

WELCOME TO THE MPB PARTNERSHIP

This handbook was developed to enable you, the parent, to become more fully aware of the policies and practices in effect at our school. Education is the dual responsibility of both the home and the school so it is important that you understand the rules, guidelines, and procedures under which MPB operates.

This handbook describes normal operating procedures at MPB. The pastor and school administration reserves the right to amend or create policies in specific circumstances.

MISSION STATEMENT

Most Precious Blood Catholic School is a Catholic community empowering students to reach their highest potential through instruction and practice of the Catholic faith, in academics, personal growth and social responsibility.

MOST PRECIOUS BLOOD CATHOLIC SCHOOL PHILOSOPHY

We believe that Catholic Education begins with the faith that God, in creation, gifted us with life, became one of us in His Son Jesus, and in the Person of the Holy Spirit. He awaits our response to His unconditional overture of love. Jesus remains with the community He formed, witnessing and sharing the Good News in every age and with all people, ever yearning for a return of love either by a sincere response to conscience or by membership in His Church. It is from this perspective that the educational ministry of the Catholic community flows.

We believe education, which is Catholic, begins with life in the heart of the family. Parents, the primary educators, nourish values that are deeply human and deeply spiritual. Affirmed, treasured and supported by the loving witness of Christian faith communities, the child continues a lifelong response to God's love by growing and excelling through responsible involvement in the religious, academic, cultural, and civic concerns of daily life.

We, as a Catholic school, are sensitive to the mandate of Jesus: "Love on another as I have loved you" as the goal toward which all Catholic education tends. The school community, in sharing this vision within an atmosphere designed to celebrate and practice love of God and neighbor, is the most effective means available to the church for the education of youth. This vision motivates students to grow spiritually, culturally, and socially. Among the values prized by the Catholic school are recognition of the dignity of the human person created in the image and likeness of God, self-discipline in the search for a moral way of life rooted in the teaching of the Gospel and appreciation of our American heritage. The heart of every Catholic school must be alive with a zeal for the Gospel, the Eucharist and the teachings of the Catholic faith, especially as they are embodied in the great *Catechism of the Catholic Church*. We strive to form every student as a servant-leader centered in Jesus Christ's brothers and sisters in the wider community. (*adapted from Pastoral Letter, Part Two, 21*)

MOST PRECIOUS BLOOD CATHOLIC SCHOOL STUDENT LEARNING GOALS

Our goals are for all students to be

Active Catholics who are

- Rooted in Christian Values
- Centered in prayer, the sacraments, and the liturgy
- Expressed in care, compassion, thankfulness, and stewardship
- Knowledgeable about Church teachings

Strong individuals who are

- Adaptive, resilient, self-motivated, self confident, and creative
- Capable of making moral and healthy choices
- Appreciative of the wonder and beauty of life

Life long learners who are

- Effective problem solvers
- Appreciative of the arts
- Effective communicators
- Masters of basic skills

Responsible Citizens who are

- Service-oriented
- Resourceful
- Respectful
- Collaborative

*Appreciativeofdiversity

Student/Parent Handbook Revised.. September 7, 2017

The Archdiocesan Policy book is available in its entirety. The policies pertaining to parents and students are quoted in this handbook. Parents may request access to the policy book by contacting the office. The specific Archdiocesan policies identified in this handbook are summaries only. For the complete copies of the policies refer to the Office of Catholic Schools Administrator's Manual. In the event of a conflict between the summary and the complete policy, it is the Administrator's Manual that governs.

***Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

ACCREDITATION

(Archdiocesan Policy No. 1010)

Most Precious Blood School is accredited since 1999 by the North Central Accrediting Association(now Advanced) and certified as Catholic through the Catholic School Endorsement of the Office of Catholic Schools. All Catholic preschool and elementary school before and after school care programs will be licensed by the Colorado Department of Human Services.

Use of the Name

Faculty members, students, staff, parents and parish members may use or authorize the use of the school name ,logo or insignia only with the written approval of the principal or pastor. In appropriate cases permission for ongoing events ,activities or publications requiring approval may be given.

SNOW DAYS

(Archdiocesan Policy No. 1270)

In most circumstances, MPB will close for snow if the Denver Public School District is closed or if local conditions or faculty absences warrant closure.

MPB does not have late starts. School will begin at 8:05 a.m. with the first bell and the tardy bell ringing at 8:15.

SNOW DAY PLAN

School closings will be announced first on the home page of Fast Direct then on KUSA (Channel 9), KCNC (Channel 4), KMGH (Channel 7). If an emergency day is called, be assured it is called for the safety of students, teachers, and parents.

COLD WEATHER

Students should be dressed properly for cold and snowy weather. Recess, morning arrival, and afternoon dismissal will be held outside unless the weather is extremely bad. Students should wear snow boots, hats, gloves, scarves, heavy coats or jackets, etc. in cold or snowy weather. When boots are worn, shoes should also be sent as snow boots may not be worn in the classroom. Please label your child's extra clothing.

EMERGENCY PROCEDURES

(Archdiocesan Policy No. 1300)

CRISIS PLANS

All principals in cooperation with the faculty shall develop written and specific crisis procedure plans, which shall be reviewed annually. The plan will include specific procedures for each emergency situation including intruders, fire, tornado, earthquakes, etc. The plan will include information on evacuation, notification of police, the Archdiocese and other appropriate authorities, codes for notification of personnel, method/s of contacting parents and/or guardians, identification of an evacuation site, method of releasing students, and the responsibilities of faculty/staff. (See back of Appendix A for the complete MPB Safety Plan).

EMERGENCY DRILLS

Fire and tornado drill information must be posted in every classroom. Fire drills will be held regularly; tornado drills will be held twice each year - once in the fall and once in the spring. Intruder lock-down and lock-out drills will also be held twice per school year.

NON-AUTHORIZED PERSONS

All visitors to MPB School must stop in the office to sign in and pick up a visitors badge.

COMMUNICABLE DISEASES

(Archdiocesan Policy No. 1400)

Any student, teacher, or other staff member having a communicable disease will be dealt with on a case-by-case basis according to this policy. Where required by law, the school will report a communicable disease to the Colorado Department of Health. In all cases due consideration will be given to the needs and well-being of the individual involved, those with whom he/she has contact and the broader school/parish community being served.

APPEAL PROCESS

(Archdiocesan Policy No. 1500)

Any appeal concerning any matter relating to Catholic schools shall be processed in accordance with the regulations in this policy. Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise which will require an objective review by a third party in order to assure the maintenance of positive relationships within the school community. To facilitate reconciliation, communication, and the strengthening of the community of faith, the guidelines of this policy shall be followed.

If a student or parent has a conflict with a teacher, the **teacher should be contacted first**. If the conflict is not resolved, the parent should contact an administrator. If the conflict is still not resolved, the parent should contact the pastor.

If the conflict cannot be resolved at the school level, then the process of appeal is to be followed.

ADMISSION

(Archdiocesan Policy No. 2000)

All Catholic schools in the Archdiocese are opened to students who sincerely seek a Catholic education and meet the requirements for admission. Because every Catholic child has a right to religious instruction and formation in the Catholic faith, preference is given to Catholic students.

- No person shall be admitted as a student in any Catholic school unless that person and his/her parent(s) subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Archdiocese.
- A student may not be admitted unless he/she has a reasonable hope of successfully completing the school's program.
- Students shall not be denied admission to an Archdiocesan school because of a disability unless this disability seriously impairs the student's ability to complete successfully the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodations for the disabled child.
- A birth certificate as proof of age must be presented to the school prior to admission.
- A child entering kindergarten must be five years old on or before October 1. No exception is to be made to this regulation. A student entering first grade must be six years old on or before October 1. Exceptions to the first grade age limit may be made at the discretion of the principal when students are transferring from another school and have successfully completed a kindergarten program. In 2015 MPB is piloting a two year Junior Kindergarten which will require increased conversation and test and attention to exceptions to this policy.

- Each Catholic school retains the right to set local admission standards, policies and procedures in addition to those specified by the Archdiocese.
- Parents who wish to enroll their children in special programs outside the school day may do so only with consent of school personnel.

HANDBOOK

Most Precious Blood School Parent/Student Handbook will be published and updated on the school website. Parents are to indicate in writing that they have read and agree to adhere to the policies and regulations therein MPB reserves the right to amend this handbook at any time provided the school community receives appropriate notification.

Most Precious Blood School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. MPB admits handicapped students in accord with Archdiocesan Policy No. 2000 concerning student admission. This school does not discriminate on the basis of race, age, handicap, color, national or ethnic origin, or political beliefs in the administration of its educational policies, admission practices, scholarship and loan programs, or athletic or other school administrated programs.

Admission will be denied to those children whose parents refuse to cooperate with school policies, regulations, programs, staff, or seriously interfere in matters of school administration or discipline so as to reduce significantly the school's ability to serve the parents' own children or other children, in accordance with **Archdiocesan policy 2660**.

Financial Obligations and Enrollment

All returning families must be current with financial obligations to the MPB Early Learning Center and MPB School to receive the following year's registration packet. Admission each trimester may be denied a student if financial obligations are not met. No family will be admitted if moneys are owed to another Archdiocesan Catholic school.

MPB 3 Part Process for Registering New Students in Grades 2-8

APPLICATION: Parent/guardian will complete the application form and attach the following items:

- Copies of report cards from previous three years
- Copies of standardized test results from the previous three years
- Copy of a state issued birth certificate
- Copy of the baptismal certificate
- Copy of 1st Communion certificate

SCREENING AND SHADOWING: Student will be invited to visit the school for a day or part of a day. During the visit, the student will be tested to determine his/her proficiency in reading, writing, and math.

An interview may be scheduled with the student, parents and school representatives.

MPB may request information from the principal/representative of the former school.

After these evaluations have been processed, a team decision will be made whether a registration packet will be offered.

REGISTRATION: If registration is offered, the parent must then complete the registration requirements before the child is assigned to a classroom.

All new students are admitted on a probationary basis. New students may also be placed on a new student contract identifying specific goals to be achieved/addressed by the student.

MPB 3 Part Process for Registering New Students in Kindergarten and Grade 1

1.. **APPLICATION:** parent /guardian will complete the application form and attach the following items:

- Copy of the state issued birth certificate

- Copy of the baptismal certificate
- First graders will also need a copy of a report card or evaluation from kindergarten.

First graders will also need a copy of a report card or evaluation from kindergarten.

2. SCREENING AND SHADOWING: Students

this young generally don't shadow, but arrangements can be made for a partial day for 1st graders. After screening, a team decision will be made whether a registration packet will be offered.

3. REGISTRATION: If registration is offered, the parent must then complete the registration requirements before the child is assigned to a classroom.

All new students are admitted on a probationary basis. New students may also be placed on a new student contract identifying specific goals to be achieved/addressed by the student.

Placement of students

The administration and faculty reserve the right to make the final determination of placement when a student is promoted to the next grade level. The administration will make every effort to take all factors into consideration when deciding class placement.

Priority Policy

The following is established as a guideline in registering students for admittance to MPB:

1. Children who are currently enrolled at MPB
2. Children from families with children already registered at the school
3. Children from families whose parents are registered, contributing members of MPB.
4. Children from families whose parents are registered, contributing members of other Catholic parishes.
5. Non-Catholic children who wish to attend MPB

No student may be enrolled at MPB to avoid financial responsibilities to another Archdiocesan school. Non-Catholic parents and students must clearly understand that participation in Catholic religious instruction and school activities related to the Catholic character of the school is required.

**CERTIFICATES OF IMMUNIZATION
(Archdiocesan Policy No. 2080)**

All Archdiocesan schools shall comply with Colorado law which states that no child may attend school unless such child can present a valid certificate of immunization against communicable diseases or a plan for immunization as specified by the State Board of Health.

MPB requires a completed immunization card before a student may enter school. See full policy for procedures on exemptions.

**STUDENT ATTENDANCE
(Archdiocesan Policy No. 2120)**

The State of Colorado requires by law for compulsory attendance of all children between the ages of 6 and 16. The responsibility for compliance with this law belongs to the parents. The school must notify parents if there appears to be a problem with attendance.

The school is obliged to keep an accurate record of daily attendance. This report is placed in the student's permanent record and kept on file indefinitely .Any recurring pattern of tardies/absences requires administrative intervention. Excessive tardies/absences (beyond 20% of a trimester) may be cause for, a special plan, retention or request for withdrawal.

SCHOOL HOURS

Students attend classes from 8:05 a.m. to 3:10p.m. The warning bell in the morning rings at 8:05. K-5 students enter the building with their teachers at this time. Junior High student may enter the building and go to their lockers at 8:00. More Information can be found in arrival and dismissal procedures on page 20 and 21.

ATTENDANCE

If your child is not in attendance, please notify the office before 9:00 a.m. Parents may leave a message regarding absent children on the answering machine before 8:00 a.m. or after 3:40 p.m. the previous day. Another option to communicate absence is to leave a Fast Direct message in Susan Wyatt's e-mail box.

TARDY STUDENTS

When the 8:15 bell rings, the front door is closed and all students arriving after that time will be given a tardy slip from the front office. Students who are tardy must use the main entrance door and check in.

ABSENCES

If a child leaves school because of illness or injury during the school day, he/she will be marked absent accordingly. A student must be in attendance in the classroom for two full periods to be counted as present for a half day. To be counted present for a full day, a student must be present in class for more than five periods. Tardies and absences are recorded as part of a student's cumulative record.

Recess after Absences

Students may not remain inside when the class goes out to recess. If a child is well enough to be in school, he/she is well enough to get a little fresh air.

Medical and Dental Appointments

Dismissal for medical or dental appointments or for family reasons is granted only when the parent picks up the child in the school office. Students will not be released to other persons unless a written request has been submitted. Parents are urged to keep such requests to a minimum and are encouraged to make arrangements for these appointments after school, during vacation periods, or on the afternoon of early dismissal days.

After School Activities and Absences

Ordinarily, students may not attend any after school or evening activity on day(s) the student is absent, or goes home due to illness in the afternoon.

Vacations/Assignments

Parents are requested to make every effort to plan vacations and other out-of-school activities during the specified vacation times and school holidays listed in the annual calendar.

Assignment Completion and Vacations

Usually assignments are not given to students before they go on vacation. If assignments are given in advance, they are due back the day the student returns.

CHILD CUSTODY ISSUES (Archdiocesan Policy No. 2140)

Custodial parents/legal guardians shall be recognized as the primary decision-makers for their children. Legal documentation regarding custody and visitation shall be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school shall be notified immediately regarding any changes to custodial provisions.

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

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

SUPERVISION OF STUDENTS (Archdiocesan Policy No. 2180)

Students must be supervised by an adult at all times during the regularly scheduled school day, on school sponsored field trips, during school sponsored co-curricular activities and at any other times during which the school accepts responsibility for supervision.

**REPORTING CHILD ABUSE AND/OR NEGLECT
(Archdiocesan Policy No. 2200)**

Colorado law requires the reporting by school personnel of suspected cases of child abuse and neglect to the appropriate county department or local law enforcement agency. Any person who willfully violates the mandatory reporting provision of the Colorado statute commits a Class 3 misdemeanor. A separate Colorado statute provides that a person reporting an incident of alleged child abuse, neglect or sexual assault "acting in good faith" shall be immune from liability, civil or criminal or termination of employment that otherwise might result by reason of such reporting." Colorado has established a state-wide phone number for reporting: 1-844-CO-4-KIDS.

**ACCIDENTS AND ILLNESS AT SCHOOL
(Archdiocesan Policy No. 2220)**

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

Student Illness/Injury

If your child becomes ill at school or has an accident, which is determined to be serious enough to go home, the school will use the Fast Direct emergency numbers to call for someone to pick up the student. MPB does not have the facilities to care for a sick child. In order to reach you in a timely manner, we must have up-to-date information on your Fast Direct family page. It is the responsibility of the parents/guardians to notify the office staff immediately if there are changes in home phone numbers, work numbers, addresses or other information. (In case of an emergency, we will take immediate action to get the child the medical help needed.)

Student Illness

Parents should not send a child to school if he/she is not feeling well. The child will not benefit from instruction, and he/she endangers his/her health and the health of the teacher and other students.

It is the school's recommendation that a student should wait 24 hours before returning to school after his/her temperature returns to normal or after vomiting stops.

Ordinarily, students may not attend any after school or evening activity on day(s) the student is absent, or goes home due to illness in the afternoon.

**Liability Insurance
Coverage**

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

**MEDICATIONS GIVEN AT SCHOOL
(Archdiocesan Policy No. 2240)**

No medication, including aspirin, cough and cold medication, cough drops, decongestants, or other over the counter or prescription medications shall be administered by any school personnel, including a nurse, **except with written orders from an authorized prescriber.** All medicine must be kept in a secure place to which students do not have access. Students may not carry medications of any kind with them unless they have the permission of the principal or the principal's designee. This permission will be given only for students with a condition that might require medication on an emergency basis (e.g. in cases of a child's allergic reaction, asthma attack, etc.).

MEDICATIONS

Medication forms for physician's written instructions are available in the family folder and in the school office.

The only way a student may ingest any over the counter medication on school property (if not given by parent) is by following these procedures:

1. The parent is first requested to be present to administer the medication.
2. If the parent is unable to be present, only the principal or the principal's designee may provide to the student the medication according to the prescriber's written instructions. These written instructions must be on file before any medication may be given according to **Archdiocese Policy 2240**.
3. The medication must be brought in a container appropriately labeled by a pharmacy or physician stating the following information: child's name, date, name of medication, dosage, purpose of medication, time medication is to be given, and number of days to be given.
4. A record is kept of all medications administered to students.
5. Parental requests sent in by notes about the ingestion of prescription or over-the-counter medications will not be honored.

Medications are safeguarded at school to avoid ingestion by the wrong child. **Students may not have any medicines in their possession including aspirin, cough medicine, cough drops, breath sprays, or other over-the-counter medicines as well as prescription medicines.** Any medicines found in the possession of a student will be confiscated.

CONTACT WITH STUDENTS DURING SCHOOL HOURS (Archdiocesan Policy No. 2280)

Persons (other than custodial parents/legal guardian), agencies, or organizations desiring to contact individual students during the school day **MUST FIRST** receive permission from the principal. Teachers shall not allow pupils to leave the classroom to speak to non-school personnel, without the explicit permission of the principal or his/her designee.

If contact is sought by a police officer or Social Services personnel, the principal will follow the Archdiocesan policy for obtaining parental consent. In no case shall the principal allow students to be alone with anyone who is not a legal guardian or school employee.

SEARCHES OF STUDENTS AND SCHOOLS (Archdiocesan Policy No. 2300)

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

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

STUDENT PERMANENT RECORDS (Archdiocesan Policy No. 2320)

Permanent Cumulative Records shall be kept for individual students in accordance with the regulations of the Office of Catholic Schools.

A. **Permanent Records** - A cumulative record is the student's official record and will contain only academic transcripts including attendance, academic test results, health records, and an emergency information form.

B. **Access to Records** - Administrators will preserve both the integrity and privacy of the required Student Permanent Records. Parents, as the primary educators, will have the right to inspect and review the official record

of their child. A parent not having custody of a child, but having the right of visitation, has a right commensurate with the parent having custody to examine the school record of the child.

C. Release of student's Permanent Records - 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. All other requests of Student Permanent Records may be granted only with the written authorization of the parents.

D. Maintenance of Student Permanent Records - All Student Permanent Records must be kept in perpetuity by the school or by the parish if the school closes.

RELEASE OF STUDENTS DIRECTORY INFORMATION

(Archdiocesan Policy No. 2340)

Before printing student directories, written permission for publication of this information must be secured from parents. Names and addresses of students and faculty shall not be made available to anyone outside the school nor should the directory or Fast Direct information be used for solicitation. Schools can share student directory information with all diocesan and affiliated Catholic schools when requested by an official within the system. Fast Direct includes a feature to suppress publication in directories should parents so wish.

Library Services

Students in grades K-5 have a library period a week. Books checked out must be returned. All fines must be addressed each trimester.

TECHNOLOGY EDUCATION

MPB teaches technology skills through every area and grade in the curriculum. . Seventh and eighth graders may take additional training through a optional elective.

MEDIA POLICY

(Archdiocesan Policy No. 2350)

Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Archdiocese of Denver or parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from parents. This permission will be kept on file for the school year.

(See appendix for the complete MPB Media Policy)

PERMISSION FOR PUBLICATION

Written permission from parents must be obtained for all publications including but not limited to yearbooks, web sites, church or school bulletins, promotional materials, etc.

GRADUATION

(Archdiocesan Policy No. 2460)

Graduation from elementary school (8th grade) should be kept appropriately simple and inexpensive. A Eucharist liturgy shall be central to the ceremony and should be followed by a simple dignified exercise, which recognizes the unique value of the Catholic education just completed.

Any eighth grader who has an F year average or more than 2-D yearly averages in core subjects will receive a certificate of attendance, not a diploma signifying academic success and shall not participate in graduation exercises/events.

DISCIPLINE

(Archdiocesan Policy No. 2500)

Each school shall develop written standards of conduct, which are published in the parent/student handbook and which encourage self-discipline and create an atmosphere that is conducive to learning. At all times, discipline is to be conducted according to gospel values and with dignity of the student and the general welfare of the school community in mind.

As a general rule, the teacher should manage discipline problems of the students under the teacher's supervision and enlist the help of the principal or assistant principal only in cases involving serious or repeated misbehavior.

The following actions are forbidden in schools in the Archdiocese of Denver:

Corporal Punishment

Even in the event parents give permission for such action and/or the state sanctions its use, corporal punishment, which may be defined as any punitive touching, shall not be permitted under any circumstances.

School personnel may use and apply ONLY such amounts of force as is reasonable and necessary within the scope of their employment:

- to quell a disturbance that threatens physical injury to others
- to obtain possession of a weapon, other dangerous objects or objects that are being used in a dangerous or threatening manner upon the person or within the control of a student
- to exercise self-defense
- to protect persons or property

Removal from the Classroom

A student may not be sent outside of the classroom if she/he will not be supervised.

School-wide Discipline Policy

Students of MPB are expected to behave in a Christian manner. Certain behaviors are not acceptable for students on school property or while participating in any school activity.

The staff has adopted respectful and age-appropriate discipline methods. Through discipline, the students are taught that they are responsible for their actions. For every action they choose there is a positive or negative consequence. The positive actions by students will be accented and negative consequences will be imposed at times when the student chooses not to be responsible for expected behavior as outlined in the discipline code.

School-wide Expectations

The staff chose the following expectations to benefit the smooth operation of MPB.

The students will:

- Act in a manner that demonstrates appropriate Christian behavior.
- Be in assigned/appropriate areas and must have hall pass to be out of class. No pupil is to be in his/her classroom or in the building before school, at recess, or at lunchtime, without permission
- Use playground equipment appropriately.
- Walk in halls.
- Eat food only at specified time/place.
- Not throw food.
- Not chew gum on campus.
- Not throw snowballs.
- Not use foul language.
- Treat all members of school with respect.

Teachers will communicate behavior consequences at grade level meetings and/or conferences. In addition, each individual grade level will establish positive consequences.

Classroom Expectations

All classrooms will have established and expected behaviors. The students must follow these or accept outlined consequences. Examples of classroom expectations could be: follow directions first time given, raise hand before asking questions, complete homework assignments and come prepared for class.

If your child has chronic discipline problems, you may expect phone calls at home or at your place of employment to set up a conference to discuss the problem and/or to come to MPB to pick-up your child and discuss the problem. At this conference, goals may be set and/or a behavior contract may be written.

Safety and Playground

In order that all our students may enjoy safe and enjoyable play the following policies and rules have been established. One rule governing all other rules is RESPECT. This includes respectful language.

Students are to remain on the playground in view of the supervisor. The stairs in back of the parish office building, the doorways, the church, and ELC areas are not part of the play area.

- Students must use playground equipment as it is meant to be used.
- Students must remain on the playground in view of the supervisor. Church, parish center and childcare center properties are out of bounds.
- Students may not return to their classrooms for forgotten items.
- Bathroom needs must be taken care of before a student goes to the playground area. Students are not to enter the building without permission from the playground supervisor.

Playground Equipment Structures

Students may not run up or down the slide. No pushing off the equipment. "Keep away" and "Slam Dunk Jungle Ball" on the horizontal ladder are not allowed.

Swings - no twisting, doubles, standing or climbing on swings.

Slide - no running up or down the slides.

Frisbees - are allowed in designated spaces. See playground supervisor.

Tackle football - not allowed at any time. Only touch football is allowed.

Playground equipment - no pushing allowed on the equipment.

Students are advised of the following:

- Safe play
- Role of the supervisor
- Consequences for disobedience or disrespect toward supervisor
- Disrespectful language or verbal aggression such as cussing or foul language is not permitted.
- Electronic equipment including radios, headphones, tape recorders, CD players, cell phones, pagers, and laptops are only allowed on school premises with the permission of a teacher or principal. Equipment being used without permission or inappropriately will be taken from the student and returned to that student or parent at the end of the school day.
- Generally no toys may be brought to school from home. Exceptions are certain playground toys such as soccer balls, tennis balls, basketballs, footballs, and jump ropes approved by the teacher. Primary grades do not allow any playground equipment to be brought from home.
- Students may not kick or throw ice or snow, or play on the piles of snow or slide on the ice at any time.
- Skateboards, skates, roller blades, scooters, etc. are not allowed on the playground at any time.

GRADES 6-8 DISCIPLINE POLICY

The Junior High strives to produce students of character by promoting the student's positive behaviors and by strengthening their Catholic values. We stress and teach empathy, impulse control, anger management, and problem solving skills with the help of our religious teaching and the Steps to Respect program. We do not adhere to an over-all no tolerance policy, but do look at each incident individually.

Whenever and wherever possible, teachers will enforce appropriate, natural consequences for transgressions. For instance, if a student does not complete his or her homework, the natural consequence would be a "zero" on the assignment. If a student throws food in the cafeteria, a natural consequence would be to have the student clean the cafeteria.

Classroom Expectations

Each teacher will explain the rules of his or her classroom, and the students should be prepared to follow them. Most of the rules will fall into the following categories:

1. Students will be expected to be on time, bring all necessary materials, and to be dressed in proper uniform.
2. Students will be expected to control their talking. This includes raising one's hand to be called upon and not interrupting, but actively listening to others.
3. Students will be expected to show self-control in all their actions. This includes not running in the halls, staying in their seats, keeping their hands and feet to themselves, not fighting, no dispensing of rude comments, and respecting each other.
4. Students may not eat candy in the classroom except as specifically allowed by a teacher.
5. Students will be expected to maintain the proper respect and attitude toward teachers, other students, visitors, substitutes, and staff at MPB.

MPB Cheating/Plagiarism Policy

Cheating (taking answers from or giving answer to someone), and plagiarism (using another person's work claiming it as your own, and not giving credit for it) are considered serious offenses at MPB. Students in grades 6-8 who choose to cheat on homework assignments or tests, or choose to plagiarize a research paper or report will incur the following consequences:

FIRST OFFENSE- The student will receive a zero on the assignment, and parents will receive a written notification explaining the offense. The student's name will be recorded and kept on file with the junior high teachers. The date and description of the offense will be a part of this record.

SECOND OFFENSE- The student will receive a zero on the assignment, and parents will receive a written notification explaining the offense. The offense will be added to the student's junior high file. The student will serve a one-day, in-school exclusion and have a conference with an administrator.

THIRD OFFENSE- Consequences are the same as above with the addition of a one-to-three day suspension. Readmittance will take place after a parent/student/administrator conference.

FOURTH OFFENSE- Consequences are the same as listed for the 1st and 2nd offenses and more severe penalties, which may include expulsion, will be given.

The record of these offenses does not expire at the end of a school year. It is kept until the student is no longer enrolled at MPB. In-school exclusions do not appear on a student's MPB transcript. However, suspensions and expulsions will appear on the transcript.

SCHOOL SAFETY MPB 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. In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

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

Clipboard System

A teacher may determine that the best way to document uncooperative behavior is to have his/her name and/or check(s) placed on the homeroom clipboard that accompanies the students as they pass from class to class. The number of checks given to a student depends on the severity of the infraction and /or the number of times infraction(s) is/are displayed. Once a student has acquired several marks during a trimester, conferences with teachers and/or parents will be held to determine consequences and appropriate changes which will need to be made.

Offenses Which Can Result Marks on the Clipboard

Offenses which can result in a one (1) mark:

- Talking
- Uniform infraction
- Unprepared
- Off task
- Tardy to class
- Unsigned forms
- Unintentional unsafe behavior

Offenses which can result in two (2) marks:

- Rudeness
- Disruptive
- Gum chewing
- Foul language
- Spit wads
- Passing notes
- Lying
- Disrespect of others
- Disrespect of property
- Intentional unsafe behavior

Depending upon the severity of the behavior other consequences may be warranted. These can include suspension and expulsion.

Consequences of Negative Behaviors

Poor choices generally fall in two categories involving lack of responsibility or lack of respect. Typically those less serious involve a student not taking proper responsibility for him/herself in a learning environment. Those of a more serious nature usually involve some lack of respect for self, others, or property and will merit consequences that are more broad-based and reflective of the serious change that must be made immediately.

Serious Consequences

Serious offenses are typically, though not always, referred to the administration. These are extremely poor choices which require that the student commit to a plan to resolve the problem, to reconcile with the party(ies) who've been hurt and to make restitution for that which has been taken from the community. In serious situations a student may be required to notify his/her parent(s) by phone to come to the school for a conference or to be picked up pending a conference for re-admittance. In serious disciplinary matters, the administrator interprets the student's level of involvement and selects from a variety of consequences including, but not limited to, probation with specified terms, exclusion, suspension, and expulsion.

Behaviors which are subject to the above may include, but are not limited to:

- Harassment- Verbal, Physical, Relational, or Internet Bullying
- Willful destruction or defacing of school or other's property
- Verbal /written disrespect of a serious nature
- Open and persistent defiance of adults in a position of authority
- Stealing
- Fighting
- Offensive language or gestures
- Throwing of objects (e.g. at passing or parked cars or bicycles, etc)
- Tampering with parked cars or bicycles
- Cheating
- Carrying a knife, matches, fireworks or other items considered dangerous
- Any behavior which is harmful to the welfare or safety of others or careless behavior resulting in property damage.

- Drugs (including over the counter or prescription medications), alcohol or other controlled substances use, distribution or solicitation on campus, within view of campus or at any school/parish function

Due Process

Students are always encouraged to schedule a conference with a teacher or administrator about disciplinary incidents and their resolution.

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.

UNIFORM CODE/DRESS CODE

The school uniform is designed to create an atmosphere appropriate for learning and to support MPB's sense of community. It is the responsibility of the students, parents, and staff to implement this code.

PANTS must be solid dark navy blue or khaki. They may have pleats and a fuller cut. Uniform pants are to be dressier pants - not jean style. If the pants have, zippers on the leg, loops, leg pockets, elastic cuffs, vertical or horizontal stitching, they do not fit the uniform code (includes cargo pants). Pants must be worn at the waist - with a belt if they will not stay at the waist. If a **BELT** is worn, it must be a solid (no adornments) color of brown, black, navy or red. These same rules apply to shorts, skorts, and skirts. Faded or washed out pants are not acceptable. Pants must be hemmed not rolled.

GIRLS may wear the **Hamilton plaid** uniform jumper (K-5), skirt (6-8), or skorts (K-8) (sold at Dennis Uniforms). Navy or khaki skorts and skirts are also permitted. They may not have any adornments, or be of a jean style or material. If skirts, jumpers, or skorts are more than **4 inches above the knee**, they may not be worn to school. For students who are shorter, these items should be closer to 3 inches above the knee. It is suggested and encouraged that girls (especially the younger girls) wear shorts under their jumpers.

SHORTS/SKIRTS/SKORTS must be solid navy blue or khaki. Shorts fit the same rules as for pants. If any of the above hit more than 4 inches above the knee, they are too short. For students who are shorter, these items should be closer to 3 inches above the knee. All may be worn year round as weather permits.

SHIRTS may be long or short sleeved, knit, or woven. They must have collars and be plain in design (no lace, trim, or insignia except the MPB logo from Land's End). Acceptable colors are red, navy blue and white. Shirts must be tucked in at all times. Shirts worn under regulation shirts must be solid red, white or navy.

SWEATER/SWEATER VESTS must be solid red, white, or navy and cardigan or pullover in style. They may have no contrasting threads or trim.

The only **SWEATSHIRTS/Hoodies** that may be worn in the classroom are the ones sold by the school. (These sweatshirts are blue with the MPB logo.) Individual teachers have the option of banning hoodies.

TURTLENECKS must be red, white, or navy.

SHOES may be tennis shoes or dress shoes. All shoes with laces must be tied all the way to the top. Jellies, sandals, crocs, clogs, backless shoes or shoes with deep grooved soles are not allowed. Shoes may not have a heel height that exceeds 1½ inches. Tennis shoes (not slip-ons) are required for P.E. Boots, of any kind, may not be worn during the school day.

SOCKS, if worn, must be solid red, white, or navy with no decoration

TIGHTS must be solid red, white, or navy with no decoration. Leggings must be solid –colored in red, white or navy only.

HAIR must be neat, clean, and well groomed. No excessive hairstyles will be permitted for boys or girls. Shaved designs, tails, spikes, or other "fad" cuts/colors or styles are not permitted. If hair does not follow code, the student will be excluded from school until in compliance.

About colors: Red shirts and sweaters must be red, not red-orange, bright pink, or burgundy. Uniform pants and shirts must be navy, not royal blue. Faded or washed out colors are not acceptable. Uniforms must be clean and in good repair.

Uniform Violations

Parents will be notified in writing of uniform violations which are chronic. Once parents have been notified of a violation, the parents will be called to bring uniform items that fit the code for each additional violation. In the case of items that are inappropriate for school, parents may be called to bring appropriate clothing. Students may not attend class with inappropriate clothing.

Repeated uniform violations in all grades may result in the loss of free dress privileges on the next free dress day.

Girls in grades 7 & 8 may wear **MAKE-UP** in moderation. When inappropriate, teachers will ask the student to remove the make-up.

JEWELRY. Girls and boys may wear one religious oriented necklace and/or bracelet (ex. cross, heart, religious medal). One "cause" bracelet may also be worn (ex. Live Strong, cancer awareness, etc.). Girls may wear one set of post earrings.

Free Dress Guidelines

Students must dress neatly.

- **Shorts** and **pants** must be hemmed with no fringe or ragged edges. Shorts must be no more than 4 inches above the knee.
- **Jeans** will be permitted, but must be neat and without holes.
- **Sweat pants** are not allowed unless announced in advance.
- No nylon, spandex or athletic clothing are allowed. (exception: Extreme Game Day for magazine sales).
- No tank tops, spaghetti straps or mesh basketball type jerseys are allowed. .
- **Shirts** must be long enough to cover the mid-riff. When standing, students should be able to raise their hands above their head without showing skin. If they cannot, the shirt is too short to be worn to school.
- **Skirt** and **dress lengths** must follow the uniform code. Slits more than 2 inches above the knee will not be allowed.
- No low cut or back less shirts or dresses are allowed.
- Clothing with logos containing satanic, heavy metal, cigarette, alcohol, vulgar or suggestive sayings are not permitted.

Students in clothing that does not fit the dress code may not be allowed to attend class.

Uniform Sales

Used uniforms will be sold each year near the first day of school. Parents are asked to price each item they wish to sell and attach an envelope to each item with their name and the price on the outside. Those buying uniform items will put the money in the envelopes, which will be returned to the seller. Uniform items that are too faded to fit the uniform code will not be sold. Consignment items left beyond two school years will be donated or discarded.

New Uniforms

New uniforms may be purchased from the following stores (but not limited to):

[DENNIS HOUSE OF UNIFORMS](#)

(our "Hamilton Plaid" is available here)

1901 W. Mississippi

303-935-5911

www.dennisuniforms.com

[LAND'S END – School Uniform Collection](#)

Our school logo shirt is available from Land's End. To order these shirts, call Land's End at 1-800-469-2222 and give them the following information:

Logo Number: 0282533K

Preferred School Number: 9000-8121-7

Logo Application price: \$5.50

www.landsend.com

Land's End Clothing is also available at SEARS.

DILLARD'S

FOLEYS

TARGET

J.C. PENNEYS

Sports. MPB participates in the CSAL league of the Catholic schools. While there is volleyball offered for the girls in the spring, typically our school sport is basketball. While it's a good idea for parents to have students receive a yearly physical, it is not a requirement to participate in sports.

Gym Clothes

MPB does not have a specific gym uniform for sale.

- **Grades K-3:** must have tennis shoes with non-marking soles to participate (may not be slip-on).
- **Grades 4-8:** may wear shorts and a t-shirt during gym class. These may not be worn under the uniform. Students must have tennis shoes with non-marking soles to participate (may not be slip-on).

PROBATION

(Archdiocesan Policy No. 2520)

A student may be placed on probation by a principal for a specified time for serious or continued misconduct or serious academic deficiency.

These procedures shall be followed for probation:

- The pastor shall be notified in advance that the student will be placed on probation and that a conference will be held.
- A conference with parents, student, principal, and teacher (if appropriate) will be held to discuss the problem and terms of probation.
- A written account shall be made of the conditions and will be signed by all parties.
- The parents, student, and principal shall sign the statement of probation conditions. A copy will be given to the parents and one copy kept on file in the school office.
- Parents must be notified in writing when the probation is terminated or if it is to be extended.

Exclusion

Exclusion is defined as a temporary ban on attending class. A Student who is excluded may be sent home. Students may be excluded because of behaviors that do not warrant suspension but are serious enough that detention is not appropriate. An excluded student may make up missed work for credit.

SUSPENSION

(Archdiocesan Policy No. 2580)

Suspension is defined as a temporary dismissal of a student from the school. Suspension is a drastic consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success. A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct after having been placed on probation. The directives for suspension in the Archdiocesan Handbook will be followed.

SUSPENSIONS

Only the principal or assistant principal may suspend a student. A suspended student may not make-up work for credit, a zero will be given for work on suspension day(s).

EXPULSION
(Archdiocesan Policy No. 2600)

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort:

- a) after all other efforts of motivation and counseling have failed or
- b) where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons or
- c) as set forth in **Policy 2660** regarding student withdrawal on grounds of parental behavior. The procedures to be followed for expulsion are contained in the Archdiocesan Policy Book in **Policy 2600**.

STUDENT HARASSMENT
(Archdiocesan Policy No. 2610)

Each Archdiocesan school shall develop and disseminate a policy, in context of the school mission and Catholic identity that addresses student-to-student bullying and harassment. Student harassment includes any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

MPB HARASSMENT POLICY

The Most Precious Blood Harassment Policy addresses bullying (verbal, physical, internet, and relational) and harassment. This policy includes descriptive behaviors, procedures for reporting, investigative procedures, consequences and penalties, and discretion statement that allows the principal and pastor to review individual situations and waive any and all penalties.

All claims of harassment and bullying must be taken seriously and investigated thoroughly. Student harassment policies must be submitted to the Office of Catholic Schools for review and approval. (See appendix for the complete MPB student harassment policy.)

TOBACCO, ALCOHOL, DRUGS
(Archdiocesan Policy No. 2620)

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

MPB School does not discriminate between legal and illegal drugs. All incidents will be dealt with as drugs with appropriate consequences.

STUDENT WITHDRAWAL
(Archdiocesan Policy No. 2630)

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

MPB School reserves the right to request student withdrawal during the school year if one or both of the following conditions occur:

1. Inability or unwillingness to perform at the academic level required
2. Inability or unwillingness to conform to school discipline policies

Withdrawal from the School

If a student leaves during the school year, a withdrawal form must be completed. These forms are available in the school office.

STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL BEHAVIOR
(Archdiocesan Policy No. 2660)

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove the student from the school for ANY of the following reasons:

- refusal to cooperate with school personnel; or
- refusal to adhere to Archdiocesan or local policies and regulations; or
- interference in matters of school administration or discipline
- public rejection of the laws, norms and teachings of the Catholic Church.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. Procedures to be followed in requesting removal of a student because of parental behavior are found in **Policy 2660**.

SOCIAL ACTIVITIES **(Archdiocesan Policy No. 2700)**

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

Retreats

Regular retreat opportunities are offered for Junior High students. .

CURRICULUM-INSTRUCTIONAL PROGRAM **(Archdiocesan Policy No. 4000)**

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

The Office of Catholic Schools provides courses of study/curriculum guides for mandatory use in all Archdiocesan schools.

Curriculum evaluation committees consisting of teachers, principals and/or other curriculum experts are charged with the responsibility of assisting the Associate Superintendent in reviewing, revising and developing implementation for individual subject areas of the curriculum. Changes to curriculum areas are made according to a set subject rotation, as determined by the Associate Superintendent for Curriculum and Staff development with the approval of the Superintendent.

Elementary School Course of Instruction

1. The basic program in kindergarten through grade three shall include religion, language arts, mathematics, music, art, and physical education. Concepts of social studies, science, health and safety should be incorporated into the basic program. Use of technology should be integrated into the instructional program. Inclusion of foreign language is recommended but optional.
2. The basic program in grades four through eight shall include religion, mathematics, language arts, social studies, science, fine arts, physical education, health and safety. Use of technology should be integrated into the instructional program. Inclusion of foreign language is recommended but optional.

MPB Curriculum

MPB adheres to Archdiocesan standards and follows the Archdiocesan curriculum guides, which are available for inspection in the school office.

Physical Education

Students in all grades are required to participate according to their abilities. A student may be excused from participating when a doctor's note is provided.

Gym Clothes - (see page 12)

Textbooks/Supplies

All textbooks are on a rental basis. Students will be charged for damaged or lost books (price of a new text). Books must be covered at all times. Students are responsible for having the required supplies at all times. A list of supplies for each class will be provided in the spring for the following year. This will be located on Fast Direct under the Bulletin Board for Susan Wyatt, front office secretary.

Recess

K-2: Students in grades K - 2 have two recesses per day if time permits. One recess is immediately after eating lunch. The other may be planned at a time convenient to the class.

Grades 3-5: Students in grades 3 - 5 have one recess per day immediately after lunch and an optional recess if time permits.

Grades 6-8: Students in grades 6 - 8 have one recess immediately after lunch. Recesses should not exceed 20 minutes.

Recess after Absences

Students may not remain inside when the class goes out to recess. If a child is well enough to be in school, he/she is well enough to get a little fresh air.

Recess in Cold Weather

Students should be dressed properly for cold and snowy weather. Recess will be held outside unless the weather is extremely bad. Students should wear boots, hats, gloves, scarves, heavy coats or jackets, etc. in cold or snowy weather. When boots are worn, shoes should also be sent as boots may not be worn in the classroom. Please label your child's extra clothing.

E-MAIL AND INTERNET USE (Archdiocesan Policy No. 4030)

All electronic communications to or from any Archdiocesan schools shall reflect the Christian principles upon which the school is founded, in support of its mission, Catholic identity, and educational goals.

Each school shall develop and publish in the parent/student handbook and faculty handbook a policy regarding email and Internet use.

With few exceptions, all computers at the school are school property. The school and/or the Office of Catholic Schools reserve the right to view e-mails sent from or to the school and/or any Internet sites accessed on school computers.

(See Appendix C for the current E-mail and Internet Policy.)

RELIGIOUS OBSERVANCES (Archdiocesan Policy No. 4120)

The faculty and students of Archdiocesan schools shall participate in daily prayer, regularly scheduled liturgies, and other devotions. Schools must provide liturgy on holy days and at a minimum of once a month. Traditional devotions including but not limited to the Rosary, Stations of the Cross, Benediction, and May Crowning should be provided. No principal, teacher, or student will be exempted from participation in religious observances, which are deemed part of the school program.

HOMEWORK (Archdiocesan Policy No. 4130)

Homework is an integral part of the school's instructional program. It is intended to reinforce learning and to foster habits of independent study.

MPB HOMEWORK POLICY

Homework is planned to meet the needs of students and has an essential place in the educational program. Homework will be assigned:

- to reinforce concepts and skills that have been presented in class

- to foster the student's creativity and discipline through enrichment projects or research
- to train the student to work independently and to accept responsibility for organizing and completing a task

Homework Recommendations

The following are recommendations regarding the amount of time a student will spend on homework. It is understood that:

1. The time stated is an average amount of time and will vary per night and will vary with the individual. There will be times when less or more homework is given for special projects, advanced math classes, etc.
2. If a student uses allotted class time wisely to begin assignments, the amount of homework time can be reduced.
3. If a student does not have specific assignments, the time should be spent on review, long-range assignments, or free reading.
4. Homework will not be given over the weekends in Grades 1 through 5. Homework over the weekends for Grades 6 - 8 is left to the discretion of the teachers. (Long-term projects for students in Grades 1 - 5 may be given. The completion of long-term projects on weekends is at the discretion of the students and/or parents.)

Homework Time

The amount, length, and type of homework will vary with the age, grade level, specific subjects: however, the daily average for all the subjects will be:

Kindergarten	minimal
Primary (gr. 1-2)	15 - 30 minutes
Intermediate (gr. 3,4,5)	30 - 60 minutes
Jr. High	60-120 minutes

It is recommended that a good study environment be provided; quiet place (no TV), good lighting, minimal distractions, adequate supplies, and a regularly scheduled study time. A parent should answer questions for the student, but should not do the homework for him/her.

Make-up Work

When a student is absent, he/she has the following time limits to complete the work missed:

- One-day absence - 3 school days
- Two-day absence - 4 school days
- Three-day absence - 5 school days

The teacher may make exceptions to the above time allotments for individual students as necessary. Teachers will help students make up tests and other work after a child has been absent due to illness or for family reasons. It is the responsibility of middle school students to check with teachers for any missed assignments or tests.

Make-up work will not be sent home on the first day of an absence. If a student is absent one day he/she may collect missed assignments when he/she returns the next day. If a student is absent two or more days, homework will be collected beginning on the second day.

Non-Returned Work

Any make-up work not returned to the teacher within the outlined days may receive the grade of zero and this will negatively impact the trimester grade.

Requesting Make-up Work (on second day)

When a student is absent, the parent may request, on the second day, the student's work by:

1. calling the office secretary before 9:00 a.m. The homework may be picked up from the office after 3:00 p.m. by a parent or another designated person (student or friend).
2. or; by sending a note to the teacher requesting the work. The student's work would be available for pick up in the office after 3:00 p.m. Brothers/ sisters in the building may pick up make-up work in the office after the 3:10 dismissal bell.

A student who is absent from school will not be allowed to participate in any after school activities.

ARCHDIOCESAN SCHOOL CO-CURRICULAR PROGRAMS **(Archdiocesan Policy NO. 4180)**

It is the responsibility of the Office of Catholic Schools to direct Archdiocesan-wide co-curricular organizations and activities. The Office of Catholic Schools shall establish policies and procedures and approve the by-laws of the co-curricular organizations. (Refer to the Archdiocesan Policy Book for information on the duties of the Office of Catholic Schools and the principal in regards to co-curricular programs.)

Academic Activities before and after school include:

- Spelling Bee: Intermediate - Grades 4-5
Advanced - Grades 6-8. Information to be provided by coach.
- Math Counts: Available to students in 6-8 grades. Information to be provided by coach.
- Speech: Available to students in grade 7-8. Information to be provided by the middle school level leader.

Co-curricular activities at MPB include:

- Sports: Basketball and volleyball are available for students in grades 5-8. There is also a 3rd and 4th grade instructional league.
- Cross Country Team: Available to students in grades 6-8.

Expectations

A student representing Most Precious Blood Catholic School must be conscious of his/her actions at games, dances, extracurricular activities, and other gatherings of students. Most Precious Blood Catholic School reserves the right to handle cases involving student conduct and actions, regardless of when or where such cases take place, if they are of a nature to bring discredit upon the school or are in conflict with the values for which MPB stands, are in violation of civil law, or the reasonable rights of others.

Siblings of participants in curricular activities are not to be supervised by the activity leader. Please make other arrangements.

All parents of students in grade 5-8 who wish their children to play a sport, must register at CSALden.org and take a parent Play Like a Champion class. As of 2015 Coaches must take a parent PLACT class as well as the coach PLACT.

Athletic Philosophy

MPB belongs the Catholic Schools Athletic League (CSAL) and to the philosophy that interscholastic athletics in a Catholic school shall be so organized and administered as to contribute to the mission of the Catholic Schools and to the health, well being, citizenship and character development of the youth of the league. Each participant is expected to display the Christian principles of fair play, courtesy, self-control and sportsmanship-like feelings for the opposing team or school. These principles shall not be sacrificed in the desire to win. Basic to this is the duty of the host school at any athletic contest to take every possible measure to assure courteous, friendly and fair treatment to visiting players, school officials, spectators and game officials.

MPB Athletic Program

The athletic program is available to all students in grades 3 through 8 regardless of athletic ability. The goal of each team will be to provide each student the opportunity to develop his/her skills. In general, students will be assigned to teams of similar skill levels and will participate in leagues that are appropriate to the teams' skill level. Occasionally coaches will choose to keep a class together and work with a broader range of abilities. Prior to the season, some coaches will hold sessions to assess skills so that appropriate league designations may be made.

The Athletic Director, together with the school administration, will make final determinations on specific issues impacting the philosophy and direction of the athletic program.

All coaches are volunteers who have committed themselves to the growth and development of their teams. They attend Safe Environment Trainings and other coaching and concussion sessions, but their goal is always the team experience and helping individuals to succeed regardless of scores or game outcomes. There is a job that needs parental support and acknowledgement of the long hours of skill building and patience.

At all times, MPB is to be a hospitable environment for children to engage in their chosen sports together. Behavior of players, coaches, and spectators should always be consistent with Catholic values emphasizing dignity and respect.

CONTROVERSIAL ISSUES (Archdiocesan Policy No. 4300)

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

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

The principal must approve the presentation of controversial issues in the classroom, must approve all materials and information to be used in the presentation, and supervise the manner in which controversial issues are presented and discussed in the classroom.

The principal must grant permission for outside speakers to address any class or the entire student body. The pastor must approve if the issue or topic is religious or doctrinal in nature, and the speaker must be approved through the Archdiocesan approval process. No speaker may at any time contradict the teaching of the Church as presented in the Catechism of the Catholic Church or in other authentic teaching documents of the Catholic Church.

POLITICAL ISSUES (Archdiocesan Policy No. 4310)

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

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

FIELD TRIPS (Archdiocesan Policy No. 4340)

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

The principal must give approval and sanction all field trips. Since field trips are a privilege, conditions for participation in an activity should be established and communicated with parents and students. (Refer to the Archdiocesan Policy Book for guidelines for fieldtrips.)

FIELD TRIPS

An important part of a child's education is taking advantage of learning opportunities in the community through field trips. Students may not participate in a field trip unless the teacher has received an Archdiocesan permission slip signed by a parent/guardian. Transportation for field trips will be by bus, van, or in some cases a carpool. Chaperones for field trips should be Safe Environment Trained (SET). For times and dates of this training, please contact the Archdiocese, the school office, or watch for this information in our school newsletter.

REPORTING OF STUDENT PROGRESS (Archdiocesan Policy No. 4400)

Academic grades are to be based solely on scholastic achievement as defined by the individual school. Behavior will be evaluated separately.

Teachers have the primary responsibility to confer with parents about the progress of their children. In cases involving ongoing problems or serious concerns, which may lead to action beyond the scope of the teacher's responsibilities, the principal must be included in the conference with the parents.

Report cards, standardized test scores, and parent-teacher conferences, shall provide parents with tangible evidence of student progress.

When trimester failure in a particular subject seems likely, parents shall be promptly notified in advance of the probable failure.

Disciplinary measures will not be reflected in academic grades. (exception: suspensions – the student receives a zero for work given on suspension day(s).)

Report Cards Grades 2-8

Report cards will be sent home with students at the end of each twelve-week period of the academic year.

Grading Scale for grades 4 to 8

A	90% - 100 %	B	80% - 89%
C	70% - 79%	D	60% - 69%
F	below 60%		

Grading Scale for grades K to 2

E	Excellent
S	Satisfactory
N	Needs improvement
U	Unsatisfactory

Grading Scale for grade 3

S	Secure
P	Progressing
B	Beginning

Honor Roll

An honor roll will be published for Grades 6-8. Honor roll status will be determined by performance in all subject areas, including specials. For a student to qualify for the honor roll, he/she may not have served a school suspension or more than two detentions in that trimester.

Honors will be determined on the 4-point system:

A = 4 points

B = 3 points

C = 2 points

Students may not be on the High Honor Roll if they have a C in any core subject area, but they may be on the Honor Roll. Students may not be on the Honor Roll if they have a D or F in any subject or special.

"A" Honor Roll	All A's
High Honors	3.5 - 3.99
Honors:	3.0 - 3.499

Principal's Award

The Principal's Award is designed to acknowledge the hard work and effort of students who devoted extra time to raising their grades. This award is given to a student who has brought at least two grades up one full step, (e.g. C- to a B-). Grades in two classes cannot have dropped a full step.

PARENT-TEACHER CONFERENCES

(Archdiocesan Policy No. 4410)

The teacher is expected to meet periodically with the parents of each student for the purpose of discussing the student's development and progress in school. The student may be present for all or part of the conferences at the discretion of the teacher. Unless specifically prohibited by court order, the non-custodial parent has the right to the same information and opportunities for conferences provided for the custodial parent.

PARENT/STUDENT/TEACHER CONFERENCES

Conferences at MPB are scheduled shortly after the middle of the first trimester. Conference days are counted as pupil contact days and students are expected to attend all or part of their conference. Teachers or parents may schedule additional conferences when requested. Parents will be called when a serious or consistent problem arises. Parents should contact the teacher to schedule additional conference(s).

**ELEMENTARY SCHOOL PROMOTION AND RETENTION
(Archdiocesan Policy No. 4420)**

PROMOTION

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

RETENTION

All decisions regarding retention are the responsibility of the principal in consultation with the teacher(s). In case of slow progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all the factors related to the student's development.

(Refer to the Archdiocesan Policy Book for minimum procedures for retention.)

Retention

MPB reserves the right to retain a student who does not meet the achievement level of the school. Retention is done only after consultation between the parents and school regarding the benefits to the child.

TESTING PROGRAM

(Archdiocesan Policy No. 4430)

Each Archdiocesan school shall participate in Archdiocesan testing program as outlined by the Office of Catholic Schools. The Office of Catholic Schools will make public each year the Archdiocesan average test scores, but will not make available individual school or classroom results to anyone except other appropriate officials of the Archdiocese.

Individual student's test scores will be made available to parents and teachers. School principals may make their schools' test scores available to parents and teachers. However, individual school's achievement test scores are not to be published through news media or publicity brochures.

All students will participate in the assessment program and all students will be included in the class and school averages. Accommodations for test taking for students with active written IEP's may be made at the discretion of the local school principal.

Standardized Testing

Iowa Test of Basic Skills (ITBS) are given each year. The ITBS test is given in grades 2 through 8 and the Cognitive Abilities Test (CogAT) is given in grades 3, 5, and 7. When the results are returned to the school, an individual report for each child is sent to the parents. In addition, MPB gives MAP tests 3 times a year which are measurements of academic proficiency.

**FINANCIAL REQUIREMENTS
Archdiocesan Policy No. 5020**

Each Archdiocesan school will have a written explanation of financial requirements of parents, including, but not limited to, tuition, fundraising obligations if any, and the procedures for financial delinquency including continuation at school and participation in graduation ceremonies.

TUITION

Tuition may be paid monthly (**July 15-April 15**), by semester (**July 15 and December 15**) or early (**July 15**). **The July portion of any tuition payment is non-refundable. If payment is not received by the end of July, your student(s) will not be considered registered and will not be placed on a class list.** the form of cash, money. Registration will not be completed until tuition and registration fees are paid in full. All eighth grade students must have all financial obligations met before they may participate in graduation.

As of 2015, MPB uses SMART Tuition Services. Almost all charges-tuition, lunch, sports, homework room, enrichment classes, etc will be sent directly to SMART billing. Charges will appear on family statements at their next billing cycle. There are a number of ways families can pay SMART for these charges. Some, like use of a credit card charge a "convenience fee" of approximately 2.65% additional charges; other methods are without cost. There is a family, yearly charge of \$50.00 for use of this service which is placed on the first billing of the school year.

Students will not be permitted to register at another Catholic school within the Archdiocese of Denver until all financial obligations at their current or previous Catholic schools within the Archdiocese have been met. **(Policy No. 5020)**

MUSTANG BUCKS SCRIPS AND GROCERY CERTIFICATE PROGRAM

As of July 1, 2010, MPB requires that each family purchase \$4,000 in scrips for the year. . MPB offers an extensive choice of merchants from which to buy and MPB's Home and School receives from 2 – 20% of each purchase. Grocery cards are available for King Soopers and Safeway and Sprouts Market.

How it Works

Individuals buy a Mustang Bucks scrip card (over 200 establishments) or a grocery certificates for face value by completing a form and writing a check. Individual them may use the card/certificate just like money at the establishment.

How to Purchase Scrips and Grocery Certificates

King Soopers- and Safeway and other vendors. Offer a re-loadable card-purchase, register the number with us and re-load each time you go. Each month your total will be deducted from the report sent to us.

Orders will be filled at the school on Tuesdays and Thursdays each week.. In addition orders can be placed on line with Great Lakes scrip and when these arrive, they will come home in kidmail.

FUNDRAISING PROJECTS (Archdiocesan Policy No. 5040)

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

FUNDRAISING REVENUE (Archdiocesan Policy No. 5050)

All funds collected by the various activity groups of the school shall be deposited in an authorized school/parish account. These funds shall be disbursed by the school in the approved procedure for purchasing and disbursements.

**USE OF SCHOOL FACILITIES BY OUTSIDE AGENCIES
(Archdiocesan Policy No. 5070)**

Schools will adhere to Archdiocesan policies regarding the use of Parish/school facilities.

Use of Building Facilities/Equipment

The school building and gym are part of the parish facility and are used not only by the school, but also by parish, religious education, youth programs, and other parish groups. Due to the number of groups using the facilities, the school may not be used by groups or individuals on a rental basis. In addition, furnishings, tables, chairs, and other equipment may not be borrowed or rented by anyone for use off the premises.

To schedule school or parish functions in the school, gym, or parish center, please call the parish office.

**STATEMENT OF NON-DISCRIMINATION BY ARCHDIOCESAN SCHOOLS
(Archdiocesan Policy No. 6020)**

All schools must publish their yearly statement affirming non-discriminatory policies regarding race and sex (Title IX) in the treatment of students and employment practices of the school.

**NOTICE OF STUDENT
NON-DISCRIMINATION POLICY**

The Catholic Schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila S.T.L. and at the direction of the Superintendent, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit handicapped students in accord with the policy on Admissions in the Archdiocese of Denver Catholic Schools Administrator's Manual. . These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, or athletic or other school-administered programs.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival "Car-line"

In the morning students will gather on the blacktop.

Cars dropping students off should use the driveway nearest the Church between the Church and the Parish Offices- not the driveway into the teacher parking lot nearest the school. Exiting should always take place using the driveway north onto Warren between the Church and the ELC.

Students must have a permission slip on file that allows parent permission for their student(s) to walk or ride a bike to and from school. Please state on the note exactly where the student(s) is/ are directly to go after school. Please update the note as needed.

Arrival Time

Arrange your transportation schedule so that your child/children are not on the playground before **7:50 a.m.** when there is no adult supervision.

Grades 6-8: These students gather near the front door. At 8:00, these students will enter the building at the door closest to Harrison Street.

Students and parents are not to be in the school building before 8:00 a.m. unless they have made arrangements with a staff member or are attending a scheduled meeting.

Once a student is on school property, s/he is not allowed to leave the grounds for any reason without permission from Administration.

Inclement Weather

On inclement weather days, students will go to the cafeteria beginning at 8:00 a.m. The wind chill factor and precipitation will be considered in determining if students will wait outdoors. However, on most occasions, arrivals will be held outside. Therefore, dress appropriately.

Dismissal

To insure a safe dismissal for our students, free from accidents, it is necessary that an orderly and organized dismissal be maintained. We expect all parents or others picking up students to make use of the appropriate pick-up procedure. (See appendix c).

All dismissals will take place from the blacktop area within the campus complex. Drivers will enter from the driveway between the Church I and parish offices from the North on Harrison. The line that forms should extend from the driveway North on Harrison and West on Warren. Only left turns onto the property should be made between 2:45 and 3:30 p.m.

Students will be lined up near the parish center. ALL cars should exit using the driveway between the Church and ELC onto Warren.

Students who are being picked up by parents who have parked (be careful of parking/stopping/standing signs) will be waiting in carline. Parents are responsible for safely crossing students. PLEASE do not EVER cross the carline or encourage your child to cross the carline by calling to them. No student may cross the street without an adult with him/her.

- Students will not be dismissed to the ELC parking lot. Parents must pick up their student(s) from the lines in front of the Parish Center.
- All students who are authorized to walk or ride their bikes home must wait for and obey the MPB traffic guard at the crosswalk.

Students must be picked up promptly after school. After 3:25 p.m., students will go to the MPB Homework Room. Parents will be responsible for the Homework Room charges. If late pickup becomes a chronic problem for an individual family, that family will be notified and other arrangements will need to be discussed.

All playground equipment is off limits during car line procedures.

Violations of car line rules will result in child/children needing to be picked up in the office.

EARLY DISMISSAL

Periodically there is a published early dismissal. School dismisses at noon with a regular carline. Arrangements for afternoon care can be made with the ELC. Homework Room for older students does not meet on early dismissal days.

COMMUNICATION

Direct Communication with the person most able to address your issues is always the best way to maintain and to strengthen the parent/school partnership. Should a problem or concern arise, the parent should go first to the classroom teacher; then should there be further need of discussion of an ongoing problem, the administration stands ready to assist all parties to agree on a course of action. It is expected that the vast majority of problems can be resolved through this one step alone.

There are some communication styles which can actually hinder or delay resolutions of an issue. These include going to a third party, starting the process with anyone other than the classroom teacher, or polling others to join in a "class action" when a simple conversation focused on your child's experience would suffice. The administration at MPB pays no attention to petitions and never acts upon anonymous reports because at our foundation must be a presumption of trust and good will and certainly anything of concern about our students should be able to be addressed openly and individually.

The Home and School Officers are advisory to the pastor and administration: they are not ombudsman or expected to be put in the middle between parents and school personnel.

At all times communication should be direct and respectful keeping in mind that students should never be placed in the middle between their parents and their teachers, and some discussion or disagreements between parties should be kept among adults so that children can have as peaceful and as positive an experience of school as possible.

Kid Mail

Each classroom has a large envelope for communication with the office. This envelope is used to send important items to the office first thing in the morning including attendance slips, notes explaining absences or asking for early dismissal, other notes, lunch count, tuition payments, money for lunch tickets, etc. The envelope is also used at the end of the day to send items including newsletters, notices etc. to the classroom to be given to students to take home.

Web Site – www.mpbdenver.org

The web site includes general information about the school most used by those outside the community. Parents and teachers have access to calendars/bulletin boards from teachers, menus, and internal school e-mail through Fast Direct—www.fastdir.com/mpb.

Family financial information as well as grades for older students are readily available once a family sets up their individually activated account with Fast Direct.

Telephone

Students may use the telephone for important and/or emergency situations as approved by staff. The teacher must give the student a pass giving the reason for the call. This pass will be given to the office secretary. Students should not use the phone if the request would cause an inconvenience to someone else. Students and teachers will not be called out of class to take a phone call except in emergency situations. Messages will be given to students at the end of the day. Messages for teachers will be forwarded to voice mail.

Cell Phones

If a student brings a cell phone to school, this phone must remain in the “off” mode and in the student’s locker during all school hours. If parents must contact a student during the day, please call the school office and the important message will be relayed. At the end of a day, with the homeroom teacher’s permission, a junior high student may use the phone to make travel arrangements while still in homeroom- NOT outside on the carline. Phones in violation of this policy will be taken to the office where they will be returned to the student or the student’s parent at the end of the day. Consequences for misuse of cell phones will be imposed, especially phone use related to bullying, harassment, cheating, etc. - either verbally or through the use of pictures.

Teacher phone calls

Teachers check their Fast Direct e-mails often and this is typically the best way to contact a teacher. A voicemail left on the teacher's mailbox can be left, and a return call should come within 24 hours. Some teachers have their only planning period first thing in the morning. When calls come in later in the day, the messages may not be retrieved until after school.

Parents and students are asked not to call a teacher, secretary, staff member, principal, or pastor at home for any reason unless permission has been given.

Newsletter

The weekly newsletter is the major line of communication between the school and the parents. If a school organization wishes to have a notice in the bulletin, that notice must be delivered to the school office by 3:00 p.m. Wednesday. Any notices that come in after that day and time will go in the next week's bulletin. Parents are encouraged to read the bulletin carefully. It includes schedule information and calendar updates. The bulletin is sent home weekly via Fast Direct.

Office Hours

The school office will be open from 7:40 a.m. to 3:40 p.m. on school days.

Directory A school directory is available through Fast Direct. Parents can opt out of having information published through the "buzzbook." The directory is for private use only. It is not to be used for business or solicitation purposes. Please report any abuses of this to the administration.

LUNCH PROGRAM – Mustang Café

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, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

MPB CANNOT guarantee an allergy-free environment or lunch program. Families who have students with severe allergies are obligated to fully inform and train-if necessary- school personnel about emergency situations and procedures and take reasonable precautions to insure the safety of their child. Because of the large number of students AND the use of rotating volunteers in the lunchroom, MPB takes a stance that we will assist parents, but cannot take on the total responsibility of these safety precautions.

No fast food is allowed in the cafeteria during lunch times.

Mustang Café cooks a fresh lunch on full days of school (pizza on Mondays) .Lunch is not served on half days of school. . Cold lunches from home may also be brought to eat at lunch time. Milk is provided with hot lunch and cold lunch students may purchase milk daily. MPB’s hot lunch program is always in need for parent volunteers to help serve lunch and sell milk to students who bring lunch from home. Please call the office if you can help. Students may not bring knives or food or drinks in glass containers. Students may not bring pop/soda .

Lunch Prices

Daily lunch price: \$3.50 (K-2)
Daily Lunch price: \$4.00 (3-8)
Daily milk: \$0.35

Lunch Process:

Lunches are billed through SMART . A record is kept of the days a student eats.

Pizza Mondays

On Mondays , the Mustang Café serves pizza. The pizza is purchased from an Papous Pizza. We add milk and one to two sides with the pizza. Cost of the pizza lunch is \$4.00/3.50 .

Lunch Times

Grades 6-8: 11:15 – 11:35
Recess: 11:35 – 11:55
Grades 3-5: 11:45 – 12:05
Recess: 12:05 – 12:25
Grades K – 2: 12:15 – 12:35
Recess: 12:35 – 12:55

On Thursdays (Mass Day), grades 3-5 and 6-8 trade lunch periods.

GENERAL INFORMATION

School Day

The length of the school day as determined by Colorado law is 5 1/2 hours, excluding lunch. School begins at 8:05a.m. and dismisses at 3:10p.m. Students may not arrive at school before 8:00 a.m. unless they are attending a scheduled meeting or have permission from a teacher. A warning bell to begin the school day rings at 8:05 a.m.

Students must be picked up promptly after school. If late pick-up becomes a problem for individual families, the families will be notified and other arrangements will need to be made.

Before and After School Care

MPB Early Learning Center offers year-round care for MPB students on the premises call SAP – School Aged Program and Summer Camp. Before and after school care is available for students in Kindergarten through grade five. The hours are 6:30 a.m. to 6:00 p.m. Register for this program through the ELC at 303-756-4252.

The Early Learning Center is available to children beginning at age 2 1/2 years and toilet trained. Call the MPB ELC for further information at 303-756-4252.

Homework Room

Homework room is available for students in grades 4-8 who need a place after school or extra help with homework. Hours are from 3:15 - 6:00 p.m. Students must register and fees are billed at the end of each month through SMART. Homework room is not available on early dismissal or non-school days.

Lost and Found

All items of clothing should be clearly marked with the student's name and homeroom so items may be returned. Lunch containers, bags, etc. also need to be well marked with student's name. Items without names will be placed in the lost and found in the west stairwell off the cafeteria. Items not claimed at the end of each trimester will be given away to charity.

Birthdays

- If your child wishes, s/he may bring birthday treats during the year. If treats are brought, a treat should be brought for every child in the class. Healthy treats are welcomed. For health concerns, individually wrapped treats are preferable.
- Unless the whole class is invited (or just all the girls or all the boys), individual birthday invitations to parties or other parties may NOT be passed out at school – even those addressed to parents!.
- Delivered floral, balloon, or food arrangements will not be delivered to the classrooms. If such items are delivered, the student will be called to come to the school office at the end of the day to pick up the item.

Lockers

Students in grades 6, 7, and 8 will be assigned lockers for their use during the school year.

Vision/Hearing Screening Students in several grades receive a vision and hearing screening as a help to parents. This is coordinated through the parish Health Ministries in the Fall of the year.

School Pictures

Student pictures will be taken twice each year for school records and for purchase by parents. Composite pictures of each class and individual student pictures are available for purchase. Information on dates and prices will be included in the newsletter.

Calendar The school calendar can be found on the Fast Direct website and weekly calendar updates are included in the newsletter each week.

Change of Address

Any change of telephone number or address is to be reported to the office, especially for emergency purposes. Please contact the office immediately to report any changes.

VISITORS

We encourage your visits to the school. Out of courtesy to the teacher, or in case of special events or schedule changes, we ask parents to contact the teacher first to schedule the visitation. Visits to Kindergarten need to be

delayed until after the first four weeks of school, or at the teacher's discretion. This gives the children time to adjust to the school environment.

Students may not typically host school visitors during the school hours. Families should discuss exceptions to this policy with administrators in advance of any proposed visit. Former MPB students who are contributing service time should make arrangements for this service with either teachers or administrators in advance.

Please cooperate with us by using the following procedures when you visit:

1. All parents/visitors must check in at the office and receive a nametag before proceeding to classrooms.
2. After checking into the office for a scheduled visit, feel free to walk into the room without knocking and be seated.
3. Visitors to the classrooms are observers only and are asked not to interrupt the learning process.

PARENT INVOLVEMENT

Volunteers

We welcome parents to come and volunteer at MPB.

We have many capacities in which you can help. Please contact your child's teacher, the school office, or the Home and School Association to see how you can help. In order to work directly with students, paperwork must be in the school office that validates that you have Safe Environment trained (SET).

Home and School Association

The purpose of the Home and School Association is to promote a spirit of cooperation and understanding between the parents and the school. It builds the community spirit of the school and raises funds to facilitate MPB's continued quality education to all students attending. Money from fundraisers is used to support programs that will enhance the students' education. The principal, faculty, and parents will determine areas of need in the school. The Home and School Association meets the first Tuesday of the month at 6:30 p.m. in the parish center. Meetings are open to all school parents. Dates/times will be indicated in the newsletter.

Background Investigations (Policy 3140)

All school employees and regularly scheduled volunteers have criminal background checks and take Safe Environment Training.

Tutoring Policy (#3600)

Ordinarily a teacher may not tutor a student they currently have in class. Exceptions can be made only with permission from the principal.

Safety Reports

Upon requests parents may view fire, asbestos and other safety inspection reports.

Length of the School Day (Policy 1260)

Instruction time for students in K-2 shall be a minimum of 5.5 hours, and instructional time for grades 3-8 shall be a minimum of 6.0 hours.

Head Lice (Policy 1420)

Head lice, while a nuisance, often occur in schools. Should PB encounter this situation, parents of children affected will be notified to either start effective treatment or check regularly to stem any further outbreak. Parents are encouraged to let school administrators know of occurrences so that other community members can be alerted confidentially.

Definition of Student/Home Schooling (Policy #2020)

The Catholic Schools of the Archdiocese of Denver may only enroll full-time students, defined as a student who is expected to be present for all school hours on all designated school days. The enrollment of par-time students outside of specific Kinder programs- is not permitted.

Background Investigations (Policy #3140)

All school employees who do not hold a current license are subject to a background investigation. In addition all regularly scheduled school volunteers are subject to a background investigation prior to the date they begin to volunteer.

Additional Policies added via revision on 9/7/2017

Concussion Guidelines (Policy 2190)

In all Archdiocesan organized athletic activities, the school follow the Colorado Jake Snakenberg Youth Concussion Act. The principal must ensure that ALL coaches complete the on-line concussion training course approved by the office of Catholic School prior to assuming any coaching duties. This basically instructs coaches to remove an injured player , and inform parents that the next step is to have the child evaluated by a health care professional. If a concussion has occur4red, clearances must be given to resume play.

Weapons in School (Policy 2621)

Students and school personnel shall not be in possession of a deadly weapon /weapon/replica . Weaponry is defined as is the term "possession" and the consequence (mandatoryexpulsion) further in this policy.

Fundraising/School Volunteers Hours (Policy 5090) ... At all times schools will comply with the Internal Revenue Service (IRS) guidelines that address fundraising and volunteer hours. This means that schools may not impose fines for uncompleted hours nor require or allow parents to work in lieu of tuition (barter programs). Schools may not impose fines for fundraising obligations not met by parents, but may require that parents purchase a reasonable amount of scrip certificates.

School Handbooks Amendment Statement.. (Policy 1100)

Statements in this handbook are subject to amendments with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.