



2023 – 2024  
STUDENT/PARENT HANDBOOK

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# 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 Most Precious Blood Catholic 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, academics, personal growth and social responsibility.

## SCHOOL PHILOSOPHY

We believe that Catholic Education begins with the faith that God, through 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 that 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 one 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*)

## 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

### **Life-long Learners who are...**

- effective problem solvers
- appreciative of the arts
- effective communicators
- masters of basic skills

### **Strong Individuals who are...**

- adaptive, resilient, self-motivated, self-confident and creative
- capable of making healthy and moral choices
- appreciative of the wonder and beauty of life

### **Responsible Citizens who are...**

- service-oriented
- resourceful
- respectful
- collaborative
- appreciative of diversity

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.**

## SCHOOL HANDBOOK AMENDMENTS (Policy 1100)

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

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

#### ASSURANCE STATEMENT OF COMPLIANCE WITH PURPOSES OF TITLE IX EDUCATION ACT

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

#### NOTICE OF STUDENT NON-DESCRIMINATION 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 disabled students in accordance 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, disability, color, and national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, athletic or other school-administered programs.

### ACCREDITATION (Archdiocesan Policy No. 1010)

Most Precious Blood School is accredited since 1999 by the North Central Accrediting Association (now Advanc-Ed) 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's** 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.

### WEBSITE – 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 the FACTS Family portal, a separate site addressed at <https://mpb-co.client.renweb.com/pwr/>.

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

### RELIGIOUS OBSERVANCES (Archdiocesan Policy No. 4120)

The faculty and students at Archdiocesan schools shall participate in daily prayer, regularly scheduled liturgies, weekly Adoration, 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, the Stations of the Cross, Benediction, and May Crowning should be provided. No principal, teacher, or student will be exempt from participation in religious observances, which are deemed part of the school program.

### 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.

## 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.

## 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.

### 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 sign in at the front office and pick up a visitors' badge.**

## BACKGROUND INVESTIGATIONS (Policy 3140)

All school employees and regularly scheduled volunteers have criminal background checks and must take Safe Environment Training as well as sign a Volunteer Hold Harmless Agreement.

## SAFETY REPORTS

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

## 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.

## ADMISSION (Archdiocesan Policy No. 2000)

All Catholic schools in the Archdiocese are open 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.
- Ordinarily, a student may not be admitted unless (s)he 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 successfully complete 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.
- 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

The 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.

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 accordance 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 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 KINDERGARTEN & GRADE 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, if applicable

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

**SCREENING AND SHADOWING:** **Students in this age group generally don't shadow, but arrangements can be made for a partial day visit for 1<sup>st</sup> graders.** After screening, a team decision will be made as to 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.

## 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 First 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 as to 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 by the student.

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## 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 students already registered at the MPB;
3. Children from families whose parents are registered, contributing members of the MPB parish;
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.

## 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.

## 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.

## 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 custodial parent to examine the school record of the child.

## **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.

## 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 vendors or individuals should the FACTS directory or 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. FACTS includes a feature to suppress publication in directories should parents so wish.

## COMMUNICATION

Direct communication with the person most able to address your issues is always the best way to maintain and strengthen the parent/school partnership. Should a problem or concern arise, a parent should go first to the classroom teacher. 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 goodwill and certainly anything of concern about our students should 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 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 positive an experience of school as possible.

### OFFICE HOURS

The school office will be open from 7:45am to 3:45pm on school days.

### KIDMAIL

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 regarding absences or early dismissals, lunch count, tuition payments and other miscellaneous communication items. 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.

### TELEPHONE

Students may use the telephone for important and/or emergency situations as approved by staff. 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 voicemail.

### CELL PHONES

If a student brings a cell phone to school, the phone must remain turned off and be placed in the **student's locker** or backpack during all school hours. If parents must contact a student during the day, please call the school office and the message will be relayed per the statement above. **At the end of a day, with the homeroom teacher's permission, a student may use a cell phone to make travel arrangements while still in homeroom – NOT outside in the carline.** Phones in violation of this policy will be taken to the office where they will be returned to the **student's parent at the end of the next school day.** Consequences for misuse of cell phones will be imposed, especially phone use related to bullying, harassment, cheating, etc., whether through verbal or pictorial means.

### TEACHER PHONE CALLS

Teachers check their emails often and this is typically the best way to contact a teacher. Voicemails left for a teacher should expect a return call within 24 hours. However, due to various scheduling requirements, messages left throughout the day may not be retrieved until after school hours.

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 *Mustang Minutes* 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 Wednesdays at 3:00pm; **anything submitted after this deadline will be published in the next week's newsletter.** Parents are encouraged to read the newsletter carefully as important schedule information and calendar updates are published within its pages. The *Mustang Minutes* is sent home weekly.

### DIRECTORY

A school directory is available through the FACTS Family Portal. Parents can opt-out of having information published by contacting the school office. The directory is for *private use only* and is not to be used for business or solicitation purposes. Please report any abuse of directory information to the administration.

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

Persons (other than custodial parent(s)/legal guardian(s)), 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.

### 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.

### 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.

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

The State of Colorado requires, by law, the 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 tardiness/absences requires administrative intervention. Excessive tardiness/absences (beyond 20% of a trimester) may be cause for a special plan, retention, or request for withdrawal.

### SCHOOL HOURS

Students attend classes from 8:05am to 3:15pm. The morning warning bell rings at 8:05am. K-5 students enter the building with their teachers at this time. Middle School students may enter the building and go to their lockers at 8:00am. More information can be found in arrival and dismissal procedures on page 25 and 26.

### ATTENDANCE

If your child will not attend a school day, please notify the office before 9:00am. Parents may leave a message regarding absent children on the answering machine before 8:00am or after 3:40pm on the day prior to an absence.

Another option to communicate absence is to email Alyssa Sanchez at [asanchez@mpbdenver.org](mailto:asanchez@mpbdenver.org). The school **office MUST be notified of a student's absence, while teacher notification is optional.**

### TARDY STUDENTS

When the 8:15am 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, (s)he 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, (s)he is well enough to get a little fresh air.

### MEDICAL/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 AND 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.

## LENGTH OF THE SCHOOL DAY (Policy 1260)

Instruction time for students in Kindergarten through Grade 2 shall be a minimum of 5½ hours while instructional time for Grades 3 through 8 shall be a minimum of 6 hours.

## SCHOOL DAY

The length of the school day as determined by Colorado law is 5½ hours, excluding lunch. School begins at 8:05am and dismisses at 3:15pm.

Morning playground supervision begins at 7:45am and students may not arrive at and enter the school building before 8:00am unless they are attending a scheduled meeting or have permission from a teacher. A warning bell to begin the school day rings at 8:05am.

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

The BASE (Before & After School Experience) program is offered on regular school days from 6:45am until 6:00pm for students in grades K-8. Costs are \$5.00 in the morning and \$7.00 for the first hour after school until 4:30pm; \$15.00 is charged for a full afternoon spent in BASE until 6:00pm. Any student left after 6:00pm will be charged a \$1.00 per minute late fee through FACTS.

## 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 the FACTS Family Portal and Crisis Go. Often these will also be listed on KCNC (Channel 4), KMGH (Channel 7), and KUSA (Channel 9). 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.

## ARRIVAL AND DISMISSAL PROCEDURES

### ARRIVAL CARLINE

In the morning, cars may enter the school grounds from South Harrison Street, making a left turn onto the driveway nearest the new St. Stephen Parish Center. Students arriving from morning carline will exit vehicles on the right side and gather upon the playground. Students may also be dropped off along the east sidewalk of South Harrison Street and walk in through the driveway nearest the school to their designated class spots on the **playground. Vehicles should not park and block this "Kiss-N-Go" area.**

*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 permission form exactly where a student is directly to go after school and update as needed.*

#### ARRIVAL TIME

Please arrange your transportation schedule so that your child(ren) is not on the playground before 7:45am when there is no adult supervision.

Students and parents are not to be in the school building before 8:00am unless they have made previous 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 8:00am. 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, students should dress appropriately.

#### DISMISSAL CARLINE

To ensure a safe dismissal for our students, free from accidents, it is necessary that an orderly and organized dismissal be maintained. We expect all parents/guardians picking up students to make use of the appropriate pick-up procedure.

Dismissal will take place from the blacktop area within the MPB campus complex. Drivers will enter in a single line from the driveway on East Warren Avenue, between the Church and the ELC. In front of the Church the line will bear right for single students and bear left if picking up multiple siblings or multi-family car poolers.

Single student vehicles will exit the campus through the driveway nearest the school onto South Harrison Street. **Vehicles in the “multiples” carline will exit campus north through the driveway onto East Warren Avenue.**

Students who are being picked up by parents who have parked a vehicle (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 designated areas near the big school.

All students who are authorized to walk or ride their bikes home must wait for and obey the MPB traffic guard at the crosswalk and are dismissed at 3:15pm. *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 permission form exactly where a student is directly to go after school and update as needed.*

Students must be picked up promptly after school. At 3:30pm, students will go to the MPB BASE program. Parents will be responsible for any BASE charges incurred. 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(ren) needing to be picked up in the office.

#### EARLY DISMISSAL

Periodically there is a published early dismissal. On these days, school dismisses at 12:00 noon with a regular carline. The BASE program does not meet on early dismissal days.

#### 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.

#### 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.

#### 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 and in accordance with specific pandemic health guidelines and procedures. 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 (s)he has contact and the broader school/parish community being served.

#### 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 emergency numbers listed in FACTS 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 in your FACTS Family Portal*. It is the responsibility of the parent(s)/guardian(s) to notify the office staff immediately if there are changes in home, work and cell phone 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 (s)he is not feeling well. The child will not benefit from instruction, and (s)he endangers his/her health and the health of the teacher and other students. This is particularly important during the COVID-19 pandemic as transmission can be spread by asymptomatic individuals. To maintain as much in-person instruction as possible, we all have to work together and keep children home even in situations when formerly we wouldn't.

It is the school's requirement that a student should wait 24 hours before returning to school after his/her temperature returns to normal or after vomiting stops, and cessation of symptoms is NOT due to medications. In the case of exposure to or a diagnosis of COVID-19, a child should be symptom free for a full 48 hours and a minimum of five (5) days from the initial positive test.

#### 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 parent(s)/guardian(s) 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 on the FACTS Family Portal.

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 from the doctor 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, nor any prescription medicines*. Any medicines found in the possession of a student will be confiscated immediately.

### HEAD LICE (Policy 1420)

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

### CONCUSSION GUIDELINES (Policy 2190)

In all Archdiocesan organized athletic activities, the school will follow the Colorado Jake Snakenberg Youth Concussion Act. The principal must ensure that ALL coaches complete the online concussion training course approved by the Office of Catholic Schools prior to assuming any coaching duties. This program instructs coaches to remove an injured player and inform parents to have the child evaluated by a health care professional. If a concussion has occurred, clearances must be given to resume play.

### 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

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.

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 or on the Archdiocesan website.

## 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.

## 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 prior to the next school year. This will be located on the FACTS Family Portal under "Resource Documents" and in hard copy in the school lobby.

## RECESS

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.

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

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

## 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.

## 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 beyond the 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, an 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 an active, written IEP's (Individual Education Program) may be made at the discretion of the local school principal.

## STANDARDIZED TESTING

MPB gives STAR tests 3 times per year as measurements of academic proficiency and growth. When the results are returned to the school, an individual report for each child is sent to the parents.

## 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 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, however long-term projects may be given. Homework over the weekends for Grades 6 through 8 is left to the discretion of the teachers. 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 and specific subjects. However, the daily average for all the subjects will be:

Kindergarten	Minimal
Primary (grades 1-2)	15-30 minutes
Intermediate (grades 3-5)	30-60 minutes
Middle School	60-120 minutes

It is recommended that a good study environment be provided – a 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 (s)he may collect missed assignments when (s)he 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

When a student is absent, the parent may request, on the second day, the student's work by: calling the office secretary before 9:00am. The homework may be picked up from the office after 3:00pm by a parent or another designated person (student or friend). sending a note to the teacher requesting the work. The student's work would be available for pick up in the office after 3:00pm. Brothers/sisters in the building may pick up make-up work in the office after the 3:15 dismissal bell.

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



### TUTORING (Policy 3600)

Ordinarily, a teacher may not tutor a student currently enrolled in his/her class. Exceptions can be made only with permission from the principal.

### 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.

### TECHNOLOGY EDUCATION

MPB teaches technology skills through every area and grade in the curriculum.

Students in middle school **MUST** all sign an Acceptable Use Policy agreement as well as a Personal Device **Permission Form**. **While these students may use their own devices for academic purposes, MPB's firewall limits access to problematic sites.**

### DEFINITION OF STUDENT/HOME SCHOOLING (Policy #2020)

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

### 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 SCALES

Kindergarten through Grade 2		Grade 3		Grades 4 through 8	
E	Excellent	S	Secure	A	90% - 100%
S	Satisfactory	P	Progressing	B	80% - 89%
N	Needs Improvement	B	Beginning	C	70% - 79%
U	Unsatisfactory			D	60% - 69%
				F	Below 60%

### 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, (s)he 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.

<b>“A” Honor Roll</b>	<b>All “A” s</b>
High Honors	3.50 – 3.99
Honors	3.00 – 3.49

### 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 as provided for the custodial parent.

### PARENT/STUDENT/TEACHER CONFERENCES

Conferences at MPB are scheduled at approximately 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. Parents will be called when a serious or consistent problem arises. Teachers or parents may schedule additional conferences when requested; 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 the 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.)

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.

### GRADUATION (Archdiocesan Policy No. 2460)

Graduation from elementary school (8<sup>th</sup> grade) should be kept appropriately simple and inexpensive. A Eucharistic 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.

## UNIFORM/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 (including cargo pants). Pants must be worn at the waist and may be accompanied by a belt if they will not stay at the waist. If a belt is worn, it must be a solid color of brown, black, navy or red with no adornments. These same rules apply to shorts, skorts, and skirts. Faded or washed-out pants are not acceptable. Pants must be hemmed not rolled.

SHORTS/SKIRTS/SKORTS must be solid navy blue or khaki. Shorts fit the same rules as for pants. If any of the above measure more than 3 inches above the knee when a student is kneeling, they are too short. All shorts, skirts and skorts may be worn year-round as weather permits.

With regard to skirt length, when parental standards differ from school expectations, these choices reflect on a **family's decisions**.

GIRLS may wear the *Hamilton Plaid* uniform jumper (K-5), skirt (6-8), or skorts (K-8); this design is 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, shorts or skorts measure more than 3 inches above the knee when kneeling, they are deemed too short and may not be worn to school. It is suggested and encouraged that girls (especially younger girls) wear shorts under their jumpers.

SHIRTS may be long or short sleeved, knit or woven. They must have collars and be plain in design with no lace, **trim, or insignia except the MPB logo as provided by 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.

SWEATSHIRTS/HOODIES only those sold by the school may be worn in the classroom. These sweatshirts are blue with the MPB logo. Individual teachers have the option of banning hoodies as they see fit.

TURTLENECKS must be red, white or navy.

LEGGINGS/TIGHTS may be worn provided there is a cover shirt or skirt worn over that follows the 3-inch rule for skirts/shorts. Colors must be solid and either red, white or navy blue only. No adornments are allowed.

SHOES may be tennis shoes or dress shoes. All shoes with laces must be tied all the way to the top. Jellies, sandals, 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 PE classes. 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.

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.

COLOR NOTES – 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.

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

MAKE UP – girls in grades 7 and 8 may wear make up in moderation. When inappropriate, teachers will ask the student to remove the make-up.

FREE DRESS – **is granted on special occasions at the discretion of the principal or principal's designee. Students** who violate this privilege, which is meant to be enjoyable for everyone, may be required to wear their uniforms for one or more upcoming free dress days. Guidelines for free dress include:

- Students must dress neatly;
- Shorts and pants must be hemmed with no fringe or ragged edges. Shorts must measure no more than 3 inches above the knee when a student is kneeling;
- Skirt and dress lengths must also follow the uniform code. Slits more than 2 inches above the knee will not be allowed;
- Jeans are permitted, but must be neat and without holes;
- Sweatpants are allowed;
- Longer athletic shorts are appropriate;
- 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;
- No low cut or backless shirts or dresses are allowed;
- Clothing with logos containing satanic, heavy metal, cigarette, alcohol, vulgar or suggestive sayings are not permitted;
- Costumes, pajamas and onesies are not permitted on free dress days.

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

#### 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(s).

#### 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 asking 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](http://www.dennisuniforms.com)

##### **LAND’S END – School Uniform Collection (also available at SEARS) [www.landsend.com](http://www.landsend.com)**

To order a shirt with the MPB School logo, dial (800) 469-2222 and provide the following information:

Logo Number: 0282533K  
Preferred School Number: 9000-8121-7  
Logo Application price: \$5.50

##### **DILLARD’S**

##### **MACY’S**

##### **TARGET**

##### **JCPENNEY**

#### 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 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 (s)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 use foul language.
- Treat all members of school with respect.

Teachers will communicate behavioral 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 a hand before asking questions, complete homework assignments and come prepared for class.

If your child has chronic discipline problems, parents may expect phone calls at home or at the place of employment to set up a conference to discuss the problem and/or to come to MPB to pick-up the 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. 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 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.
- No twisting, doubles, standing or climbing on swings.
- Frisbees are allowed in designated spaces. See playground supervisor.
- Tackle football is not allowed at any time. Only touch football is allowed.

## 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, iPads, laptops are only allowed on school premises with the permission of a teacher or principal. Equipment being used without permission or in an inappropriate fashion will be taken from the student and returned to the student's parent at the end of the NEXT full 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 as approved by the teacher. Primary grades do not allow any playground equipment to be brought from home.
- Students may not kick or throw ice/snow, nor play on the piles of snow/ice 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 Middle School 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/her homework, the natural consequence would be a lower grade 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/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 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 middle school 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 middle school 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. Re-admittance will take place after a parent/student/administrator conference.

**FOURTH OFFENSE** – consequences are the same as listed for the 1<sup>st</sup> and 2<sup>nd</sup> 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, *either 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.

## THE MARK SYSTEM – GRADES 6 THROUGH 8

This is used to document poor behavior choices. Sometimes an offense results in a parent/student conference around parent expectations in specific situations, but when rules are clear and/or offenses are repeated, marks are documented through FACTS and accumulate to detention points of 10 marks. At five (5) marks, students will fill out a reflection sheet which will be sent home to be signed by parents. At ten (10) marks, students will serve a 7:00am detention in a specified middle school classroom. At 15 marks is another reflection point; 20 marks is another morning detention. At 25 marks, a Saturday morning service detention will be served from 8:00am until 12:00 noon.

Offenses Which Can Result in ONE mark:

Talking	Uniform Infraction
Being Unprepared	Being Off Task
Tardiness to Class	Unsigned Forms
Unintentionally Unsafe Behavior	Items that involve not doing what is expected but that do not affect others to any great degree

Offenses Which Can Result in TWO marks:

Rudeness	Disruption
Gum Chewing	Foul Language
Spit Wads	Passing Notes
Lying	Disrespect of others and/or property
	Intentionally Unsafe Behavior

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

## CONSEQUENCES OF NEGATIVE BEHAVIORS

Poor choices generally fall in two categories – those involving lack of responsibility and those that lack 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/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
- Inappropriate use of the internet or social media. Generally, the school becomes involved when issues outside of MPB become issues causing disruption or harm within MPB. Parents are strongly advised to monitor children's social media accounts and activities as this medium is becoming an increasing issue that can cause great social and emotional harm to students, their reputations and their futures. Much of what is posted can be captured, forwarded and maintained for a very long time.
- Drugs (including over the counter or prescription medications), alcohol, tobacco, vaping or other controlled substance 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 resolution.

#### SCHOOL PROPERTY

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings or the personal property of another 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.

#### 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 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.

#### 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.



### WEAPONS IN SCHOOL (Policy 2621)

Students and school personnel shall not be in possession of a deadly weapon or a weapon replica. Weaponry is defined, as is the term "possession" and the consequence (mandatory expulsion) as previously explained in this handbook.

### 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.

Only the principal or assistant principal may suspend a student. A suspended student may not make-up work for credit and 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: after all other efforts of motivation and counseling have failed or where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons or 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 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;
- refusal to adhere to Archdiocesan or local policies and regulations;
- interference in matters of school administration or discipline;
- public rejection of the laws, norms and teachings of the Catholic Church.

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*.

### 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, 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.

### 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 remains unresolved, 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.

### 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 regard 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)
- Speech – available to grades 7-8 (information to be provided by middle school level leader)

CO-CURRICULAR ACTIVITIES at MPB include:

Sports – basketball and volleyball are available for grades 5-8. There is also a 3<sup>rd</sup> and 4<sup>th</sup> grade instructional league. Cross Country is available to students in grades 6-8. Co-ed teams in flag football and volleyball are offered as are swimming events.

### ACTIVITY EXPECTATIONS

A student representing MPB must be conscious of his/her actions at games, dances, extracurricular activities, and other gatherings of students. MPB 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 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 left for supervision by the activity leader. Please make other arrangements.

All parents of students in grades 5-8 who wish their children to play a sport must register at [CSALdenver.org](http://CSALdenver.org) and take a parent *Play Like a Champion Today* class. As of 2015, coaches must take a parent PLACT class as well as the coach PLACT. PLACT class are available for 2023-2024.

#### ATHLETIC PHILOSOPHY

MPB belongs to the Catholic Schools Athletic League (CSAL) and to the philosophy that interscholastic athletics in a Catholic school shall be organized and administered so 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 team's 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 will 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.

Should there be an issue or concern that arises during an athletic contest that involves the coach, referees or the league, it is expected that there be a 24-hour wait before engaging in discussion.

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.

#### SPORTS

MPB participates in the CSAL league of the Catholic schools. Offerings from the Catholic Schools Athletic League (CSAL) can include basketball, volleyball (MPB's most popular sport), cross country, flag football, futsal, swimming, golf, bowling and cornhole. **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).

#### 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 Middle School students when available.

#### 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.

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 to 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). The 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 ensure 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 assume total responsibility of these safety precautions.

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

The Mustang Café cooks a fresh lunch on full days of school (pizza is served 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 may be purchased by students with cold lunch.

**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 are interested in volunteering.

Students may not bring knives or food/drink in glass containers, nor can soda be brought as a lunchtime beverage.

LUNCH PRICES

Kindergarten – Grade 2	\$3.75
Grades 3 – 8	\$4.25
Milk	\$0.40

Lunches are billed through FACTS and a record is kept of the days a student eats.

PIZZA MONDAYS

On Mondays the Mustang Café serves pizza purchased from Blackjack Pizza. Milk and up to two sides are served in addition to the pizza lunch. The cost of a pizza lunch follows the regular lunch price schedule.

LUNCH SCHEDULE

Intermediate Grades 3-5	11:00 – 11:20	Lunch
	11:20 – 11:40	Recess
Middle School Grades 6-8	11:35 – 11:50	Lunch
	11:55 – 12:10	Recess
Primary Grades K-2	12:10 – 12:30	Lunch
	12:30 – 12:50	Recess

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. Registration will not be completed until tuition and registration fees are paid in full. *Eighth grade students must have all financial obligations met before they may participate in graduation.*

As of 2021, MPB uses the FACTS Tuition Management system. All charges – tuition, lunch, sports, extended care, enrichment classes, etc., will be sent directly to FACTS for billing. Charges will appear on family statements at their next billing cycle. There are a number of ways families can pay FACTS for these charges. Some methods, like use of a credit card, charge a "convenience fee" of approximately 2.65% additional charges; other methods are without cost. There is an annual family charge of \$50.00 for use of this service which is placed on the first billing of the school year (MPB absorbs this fee for those who elect to pay tuition by the full or semi-annual options).

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

The month of July begins the annual start of the School Scrip Program. As of July 1, 2010, MPB requires that each family purchase \$4,000 in scrip for the year. MPB offers an extensive choice of merchants from which to buy and **MPB's Home and School** Association receives up to 20% of each purchase. Grocery cards are available for King Soopers grocery stores.

HOW IT WORKS – e-Cards purchased via the RaiseRight app (found easily in the app store) will be counted towards a family account beginning July 1<sup>st</sup> of each year. The enrollment code for MPB is EAFDD3355L38. Many of the stores used for Back-to-School are on the app...Target, Gap, Old Navy, etc. Purchases made in the app will display two options for many of the stores-e-cards that can be stored inside the **app "wallet", or a "ship to home"** option for those shoppers that prefer an actual card. The only exception to the e-card option is for King Soopers **cards which won't be available until** school begins each August when the MPB School Mustang Bucks Team resumes in-person sales.

Questions regarding the Mustang Bucks scrip program can be directed to the Coordinator via email at [mpbscripts@mpbdenver.org](mailto:mpbscripts@mpbdenver.org).

## 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, and youth programs as well as by 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 at (303) 756-3083.

## PARENT INVOLVEMENT

### VOLUNTEERS

We welcome parents to come and volunteer at MPB! We have many capacities in which one 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 first be in the school office that validates that you have successfully passed Safe Environment Training (SET).

### HOME AND SCHOOL ASSOCIATION

The purpose of the Home and School Association is to promote a spirit of cooperation and understanding between parents and the school. It builds a community spirit for **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. Meetings are open to all school parents and dates/times will be indicated in the *Mustang Bucks* newsletter.

## FUNDRAISING/SCHOOL VOLUNTEER 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/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.

## GENERAL INFORMATION

### BIRTHDAYS

- If your child wishes, (s)he may bring birthday treats during the year. If treats are brought in, one should be included for every child in the class. Healthy treats are most welcomed; for health concerns, individually wrapped treats are preferred.  
*Students in grades K through 5 may wear free dress on his/her birthday. Alternatively, if a student can only celebrate a half birthday during the school year, free dress may be worn on this day.*
- Unless the whole class is invited (or just girls for an all-girl event and just boys for an all-boy event), individual birthday invitations to parties or other parties **may NOT be passed out at school...this includes** parent invitations as well.
- Floral, balloons, or food deliveries will not be made to the classrooms. If such items are delivered, the student will be called to the school office at the end of the day to pick up the item.

### CALENDAR

The school calendar can be found on the FACTS Family portal while weekly updates are communicated in the *Mustang Minutes* newsletter each week.

### CHANGE OF INFORMATION

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 updates.

### 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.

### LOCKERS

Students in grades 6, 7, and 8 may request a locker assignment for their use during the school year.

*If a student wishes to use a locker for storage, (s)he may complete a locker application form and turn it in, signed by a parent, to Ms. Sanchez for consideration. Lockers will be locked, and personal items should be stored in a student's locker during this time. During the school day, requests to visit a student locker will not be honored.*

### LOST AND FOUND

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

## MUSTANG MONDAYS

Each Monday of the school year, students may dress in special spirit wear attire which includes a Mustang Spirit Wear top with uniform bottoms. No free dress may be worn on Mustang Mondays.

## 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 as well. Information on dates and prices will be included in the newsletter as each date approaches.

## VISITORS

We encourage visitors to our school! Out of courtesy to the faculty and staff, or in cases of special events or schedule changes, we ask parents to first contact the teacher to schedule a visitation. Visits to Kindergarten will need to be delayed until after the first four weeks of school, or at the teacher's discretion. This allows sufficient time for the children to adjust to the new school environment.

Students may not typically host visitors during 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 advanced arrangements for this service with either teachers or administrators.

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, a visitor may 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.