?
Mild Cold Symptoms:stuffy nose with clear drainage, sneezing, mild cough	No – student may attend if able to participate in school activities
Upper Respiratory Complications: nasal discharge of yellow or green, productive or persistent cough, extreme sleepiness, ear pain, fever	Yes – seek medical advice and decide whether your child should be in school
Nausea and vomiting	Yes- if a child has thrown up keep him/her home.A child will be sent home if vomiting occurs at school. 24 hours since last time of throwing up before returning to school
Diarrhea with illness (vomiting, fever)	Yes -keep child at home
Fever (100 degrees or higher by mouth)	Yes – 24 hours with no fever-without the aid of a fever reducer
Chicken Pox	Yes – children with uncomplicated chicken pox may return the 6 th day after the start of rash or until blisters are crusted over
Conjunctivitis (Pink Eye)	Yes – until 24 hours after treatment.If your health provider decides not to treat your child, a note is required
Strep Throat	Yes – until 24 hours after treatment and child has been fever free for 24 hours
Vaccine Preventable Diseases	Yes – until judged not infectious by the

***If a student has a fever of 100 degrees or higher, the student will be sent home from school. Also, if a student has vomited, they will be sent home from school.**

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

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

All students must show proof of the following:

Pertussis (DTaP)– 5/6 dose series (unless 4th dose is given after age 4, then only 4 doses are required)

Tetanus/Diphtheria (DT)– 3 to 5 dose series (unless 3rd dose is given after age 4, then only 3 doses)

Polio-4 dose series

Measles/Mumps/Rubella (MMR) – 2 dose series

Hepatitis B – 3 dose series

Varicella (Chicken Pox) – 1 or 2 dose series

Allergy Policy

Divine Redeemer Catholic School recognizes that an allergy is a serious condition affecting many school children and welcomes all pupils with allergies. This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear individualized medical plans for each student with serious allergies that is understood by school staff and students. Teachers and new staff are also made aware of these medical plans.

Food Allergy Policy

Divine Redeemer Catholic School recognizes that life threatening food allergies are a serious condition affecting many school children and welcomes all students with food allergies. In order to minimize the incidence of life threatening allergic reactions, Divine Redeemer Catholic School will maintain an individualized medical plan for each student with life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose

parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or container provided by the parent or guardian.

Tables will be sanitized following any food related events held in the classroom.

Proper hand cleaning/sanitation encouraged before and after the handling/consumption of food.

MEDICATION GIVEN AT SCHOOL

No medications, including aspirin, cough-and-cold medication, decongestants, cough drops, lip balm/gloss or other over the counter or prescription medications shall be administered by any school personnel except under the following conditions:

Medication Administration – Medications may be administered by a trained designee to any student with the written order of a physician, nurse practitioner, or dentist and the written authorization of a parent/guardian. All medication permission forms are located in the office.

Over-the-counter medication – will be given if both the parents and physician have completed the occasional Over-The-Counter medications forms and this documentation is on the child's medical record in the health office. No verbal permission will be granted.

Prescription medication – must have a physician signed order that the child is to receive medications at school. Parent authorization and signature is also required.

All medications must be in the original labeled container.

- Medications will be kept in the school office.
- The person designated by the nurse to administer medication is to keep a log of medicine administered.
- If a student has a condition that might require medication on an emergency basis, individual health care plans will be completed by the physician and direct specialized care that will be provided in a school setting.
- All medications including inhalers will be kept in the office. If a physician deems it necessary for a student to carry medication, then the appropriate physician's orders and documentation must be completed.
- Essential first aid supplies shall be available at all times. First aid kits must be taken on all field trips. First aid kits may be purchased or developed using typical first aid supplies. Rubber gloves must be included and worn when there is a possibility of exposure to blood or body fluids while administering first aid.

Any unauthorized medicine including over the counter products that are brought to school by students will be confiscated and held in the school office and may result in a disciplinary action.

HEALTH SCREENINGS

Children in Preschool and Prekindergarten will be screened for hearing each year, when available. Parents will be notified of any screening failures. It is up to the parent to get any further evaluation done by a specialist in the area.

SAFETY ISSUES

ASBESTOS

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

CHILD ABUSE AND/OR NEGLECT

Colorado law mandates that school personnel report all cases of suspected child abuse and neglect to the appropriate county department or law enforcement.

CONTACT WITH STUDENTS DURING SCHOOL HOURS

Persons (other than custodial parent/legal guardians), agencies, or organizations desiring to contact individual students during the school day must first receive permission from the principal. In the case of police or DHS visits we will comply with all state and local laws.

DRUG FREE ZONE

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

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

EMERGENCY PROCEDURES:

FIRE, TORNADO, EARTHQUAKES, INTRUDERS, ETC.

Written standards of procedures for emergency drills (fire, tornado, etc.) shall be posted in each classroom, gymnasium, cafeteria, and all other occupied areas of the building.

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

1. Rise in silence when the alarm sounds;
2. Close windows and doors;

3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Security Policy

The school has a security policy that is in place to reduce risk to students, parents, faculty, and staff. Persons without legitimate reason, or written authorization to be on school grounds will be asked to leave by school personnel. If a person does not leave upon request, the police will be called. Visitors are asked to buzz the Logan street entrance and wait for the door to be disarmed. Upon entering, visitors must wait in the vestibule to be escorted to the front office. Visitors will sign-in/out at the office so that an accurate assessment can be made of the number of people in the school in the event of an emergency. Visitors must wear a visible visitor badge while in the building. Students may not open doors to let visitors/parents in the building.

MEDIA POLICY

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 the name of student for any promotional purpose involving UCSPPR of the Diocese of Colorado Springs or parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from parents. This permission shall be kept on file for the length of the time the student is at the school. It is the responsibility of the parent to inform the school if changes need to be made.

MONEY

Money brought to school for a particular reason must be placed in an envelope marked clearly with the **student's name, homeroom, activity, and amount enclosed**. Checks are not accepted for amounts under \$5.00. Students may not bring money to school unnecessarily. Money should never be left in desks, lockers, or backpacks.

SPECIAL COLLECTIONS

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

RESTITUTION

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

SEARCHES OF STUDENTS

A student assigned a locker or desk has use of, but not proprietary right to the locker or desk. The principal, pastor, and professional staff of the Office of Total Catholic Education 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's official's responsibilities.

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

Items Brought to School

Divine Redeemer Catholic School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

RIGHT TO AMEND

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

