

NATIVITY OF OUR LORD
CATHOLIC SCHOOL

900 W. Midway Blvd.
Broomfield, CO 80020

PARENT/STUDENT HANDBOOK
2017-2018



The Archdiocese of Denver Catholic Schools is an investment
in the future of our children and our Catholic faith.



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Broomfield, CO 80020
Parent/Student Handbook 2017 - 2018
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Numbered policies are from the Archdiocese of Denver Catholic Schools Administrator’s Manual.
Car Line Map
Calendar
Signature Page for Parents and Students

1.0 School Mission

The mission of Nativity of Our Lord School is to continue the ministry of Jesus within the tradition of our Catholic heritage in order to educate the total person, spiritually, intellectually, physically, socially, and emotionally.

Philosophy

The philosophy of Nativity of Our Lord Catholic School is centered on our Lord Jesus Christ. Built on the strong foundation of Catholic values, it is based on the following principles.

Spiritual

- To grow in the knowledge of our Catholic faith
- To accept fully God’s gift of faith
- To share our hope of salvation with all
- To deepen our love of God, neighbor, and self

Intellectual

- To provide a sound and challenging education that fosters analytical thinking as well as creative expression which will prepare students for higher education as they move toward adulthood

Emotional

- To embrace the values of patience, understanding, kindness, and tolerance and to uphold them as virtues in a diverse and constantly changing world

Physical

- To promote a healthy body, mind, and soul which is central to who we are and how we value ourselves as an image of God, and how we interact with the world around us

Social

- To encourage the adoption of a world view by embracing our own unique gifts and talents and accepting the diverse beliefs and values of others

With God as our guide, Nativity School strives to lead the heart, the mind, and the soul of each of its students towards goodness. As Proverbs 22 teaches, “Train a child in the way (s)he should go, and when (s)he is old, (s)he will not turn from it.”

2.0 General Information – Whom to Call

Fast Direct is our communication vehicle which relays information to and from our parents. Every family has a login and can access their child(ren)’s grades, missing homework, weekly school newsletter, calendar of events, and other information pertinent to their child(ren). Parents can also message each other, teachers, and/or office staff.

General Parish Information www.nool.us/

School Information and Online Communication <http://fastdir.com/nativity/>
or <http://school.nool.us/>

Subject of Call	Place to Call	Phone Number
<u>Student Absence</u>	School Office Fast Direct	303-466-4177 office – RC – Renee Claeys
<u>Weather Closures</u>	Check online with Fast Direct for message from Principal See School Closings (3.10)	

Subject of Call	Place to Call	Phone Number
<u>School Registration</u>	School Office	303-466-4177
<u>Child’s Progress</u>	Teacher	303-466-4177
<u>Classroom Procedures</u>	All staff members can be reached via email. First initial.last name@nool.us For example, Kathy Shadel = k.shadel@nool.us The email policy for the Archdiocese requires that email not be used for social purposes, chain letters, etc. Please use your teacher’s email address only for school business.	
<u>Grades</u>	Fast Direct	
<u>Policies/Procedures</u>	Principal, Kathy Shadel Assistant Principal, Johanna O’Connell	303-466-4177
<u>Athletics/coaches teams/schedules/games</u>	Athletic office, John Novak	303-466-4177
<u>School Counselor</u>	Counselor	303-466-4177
<u>Tuition</u>	Parish Office	303-469-5171
<u>Parish Registration</u>		

3.0 General Policies and Procedures

3.1 Non-Discrimination Policy/Admission

Notice of Student Non-Discrimination Policy

The Catholic schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila, S.T.L. and at the direction of the Superintendent, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit handicapped students in accord with the policy on Admissions, 4.2.1. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, or athletic or other school administered programs.

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

The Catholic schools of the Archdiocese, under the jurisdiction of the Archbishop, and at the direction of the Superintendent, attest that none of the Catholic schools discriminates on the basis of sex in its admission policies, treatment of student or its employment practices.
(Policy #6020)

No student will be admitted to Nativity School unless that student has reasonable hope of completing the school’s academic program. No student shall be admitted as a student unless that student 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 Archdiocese.

Students who transfer to Nativity may be placed on probation to assure that they can meet the school’s academic and/or behavioral standards. New middle school students will meet weekly with the principal/assistant principal for the first quarter that they attend Nativity School.

Incoming kindergarten students must be five years old before October 1st of the year they begin school. All students new to Nativity must present copies of the following documents prior to admission:

1. Birth certificate
2. Baptismal certificate
3. Health and immunization records

Priority for admission to Nativity School is based on the following criteria, in this order:

1. Siblings of current Nativity students
2. Nativity parishioners who have been registered and active in the parish’s stewardship program for at least six months
3. Verified, registered, active members of other Catholic parishes

4. Inactive or unaffiliated Catholics *
5. Non Catholics *

Upon admission, parents enter into contract with Nativity School through the Business Office of the Nativity of Our Lord Parish.

* These two affiliation levels reflect the highest tuition rate.

3.2 Tuition

Tuition for archdiocesan Catholic schools is set at the local level and shall be directly related to the per pupil cost. The Office of Catholic Schools recommends that schools set one tuition rate for Catholics who are registered at a parish within the Archdiocese of Denver and who meet the requirements for parishioners (affiliated Catholic tuition rate) and another rate for non-affiliated and non-Catholic students. The rate for non-affiliated and non-Catholic students may be equal to or greater than the per pupil cost.

- A) Families who are members of parishes whose children are enrolled in an Archdiocesan elementary school for kindergarten or a higher class, or one of the Archdiocesan-operated high schools are eligible to receive the affiliated Catholic rate if they meet the following criteria:
 - 1) The family has been registered in the parish for at least six months.
 - 2) The family verifiably contributes, according to their means, on a regular basis to the financial support of the parish.
 - 3) The family attends Mass regularly and is involved in the activities, organizations or programs at the parish.
- B) Schools may reserve the right to charge additional fees as needed. These fees may be non-refundable at the discretion of the local parish/school.
- C) All tuition discounts must be approved by the pastor as evidenced by his signature on the tuition contract.
- D) Any parish-wide policy of tuition discounts or compensation for faculty and staff must be in writing, referenced in the parish school's Faculty/Staff handbook and clearly specified in their tuition contract.
(Policy #5010)

3.3 Accreditation and Licensure

Nativity School is accredited by the North Central Association Commission on Accreditation and School Improvement, a division of AdvancED. The purpose of accreditation is to acknowledge the professional educational standards of the school. This accreditation process is intended to serve as a means of on-going planning and school improvement.

All teachers at Nativity School hold the proper credentials for certification for teaching in the state of Colorado or are eligible to do so with credentials from another state. All faculty members have participated in Safe Environment Training through the Archdiocese of Denver; fingerprinting and background checks are required.

3.4 Daily Schedule

Grades 1-8

8:15 a.m. - 3:15 p.m. Monday through Friday

Kindergarten

8:15 a.m. - 11:55 a.m. Morning Kindergarten

Supervision

Supervision is provided in the gym and in the cafeteria starting at 7:50 each morning. Students in grades K - 5 should report to the cafeteria as soon as they are dropped off in the morning. Students in grades 6 - 8 should report to the gym as soon as they are dropped off in the morning.

Students should be picked up at 3:15 on regular days and 12:00 on minimal (half) days. There is no supervision provided after those times. Please make sure that your child is picked up on time daily.

3.5 Attendance

Absence

Regular attendance at school is essential to a student's success in school. Truancy is a violation of Colorado Law. The responsibility for compliance with the law belongs to the parent. Nativity School will contact the parent(s) if there appears to be a problem with attendance; excessive absences or tardies may be cause for retention. (Policy #2120)

Absence Due to Illness

If a student is absent from school because of illness, please call the school attendance line (303-466-4177) or message Renee Claeys via Fast Direct by 8:15 a.m. to report the absence. Parents may call prior to school hours to indicate your child's absence or to leave a message.

Academic achievement and progress is directly affected by attendance. Students who miss more than 15 days in a school year will have a conference set up by the student's homeroom teacher with his/her parents, the homeroom teacher, and the principal to discuss academic progress. Retention or other alternatives will be considered as a solution to excessive absences.

Students are expected to make up the work missed due to absence in a timely fashion. However, due to a number of reasons, it is best to refrain from picking up homework the day of your student's illness. **Please do not call the office or message the teacher(s) for absent work. Teachers allow two days for each day of illness.** The STUDENT is responsible for obtaining his/her makeup work from the teacher(s) upon his/her return.

Pre-Arranged Absence

In general, student vacations during school time are discouraged as it is impossible to recreate classroom instruction and experiences. Absences for any reason create hardships for students and teachers alike. The decision to allow a student to miss school for reasons other than illness remains the responsibility of the parent(s). Teachers may be able to give a general idea of the work that will be covered during a student's pre-arranged absence, but they are not expected to provide detailed lessons and assignments for that time period.

Tardiness

It is important that students be on time for school each morning. It helps them begin the day in a calm and organized fashion. If a student arrives after the 8:15 morning bell, he/she is considered tardy and should check in at the school office before going to class. Students who arrive late should enter through the foyer door near the gym and gain admittance by ringing the doorbell. The student then proceeds to the office to sign in as late.

Students who are tardy more than 15 days in a school year will have a conference set up by the student's homeroom teacher with his/her parents, the homeroom teacher, and the principal to discuss academic progress.

A recurring pattern of absences and/or tardies may result in a student being placed on probation, in a request to withdraw from school, or in his/her retention at the end of the school year.

Early Release

Parents are encouraged to try to make medical or other appointments at times other than during school hours, if possible. If your child is to be dismissed for any reason during school hours, the office should be notified. Parents should come to the school office to pick up their student. Students will be released from the school office only. If a student returns during the school day, he/she is to sign back in at the school office before returning to class.

3.6 Supervision of Students

Students will 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. Supervision requires both physical presence and attention to students. Since emergencies will occur, it is not always possible for a teacher to be physically present to all students.

3.7 Visitors

Parents or other visitors must check in with the front desk personnel upon entering the west doors of the building. Parents are welcome in our school, but for the safety of students, all persons except staff are required to wear a visitor's badge when they are in the building. (Staff must wear identification badges at all times.) School visitors must proceed to the school office where they inform office personnel of their destination. The secretaries will announce to the teacher via the intercom if a parent is going to a classroom. An appointment with a teacher is required in order that a parent is allowed to go to a classroom. If a parent needs to speak to a student, the student will be called to the office by a secretary. Visitors are not allowed to go to the lunchroom; if a lunch is brought to a student, it should be clearly marked with the student's name and grade, and it will be delivered to the cafeteria by the office staff. Parents are welcome to observe classes, but are asked to call the office in advance to set up a time for this classroom observation. Persons other than custodial parents/legal guardian (including other family members), agencies, or organizations desiring to contact individual students during the school day **MUST FIRST** receive permission from the principal or the assistant principal (Policy # 2280). If a family is interested in enrolling their child into Nativity School, students in grades 5 – 8 may "shadow" for up to one half day with permission from the administration. Visits in the classroom, lunchroom, and playground from former students are not permitted.

3.8 Child Custody Issues

Custodial parents/legal guardians shall be recognized by the school as the primary decision makers for their children. Legal documentation regarding custody and visitation must be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school must be notified immediately regarding any changes to custodial provisions. Proper paperwork and documentation is critical when deal with child custody issues.

Non-custodial parents shall have access to school records, conferences, and other information unless 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. The school may not be used by a non-custodial parent to circumvent custody orders or visitation rights.

School officials (i.e., principals, assistant principals, teachers) will not offer to testify on behalf of one parent or another in situations of divorce, child custody matters, etc. (Policy #2140)

3.9 Directory/ Release of Information

A school directory including addresses and phone numbers of students and parents will be available early in the school year. Written permission from parents is required yearly before publication of the directory. The school does not make this information available to anyone outside the school or the Archdiocese of Denver. Please respect the privacy of our school families. The information in the directory should never be used for solicitation or business purposes. Schools can share student directory information with all diocesan and affiliated Catholic schools when requested by an official (e.g., principal, Office of Catholic Schools representative) within the school system. (Policy # 2340)

3.10 Media Policy

Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Archdiocese of Denver or parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from parents on an annual basis. (Policy #2350) This includes inclusion of the students' pictures in the school yearbook.

3.11 School Closings

In the event that classes are to be canceled because of weather or other emergencies, the announcement can be heard on KCNC (Channel 4), KMGH (Channel 7), or KUSA (Channel 9). This information will also be messaged to all parents through Fast Direct. Please do not call the school, the teachers, or the parish center to request closure information. Once school is in session, classes will NOT be dismissed before the regular time because of weather. However, if adverse weather conditions exist, parents may always elect to pick up your child(ren) early.

3.12 Emergency Procedures

Our students' safety is of utmost importance to the Nativity staff. The school has a complete emergency preparedness plan that addresses most possible emergency situations. Nativity School has an assigned school resource officer from the Broomfield Police Department, and with his/her guidance and direction, situations that arise are addressed. Some general safety precautions that will be in place during the school day and year are: (1) All exterior doors will be locked with the exception of the main church entry on the west side of the building. Front desk personnel will be watchful of all who enter those doors and sign them into the building. (2) The school personnel will contact the front desk personnel in all emergency situations. (3) The school will conduct periodic practices and drills to help all students, parish staff, and school staff prepare for potential emergencies. (4) The school personnel will review the emergency plans frequently at faculty meetings.

Fire, intruder, and tornado drills are held regularly during the school year. Fire drills shall be practiced once a month. Tornado drills shall be practiced two times a year, once in the fall and once in the spring. Intruder (Lockdown) drills shall be practiced two times a year, once in the fall and once in the spring. If the school must be evacuated for any other reason, students will be accompanied to Emerald School or another safe location at the discretion of the principal and the police department. Please refer to the Emergency Plan available in the office for more specific information.

3.13 Social Activities

School-sponsored social activities may be held with the approval of the pastor/ principal/ assistant principal. All school-sponsored social activities will be appropriately supervised by faculty member and parents. (Policy #2700)

3.14 Birthday Treats

Students are allowed to share a treat with their classmates to celebrate their birthdays. Please check with your child's teacher concerning other students' allergies, especially to nuts, chocolate, and peanuts. We also ask that parents think about healthy snacks/treats being brought to share with classmates.

3.15 Use of School Facility by Outside Agencies

As a general rule, outside organizations, groups, or teams may not use the school facility for meetings or practices. If exceptions are made, the organization must adhere to Archdiocesan policies regarding the use of parish/school facilities. (Policy #5070)

3.16 Use of School Name

Faculty members, staff, students, parents, parish members, or school organizations may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of another organization) only with the written approval of the principal AND pastor. (Policy #1050)

3.17 Fund Raising Projects/Fund Raising Revues

No organization may promote a fundraising project in the school's name without prior approval of the school principal and pastor. All funds raised on behalf of the school or its activities association are ultimately used at the discretion of the principal and the pastor. (Policy # 5040).

All funds collected by the various activity groups of the school shall be deposited in an authorized school/parish account. Those funds shall be disbursed by the school in the approval procedure for purchasing and disbursements. These fund raising revenues are monitored and administrated by the principal and pastor. (Policy #5050)

3.18 Inspection Reports

Safety inspections are conducted regularly, and legal safety requirements are met. Fire extinguisher testing, kitchen hood checks, back flow preventor testing, smoke head testing, and a check of the fire alarm panel are conducted annually. North Metro Fire Department conducts an inspection yearly, and the elevator company provides ongoing maintenance on a contract basis. We conduct regular asbestos inspections and continue a comprehensive maintenance plan based on these inspections. This plan follows directives set forth by the Archdiocese of Denver and the EPA. The plan and our complete asbestos files are available for review in the school office. Inspections of the building are conducted periodically by Prestige Pest Management.

4.0 Health

4.1 New Student Requirements/Immunization

All new students must provide up-to-date immunization records to be kept on file in the school office. Your doctor's office should have a form available for you to bring to school. Periodically, Nativity may conduct vision, hearing, and scoliosis screenings. Potential problems that are found are communicated to parents so that they may follow up with their own doctors.

Under Colorado law (Board of Health Rule 6 CCR 1009-2), schools are required to have an immunization record on file for every student enrolled. These records are the official certificate of immunization, the official medical exemption form, or a documented, non-medical exemption. The records are to be presented to the school before the first day of school.

If a child is not in compliance with the health and immunization requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received the required immunizations.

Schools shall comply with the following policies of the Department of Public Health and Environment regarding exemptions. Colorado law requires all students attending Colorado schools and licensed child care facilities to be vaccinated against certain diseases unless a medical or non-medical exemption is filed. (Policy #2080)

4.2 Liability Insurance Information

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

4.3 Accidents and Illnesses at School

All parents are asked to fill out emergency cards at the beginning of the year. One card should be completely filled out for each child in the family. All cards are kept on file in the school office, and a copy is given to the student's homeroom teacher. It is vitally important that your address, phone number(s), physicians, and emergency contact persons are kept up-to-date in case the school personnel need to reach you during the school day. The school reserves the right as deemed necessary by the principal/principal's designee in a life-threatening situation. Archdiocesan Policy #2220 requires that Nativity School call 911 immediately in the case of acute illness or injury.

If your child becomes ill at school or has an accident, which is not acute, the parent will be called to pick up the child. Nativity School does not have a school nurse each day on site or facilities to care for a child who is ill for any length of time.

There is a sick room; however, if a child is sent to the sick room, he/she should probably be at home. Parents should not send a child to school if he/she is not feeling well. A child must be fever-free without fever reducing medication for 24 hours before returning to school. A child who has been prescribed antibiotics must be on the antibiotics for 24 hours before returning to school. A child who is ill cannot profit from instruction. A sick child also compromises the health of classmates and teachers. See also - *Absence Due to Illness*.

4.4 Medication

Medication is rarely necessary for students during the school day. It may be justified for chronic or acute short-term health conditions. No medication, including aspirin, cough-and-cold medication, decongestants, or other over-the-counter or prescription medications shall be administered by any school personnel, including a nurse, except under the following conditions:

Written orders from an authorized prescriber shall be on file at the school, stating:

1. Child's name
2. Name of medication
3. Proper dosage of medication
4. Purpose of medication
5. Time of day/circumstances in which medication is to be administered
6. Anticipated number of days the medication must be administered
7. Possible side effects
8. Storage instructions

Whenever possible, the parent is requested to be present to administer the medication. If the parent is unable to be present, only a Registered Nurse (RN) or trained personnel to whom an RN has delegated the task of administering medication may administer the medication according to the authorized prescriber written instructions. In such a case, the parent must submit a written request to the school to provide the medication.

There are two archdiocesan forms that must be used if you child needs medication at school. One is a parent permission form, and the other form is for the physician to fill out. These are the only forms that will be accepted, and they can be picked up in the school office.

The medication must be brought in a container appropriately labeled by a pharmacy or authorized prescriber. These medications shall be safeguarded at school to avoid ingestion by the wrong child. Medications must be kept in a secure place to which students do not have access.

The person(s) trained and delegated to administer medication is (are) to keep a daily log of medicine administered. Individual records of such medications administered by school personnel shall be kept indefinitely.

If a student has a condition that might require medication on an emergency basis (e.g., in the case of a child's allergic reaction, asthma attack, etc.), the student's family shall provide all necessary information and training or instruction to the trained personnel designated to administer such medication or carrying out such medical procedures.

Any student who requires an inhaler may keep such inhaler on his/her person, provided the proper physician's orders and documentation are kept on file in the school office.

Essential first aid supplies are available at all times. First aid kits must be taken on all field trips.

The school administration cannot guarantee an allergy-free environment to children with severe allergies or other conditions requiring medications. Parents of children with severe allergies or other conditions

requiring medications are to sign the Medical Release Form, and that form is to be maintained on file at the school. (Policy # 2240)

4.5 Archdiocese of Denver Office of Catholic Schools Concussion Guidelines

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

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

The PRINCIPAL must ensure that All coaches complete the on-line concussion training course approved by the Office of Catholic Schools prior to assuming any coaching duties. The Office of Catholic Schools will provide the principal with the name and link of the approved training course.

The Office of Catholic Schools recommends that all teachers and supervisors complete this course.

A concussion is a type of traumatic brain injury--or TBI--caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. It is a disruption of how the brain works; it is not a bruise to the brain.

While most with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. Not giving the brain enough recovery time can be dangerous.

Concussion signs or symptoms include change in the person's behavior, thinking, or physical functioning. (Appendix ZZ)

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

1. *Remove the athlete from play immediately.*
2. *Inform the athlete's parents or guardians about the possible concussion. Give them the CDC fact sheet on concussion for parents. (Appendix AAA)*
3. *Ensure that the athlete is evaluated by a health care professional.***
4. *Keep the athlete out of play and practice the day of the injury and until a health care professional, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.*

After a concussed athlete has been evaluated and received clearance to return to play from a health care provider, school officials may allow a registered athletic trainer/coach/athletic director with specific knowledge of the athlete's condition to manage the athlete's GRADUATED RETURN to play. (Appendix BBB)

****"Health Care Provider"** means a doctor of medicine, doctor of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed doctor of psychology with training in neuropsychology or concussion evaluation and management.

PARENTS ARE REQUIRED TO SIGN THAT THEY HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THE CONCUSSION POLICY BEFORE THE CHILD CAN PRACTICE OR PLAY. (Policy #2190)

4.6 Communicable Diseases

Any student, teacher, or other staff member having a communicable disease will be dealt with on a case-by-case basis. The Superintendent will be notified prior to action by the principal or pastor. (Policy # 1400 and Appendix E)

4.7 Head Lice

Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. The head louse is a parasitic insect that can be found on the head, and at times, the eyebrows, and eyelashes of people. Head lice feed on human blood several times a day, live close to the human scalp, and are found worldwide. Head lice

move by crawling; they cannot hop or fly. They are spread by direct contact with the hair of an infested person. Anyone who comes in head-to-head contact with someone who already has head lice is at greatest risk. It is also possible that contact with clothing (hats, scarves, coats) or other personal items (combs, brushes, or towels) used by an infested person is a means of spreading head lice.

If a child has an active infestation of head lice, he/she may return to school 24 hours after treatment. (Policy #1420)

Nativity parents will be informed via Fast Direct of confirmed cases of head lice.

4.8 Abuse/Neglect

In Colorado, as in other states, child abuse and child sexual assault are crimes. Colorado also has a specific statute, which requires that child abuse and child sexual assault be reported to the county department of social services or to the local law enforcement agency. The Colorado reporting statute requires that any person who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or sexual assault or who has observed a child being subjected to circumstances or conditions which would reasonably result in abuse or neglect or sexual assault shall report the matter immediately to (1) a local law enforcement agency; and/or (2) the county department of social services; and (3) archdiocesan and school administration.

Colorado has established a state-wide phone number for reporting: 1-844-CO-4-KIDS (1-844-264-5437). 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 in making the report shall be immune from liability, civil or criminal, or termination of employment that otherwise might result by reason of such reporting.” (Policy # 2220)

5.0 Religion Education/Religious Observations

The Religion program of Nativity presents the central doctrines and morals of the Catholic faith clearly and accurately and is supported and enhanced by community, service, and liturgical experiences. (Policy #4100)

The faculty and students at Nativity School shall participate in daily prayer, regularly scheduled liturgies, and other devotions. Liturgies are celebrated on holy days during the school day. Traditional devotions including but not limited to the Rosary, Stations of the Cross, Adoration, and May Crowning are provided. No principal, teacher, or student will be exempted from participation in religious observances that are deemed part of the school program. (Policy #4120)

6.0 School and Classroom Policies and Procedures

6.1 Curriculum

Nativity of Our Lord School follows the curriculum as set by the Archdiocese of Denver in all subjects for all its schools. This curriculum is evaluated on a regular basis and is constantly updated as we strive for academic excellence in our schools. Academic subjects for all grades include Religion, Math, Reading/Literature, Science, Social Studies, and Language Arts which encompasses grammar, composition, and spelling. In addition, all students are instructed in Art, Music, Physical Education, a foreign language, and Technology. (Policy #4000)

Nativity’s library is run by a paid aide and trained volunteers. All classes are assigned a library period. Books may be checked out for one week and for longer if needed. It is our objective to instill in the students a love and appreciation for books and the enjoyment of being able to use the library.

6.2 Home Schooling

The Catholic Schools of the Archdiocese of Denver may only enroll full-time students, defined as a student who is expected to be present for all school hours on all designated schools days. The enrollment of part-time students—students who attend only certain classes or only a portion of a school day—is not permitted. This does not include kindergarten programs in which the offered hours are less than those of the full school day.

Extra/co-curricular activities and/or programs (e.g., CSAL, tutoring programs, after school activities) are not open to children who are not full-time, enrolled students in the school. Schools may not permit students enrolled in home school programs to participate in extra/co-curricular programs and activities for any reason.

Home school programs are considered a separate form of private education. The Archdiocese of Denver does not offer a home schooling program and schools may not support, materially or otherwise, a home schooling program for a family. (Policy #2020)

6.3 Controversial Issues/ Political Issues

If controversial issues arise in the classroom setting, the teacher will reflect the teaching of the Catholic Church as presented in *The Catechism of the Catholic Church* or in other authentic teaching documents of the Catholic Church. (Policy # 4300) Advocating a specific political stance, party affiliation and/ or political agenda is not to be exercised by faculty, parents, and students in the building. Posting of political materials is prohibited. (Policy # 4310)

6.4 Books and Supplies

Textbooks are chosen to most nearly reflect the Archdiocesan curriculum in every subject. Books are issued to students at the beginning of each school year. All classroom books should be covered at all times in order to prolong the life of the books. Students are responsible for having books and supplies necessary for class each day. The supply list for each grade will be made available prior to the opening of school. Students will be responsible for the cost of replacing lost or ruined textbooks and will pay appropriate fines for any damage to them.

6.5 Homework

The purpose of homework is to help the student reinforce academic skills, learn good study habits, and encourage him/her to appropriately budget time and energy. Parents can help their children develop good study skills by showing an interest in their classroom work and assignments, and by providing time and a quiet environment for homework. Missing homework can seriously affect classroom performance and quarterly grades, so please help monitor your child's work by checking the assignment notebook as necessary. For homework make-up, see *Absence due to illness* and *Pre-Arranged Absence*. Students will complete summer reading/lit and summer math assignments in order to ensure an easier transition from one school year to the next. Assignments are geared to grade levels and will be graded.

6.6 Tutoring

Teacher recommendations for tutoring must be approved by the principal. No teacher may accept pay for tutoring a pupil from his/her class during the academic year. In rare instances, an exception may be sanctioned by the principal. (Policy #3600)

6.7 Student Progress

If a child is having difficulty in a subject or is in danger of receiving lower than a "C" in a subject on his/her report card, a teacher will contact the parents as soon as possible in the quarter. The purpose of this contact is to intervene as early as possible so parents and teachers can work together to help the student succeed. Parents are able and are encouraged to view student progress via Fast Direct and are encouraged to do so weekly.

6.8 Learning Specialist

Nativity School has a Learning Specialist. Teachers may consult with her regarding a student's progress. If a parent suspects that the Learning Specialist's expertise would be beneficial to his/her child's educational success, the parent should contact the homeroom/classroom teacher who will set up a meeting with the teacher, parent, and Learning Specialist.

6.9 Counselor

Nativity School's *Children First* counselor is a part-time intern therapist from Maria Droste Counseling Center. The intent of the counseling program is to assist children, through counseling and education, to deal more effectively with a wide range of issues that may be causing difficulties in their lives. Children are required to have a signed Permission for Counseling form and a Referral and Follow-Up form completed by their parents(s) or guardian(s) before they will be allowed to participate in this program. Parents may contact the school office for further information.

6.10 Conferences

Formal parent-teacher conferences are scheduled during first quarter for all students in grades K-8 as well as during the spring. Additional conferences between parents and teachers are welcomed as dictated by the needs of the child. Parents who wish to confer with a teacher are asked to make an appointment to ensure that the teacher has the time and information available to provide for a conference that is beneficial for all. Please do not stop by in the morning and/or dismissal time to talk with a teacher unless it has been pre-arranged. Unplanned talks or meetings prohibit the class from starting productively and/or prevent the teacher from meeting responsibilities for dismissal duty and supervision.

6.11 Grades

Grades are based on the following mandated Archdiocesan scale:

A+	98 -- 100	A	93 -- 97	A-	90 -- 92
B+	87 -- 89	B	83 -- 86	B-	80 -- 82
C+	77 -- 79	C	73 -- 76	C-	70 -- 72
D+	67 -- 69	D	63 -- 66	D-	60 -- 62
F	59 and below				

The following grades may be used for various grade levels and various subjects:

O	Outstanding
S	Satisfactory
U	Unsatisfactory

Conduct and Conduct/Work Habits grades use the following scale:

- 1 – Consistently outstanding effort
- 2 – Generally positive growth
- 3 – Improvement needed
- 4 – Unacceptable – immediate change required

6.12 Report Cards

Report cards are issued at the end of each quarter. These reports should be reviewed on our online communication system, Fast Direct, printed, signed, and returned to the homeroom teacher within one week of receiving the report card. Honor Roll certificates may be given to middle school students at report card times. **HIGHEST HONORS** – All “A’s” on the report card. Any middle school student who earns a “4” or more than one “3” in Conduct is not eligible for honors for that quarter. Any middle school student who receives a “4” in Work Habits is not eligible for honors. **FIRST HONORS** – All “A’s” and “B’s,” with more “A’s” than “B’s.” Any middle school student who earns a “4” or more than one “3” in Conduct

is not eligible for honors for that quarter. Any middle school student who receives a “4” in Work Habits is not eligible for honors. **SECOND HONORS** – All “A’s” and “B’s” with only one “C.” Any middle school student who earns a “4” or more than one “3” in Conduct is not eligible for honors for that quarter. Any middle school student who receives a “4” in Work Habits is not eligible for honors.

6.13 Promotion/Retention

Academic promotion or retention of a student is based on mastery of academic skills, completion of academic work, and attendance in class. Local school policy should define the extent to which they can serve students with special needs. Schools may accommodate students with learning challenges who require curriculum modifications. Adaptations and modifications should be regularly discussed with parents and should be noted on the report card and in the permanent record. Such a record should say, “Grade indicated by * denote progress made based on a curricular program adapted to the needs and abilities of this student.”

Failure to achieve minimum standards in any two academic subjects may be cause to consider retention. In any case, the decision concerning retention will be made after consultation between the parents and the school and after considering the student’s best interests and the intellectual, academic, social, emotional, and physical development of the child. The final decision rests with the principal. A student that requires additional preparation for the next grade may be “assigned” rather than promoted. The principal will make this determination with the teachers(s) of the student.

6.14 Standardized Testing

Each year, students in grades two through eight take the Iowa Assessments. These standardized tests help the school and parents measure individual student strengths and weaknesses as well as class progress. These scores also give us an opportunity to evaluate school programs in relation to the curriculum of the Archdiocese of Denver. Test results are made available to parents and become a part of the student’s permanent record.

In addition, students in grades five and eight take the NCEA Assessment of Catechesis/Religious Education (ACRE) as a part of our Religion program evaluation yearly. These test results are made available to parents and become a part of the student’s permanent record.

6.15 Student Cumulative Permanent Records

A cumulative record is the student’s official record and shall contain only academic transcripts including attendance record, academic test results, health records, and an emergency information form.

The student’s parent(s) or legal guardian(s) have the right to inspect the student’s records in the presence of the principal or the principal’s designee. Upon written request, the school will release transcripts and health records to another school in which the student intends to enroll. Cumulative records of students are kept in perpetuity and stored permanently. (Policy # 2320)

6.16 Double Classes

The size of Nativity School usually supports two classes for each grade. The policy at Nativity is to mix students each year so that the composition of the classes will be different. This helps each student get to know all of the children in his/her class. Classes are not ability grouped. Students are not placed in classes based on parent request.

6.17 Email and Internet Communication

All electronic communication to or from Nativity School shall reflect the Christian principles upon which the school is founded, in support of its mission, Catholic identity and educational goals. Each school year, every Nativity student (grade K – 8) must have a signed Internet Access & Use Permission slip. Our disciplinary procedures will apply to conduct that takes place off-campus that may endanger the health or safety of our students or adversely affect the education process at Nativity.

6.18 Off-Campus Misconduct

Since Catholic schools are partners with parents in their children's formation and in providing for their safety, the school administration may notify parents when they become aware of concerns about student life or behavior, even when off-campus. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done.

Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus, including conduct that adversely affects the education process or the mission of the school community. Examples of such off-campus behavior include, but are not limited to, the following—electronic/internet or cell phone threats or harassment, threats of violence, alcohol use, fighting, hazing, drug possession or sales, reckless driving, sexual assaults.

Interventions may include, but are not limited to—required private assessment and counseling; detention, suspension, or expulsion; removal from participation in school activities, class trips, student government positions and other leadership positions, and graduation ceremonies. (Policy #2180)

6.19 Extra-curricular and Co-curricular Activities

Students are encouraged to participate in a variety of extra-curricular and co-curricular activities that are available to students at Nativity. Activities such as band, speech, spelling, cultural arts, and athletics provide opportunities for students of various ages to explore their interests. The Office of Catholic School develops policies and procedures that govern the co-curricular programs. The principal acts as chief administrator of the school's co-curricular program. Nativity offers a wide range of extra curricular activities for our students. Some may change from year to year.

Student Council provides students in grades 5-8 the opportunity to develop leadership skills and give service to the school and the community. It sponsors a variety of spirit and community-building activities for all students. Two elected 8th graders serve as president and vice-president for the upcoming school year. Two elected 7th graders serve as secretary and treasurer. Representatives in grades 5 – 8 are elected by their classmates at the beginning of the school year. Meetings are held twice a month, and two faculty members serve as advisors.

The Archdiocesan Speech Team develops student confidence as they compete in four speech meets per year with other Catholic schools. Speechmaking, Oral Interpretation, Poetry, Humor, Drama, Readers Theatre, Impromptu, and Oratory are some of the skills these 7th & 8th graders develop during their after school practices. Faculty members serve as coaches.

The Archdiocesan Spelling Team is open to 4th - 8th graders at intermediate & advanced levels. Competition is first with the other Catholic schools, then onto the State and National competitions. Faculty members serve as coaches.

A Junior Great Books Program for grades 2-5 provides challenging reading and discussion of literature during the school day for students that can afford the extra time and work. Parent volunteers run the program which is held during the second semester.

Junior Achievement is an outreach program for grades K-8 in which members of the business community share their expertise in various classrooms to teach various levels and aspects of business.

Participation in the **Catholic Cultural Arts Fair** in which the Catholic schools display their artwork and present performing arts as well as the **Broomfield Art Show** in which student artwork is displayed in the Broomfield community showcase student work.

A **Science Fair** is displayed each February featuring science projects from grades 3, 5, and 7. Community scientists and faculty members judge the fair, and students receive recognition and prizes.

Safety is emphasized in programs such as **Risk Watch** for various grades by the West Adams Fire Department stressing fire and personal safety. Our school resource officer from the Broomfield Police Department also may offer programs throughout the school year.

Health Week and student screenings for vision, hearing, and scoliosis are held each year. A visit from the fire department takes place in October.

Book It is a reading program for students in grades K - 5th in which students keep track of the stories and books that they read during a 5 month period of time. Each kindergarten through 5th grade teacher charts their students' monthly progress.

Band is an after school program offered to students in grades 4-8 for a fee. Three levels are taught: beginning, intermediate, and advanced.

Servants of Love is a middle school service group that works on projects to help those in need. Projects have included an African outreach, prison ministry, SHARE Colorado, and a visit to the Veteran's Medical Center.

Nativity Prayer Group (SonShine Group) is a voluntary group of K – 8th grade students that meets to reflect on Sacred Scripture and prayer. They meet once a week before school under the direction of two faculty members.

Boys and girls in grades 3-8 who have made their First Communion may be **Altar Servers** for Nativity School and Parish Masses.

These altar servers are trained by the parish altar server coordinator..

The **Academic Decathlon** for grades 7 and 8 is a competition within the Archdiocesan of Denver schools. Students demonstrate their academic prowess in two team events—a very challenging Logic Quiz, a Super Quiz, and in 8 individual events, including English, Current Events, Fine Arts, Literature, Math, Religion, Science, and Social Studies.

Contests and competitions which are fun, yet test student knowledge include:

Faith Field Day for grades 1-8 tests Religion knowledge and is held in the spring.

Field Day features team-concept races and physical events and is coordinated by the P.E. teacher and led by many parent volunteers. It is held in the fall.

Colorado Mathematics League Test tests 4th through 8th grade students. Winners are awarded certificates at the end of the year Awards Assembly.

National Social Studies League Contest tests 5th through 8th grade students. Certificates are awarded at the end of the year Awards Assembly.

Respect Life Contest is entered by 7th and 8th grade students. These essays are graded by the middle school Religion teacher and sent to the Archdiocesan Right to Life Office for judging.

Various **Essay Contests** from many sponsors are entered by students of all grade levels.

Nativity School, a member of the **Catholic Schools Athletic League (CSAL)** as are all the Catholic schools in the Denver Metro area, offers **athletics programs** for grades 5-8 in the following sports: girls' softball, boys' baseball, girls' volleyball, boys' volleyball, girls' basketball, boys' basketball, and girls' and boys' cross country. One day golf and bowling tournaments are also scheduled. Futsal for both boys and girls as well as flag football has also been added by CSAL.

6.20 Graduation/Continuation

Graduation and continuation exercises take place each spring for Nativity's kindergartners and eighth graders no earlier than one week preceding the closure of school. A Eucharistic liturgy will be central to the eighth grade graduation ceremony that will be simple and dignified and recognizes the unique value of

Catholic education. Kindergarten Continuation will have a religious theme as well and will mark the completion of a student's first year as a Nativity Knight.

7.0 Communication

7.1 Friday Folder/Envelopes

School communication will come home to parents on Friday of each week in the Friday folder (grades K-5) or the Friday envelope (grades 6-8). The folder/envelope should be signed and returned each Monday so the teacher knows that parents have received the information.

The weekly newsletter will be sent through Fast Direct; go to *Links* to view the newsletter. This newsletter is available EVERY Friday; go to Fast Direct to read updated information. For additional information regarding teacher communication – see “*Classroom Policies and Procedures.*”

7.2 Procedure/Protocol for Handling Concerns

When a parent has a question or concern, and wishes to discuss a matter involving a situation at school, parents are to go first to the person(s) directly involved - teacher, staff member, etc. If the concerns are not satisfactorily addressed by that staff person, parents can then request a conference with the principal. After the principal, the pastor is the next to be consulted.

7.3 Appeals Process

At Nativity, we attempt to maintain open lines of communication and to address problems within our Nativity family. However, despite our best efforts, there are rare occasions when problems remain unresolved at the local level. When attempts to solve conflict have been exhausted with the teacher, principal, and pastor, there is an appeals process in place through the Office of Catholic Schools. Failing resolution at that level, there is an appeals process in place at the Archdiocese of Denver. Information about this process may be obtained from the principal. (Policy # 1500)

8.0 Discipline

8.1 Philosophy of Discipline

Nativity School philosophy calls for the spirit of mutual respect and responsibility, rooted in the example of Christ, on the parts of all who make up the school - students, parents, teachers, administrators, office staff, aides, custodians, supervisors, coaches, etc. The order born of discipline exists so that teachers may teach and students may learn in a Christian atmosphere of love and respect. While self-discipline does not exist as a separate subject, it underlies our entire educational structure. It is the training that builds responsible choice, self-control, character, and order. It is the key to correct conduct and proper consideration for all other people.

8.2 Parent/Student Agreement

Registration of a student at Nativity of Our Lord School constitutes an agreement on the parts of the student and the parents to comply with the policies and rules of the school and of the Archdiocese of Denver as outlined in this handbook and in the Archdiocesan Policy Book. The school reserves the right to dismiss any student whose conduct and/or academic effort is unsatisfactory or whose parents prove uncooperative with the administration of the school and/or Archdiocesan policy.

8.3 Student Rights and Responsibilities

It is important to remember that every right is accompanied by a corresponding responsibility. Each student has the right to maximum opportunities for learning. Therefore, while on school grounds or at school-sponsored events, the responsibilities of each student will be:

1. To help maintain an overall atmosphere conducive to learning, and to respect the principle that no student shall engage in an activity that disrupts or threatens to disrupt classroom operation or the rights of teachers to teach and students to learn.
2. To respect all staff members by obeying all reasonable requests with equanimity and in a timely fashion.
3. To avoid the use of profanity and obscene gestures.
4. To practice and encourage honesty in academic work and in all other transactions. Cheating will result in grade-level appropriate consequences.
5. To promote the safety and security of all others by exercising self-discipline. Actions such as physical and verbal threats, taunting, shunning, targeting others, putdowns, and all other forms of harassment will not be tolerated.
6. To respect the property of the school by caring for it and protecting it from theft, loss, or damage, and to respect the property of teachers and of fellow students.
7. To attend classes, to be on time, and to attempt to complete the course of study as prescribed by Nativity School.
8. To comply with Policy #2620 which states that using, possessing, buying, or selling tobacco, alcohol, drugs, or weapons of any kind will not be tolerated. (See 8.7 for details on possession and/or use of weapons.)
9. To refrain from the use of all electronic devices. Any electronic game devices, such possessions as cell/smart phones, iPods, pagers, cameras, laser pens, personal digital notebooks, i-watches, etc. are forbidden for use at school. If a student is found in possession of these items, the item will be confiscated, and a parent must come to the office to retrieve it. Should parents find it necessary to send a child with a cell/smart phone for family communication purposes, the student must keep it turned off and kept in his/her locker. Any cell phone/electronic device found with a student during the school day will be confiscated and given to the administration. This item will only be returned to a parent. If a student is found with an electronic device a second time, the student will receive a detention.
10. Students are not allowed to bring/trade/sell items of any kind. Toys are not to be brought to school; this includes, but is not limited to, fidget toys.
11. To leave gum and candy at home. Students who chew gum and eat candy not provided by staff will receive a consequence. Food, candy, or gum on the playground at lunchtime recess or in the car line before or after school is not permitted.
12. If a teacher allows a water bottle in his/her classroom, the bottle must be clear and contain only water; no other liquids are allowed. All classrooms and hallways are equipped with a drinking fountain.

8.4 Detention

A Detention may be issued to students who do not show responsibility in the above areas or who habitually disregard school rules or regulations. Detentions must be signed by the parent and returned to the school office before the student will be readmitted to class. Detention will be served from 3:15 - 3:45 on Tuesday afternoon. Three detentions will result in a mandatory one day suspension and possibly the placement of the student on behavioral probation for the remainder of the school year and possibly into the next school year.

8.5 Probation

A student may be placed on probation by the principal, after consultation with the pastor, the parent(s) and the student. Probation will last for a specified time to attempt to remedy serious or continued misconduct or academic deficiency, or in other special circumstances.

8.6 Suspension and Expulsion

Suspension means the exclusion of a student from class and from school-sponsored activities for a specified and limited period of time. Expulsion is a permanent withdrawal of a pupil from Nativity School.

Suspension and expulsion, may be but are not limited to the following grounds:

1. Actions gravely detrimental to the moral or spiritual welfare of other students.
2. Habitual behavior disruptive of class or school activities.
3. Habitual disrespect toward or defiance of school authorities.
4. Damage to or theft of school or private property.
5. Continued harassment as described in Policy # 2610.
6. Possession, use, or sale of drugs, alcohol, tobacco or weapons. (Policies # 2620, 2621)
7. Habitual truancy.
8. On receiving a third detention during an academic year.

8.7 Weapons in School

Possession and Definition

A) Possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel with the school community. Possession is defined as having physical possession of a deadly weapon/weapon/facsimile, or the deadly weapon/weapon/facsimile being under the control of a student whether it be in a car, locker, backpack, or other location, under the control of or belonging to the student while on the school grounds and/or participating in a school-sponsored activity.

B) Carrying, bringing, using or possessing a deadly weapon/weapon/facsimile on school grounds, when being transported in vehicles to/from a Catholic school, during a school-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any school-sponsored event without the authorization of the school is prohibited.

C) A deadly weapon/weapon/facsimile is defined as:

- 1) A firearm, whether loaded or unloaded.
- 2) Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- 3) A fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches.
- 4) Any object, device, instrument, material, or substance-whether animate or inanimate-used or intended to be used to inflict death or serious bodily injury including, but not limited to, slingshot, numchakas, spring gun, throwing star, bludgeon, brass knuckles or artificial knuckles of any kind.

Mandatory Expulsion

A) **Expulsion is mandatory** for deadly weapon possession and/or use in accordance with state and federal law.

B) The principal, upon consultation with the Pastor and the Superintendent, shall initiate expulsion proceeding as outlined in Expulsion, Policy # 2600 for any students who carry, bring, use or possess a deadly weapon/weapon/facsimile.

C) Expulsion shall be for no less than one full calendar year for a student who is determined to have brought a deadly weapon/weapon/facsimile to school or a school-sponsored activity.

(Policy #2621)

8.8 Search

All desks, lockers, or other storage facilities provided for the student on the school premises remain the property of the school and as such are subject to search by the principal, pastor, or teacher when there is reasonable cause for such search. The principal or his/her designee may conduct a search of the student

and/or his/her possessions, with the permission of the student if school authorities have reasonable cause to believe the student has something the possession of which constitutes a criminal offense under the laws of the state. The search will be made in the presence of at least two school officials. Should the student refuse permission for a search in these circumstances, the principal or her designee will contact the Office of Catholic Schools for further instructions.

8.9 Student Withdrawal

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 emotion difficulties may be required to withdraw from school. (Policy #2630)

8.10 Student Withdrawal on Grounds of Parental Behavior

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their child from the school for any of the following reasons: (1) Refusal to cooperate with school personnel, (2) Refusal to adhere to Archdiocesan or local policies and regulations, (3) Interference in matters of school administration or discipline, and/or (4) Public rejection of the laws, norms, and teachings of the Catholic Church. (Policy #2660)

8.11 Student Harassment/Inappropriate Student-To-Student Interaction

Nativity School is a place in which the academic, physical, emotional, spiritual well-being, and safety of all students and staff are respected and valued, and where they are free from fear of insults, harassment, bullying, or injury.

Harassment is defined as 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. (Policy # 2610)

Bullying is defined as a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying includes these three elements—imbalance of power; intent to harm; and threat of further aggression. (Policy # 2610)

Harassment and bullying are always to be taken seriously and should be reported immediately to the teacher, administrator, or other supervisor. Nativity School administration will investigate all reports of harassment and bullying and will endeavor to handle all such reports in a timely, professional, and confidential manner. Consequences of harassment and bullying will reflect the ages of the students and the seriousness and frequency of the offense and may include, but are not limited to, time out, student and/or parent conferences, detention, suspension, expulsion, and/or counseling.

Children may regularly interact in a manner that would be unacceptable among adults as they are still learning how to interact appropriately with their peers. It is thus understandable that, in the school setting, students often engage in teasing, insults, banter, shoving, and pushing that is upsetting to students. *Teasing behaviors*—while needing to be addressed by school officials—**do not** constitute bullying or harassment, and the interventions and consequences are of another level. (Policy # 2610)

In order to increase positive, respectful, and courteous peer-to-peer interactions that reflect our Catholic beliefs, "Nativity Attitudes" has been instituted as a goal for the students, faculty, and staff. Each morning over announcements, the "Nativity Attitudes" are read: "Be Devout, Be Scholarly, Be Gentle Speaking, Be Wise, Be Generous, Be Modest, Be Courteous, Be Safe, and Always Remember the Golden Rule." The daily morning scripture readings by students of various grade levels center around the "Nativity Attitudes," and each classroom has these "Attitudes" with examples of each displayed.

9.0 Transportation

9.1 Morning Drop-off

Cars should enter the school parking lot and follow the car line procedure each morning. You may drop children off at any point along the cones where they can walk safely into the building. Students should enter the school ONLY through the foyer door by the gym. Please do NOT enter the building through the west church door in the mornings. If parents walk students to the foyer door, the crosswalk must be used.

9.2 School Hours

From 8:30 - 2:30 the east driveway is blocked to prevent cars from driving through the play area. The yellow gate will be open during the school day and used as an exit.

9.3 After School Pick-Ups (a.k.a Car Line)

Drivers should enter the parking lot and follow the cones where they will be directed by the faculty to pick-up areas. If parents have business in the school after 2:30, they should park in the lot southwest of the church (lower lot) and go into the church entrance of the building. Children who walk, ride bikes, or take the municipal bus should leave the grounds at dismissal; the crosswalk must be used to access the south area of the parking lot.

Parents should not pick up children on either side of Midway, or on W. 3rd Ave. Drive in front of the Youth House. Parents should not pick up children at the gazebo after school. All parents are asked to use the Car Line or park in the parking lot and walk to pick up their children.

9.4 Field Trips

Parents are frequently requested to serve as drivers and/or chaperones for field trips. Only the Archdiocesan/school permission slip is acceptable as granting parental/guardian permission to go on the field trip. Neither handwritten notes nor verbal permission is ever acceptable. While driving, as well as during the activity, parent-chaperones act with the same authority as would the teacher or the children's parents. Students must honor request by parents in a supervisory capacity and will always be respectful in speech and actions. Teachers will provide drivers with additional information concerning specific expectations and responsibilities before each field trip.

Drivers for any student activity must possess a current driver's license, have proof of liability insurance, and have completed the online Defensive Driving course as required by the Archdiocese of Denver. When a parent has signed up to drive and then finds that he/she is unable to do, the teacher must be notified immediately; the other parent in a household may not automatically be allowed to drive as their information may not be complete in the office. All drivers/chaperones must have also completed the Safe Environment Training and passed background checks. All drivers must follow the school's security regulations when picking up students and delivering them back at school after the field trip. All students must obey applicable seat belt and car seat laws at all times while traveling to and from school-sponsored activities. (Policy #4340)

9.5 Bicycles

Students may ride bicycles to school. Bicycles must be walked on the school grounds and must be locked to the bike racks provided on the west side of the recess ranch. We recommend that bike riders wear helmets. The school is not responsible for the bicycles during the school day.

10.0 Lunch/Recess

Students may not go home nor leave the school premises for lunch or at any other time without written permission from a parent. In rare instances, parents may wish to take a child out for lunch. The student must be picked up and signed out by the parent in the school office; the student may sign himself/herself

back into the office. Parents may not take other people's children out to lunch without written permission from those parents.

10.1 Lunchroom

To most effectively use the cafeteria facility, there will be three lunch periods daily. Students should enter the cafeteria in an orderly fashion and sit at their assigned tables. As students from each grade are assigned to a specific row of tables, and space is limited, rarely will any adults/visitors sit with students during lunch times. For student safety as well as to maintain an orderly atmosphere, there will be no running, yelling, nor throwing of any objects in the lunchroom.

Nativity School contracts with a lunch provider each school year; parents receive information concerning online ordering. This is a voluntary family participation program. Students are always welcome to bring sack lunches to school. When a student brings a lunch from home, please do not pack items that need refrigeration, microwaves, or hot water.

If any family is in need of financial assistance for student lunches, please contact the principal.

Milk and juice are available through a federally funded program. Because of these federal regulations, and in accordance with Federal law and the U.S. Department of Agriculture policy, Nativity School is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250 or call 202-720-5964. USDA is an equal opportunity provider and employer.

Only eighth graders are permitted to buy beverages from the machines at lunch time.

10.2 Recess Policy

Children need an opportunity for informal play and to release energy in a positive way each day. Therefore, in all but extremely cold (below 15 degrees), extremely windy, and/or wet weather, students will be outside for recess. Please make sure that your children are adequately dressed for our unpredictable Colorado weather.

10.3 Recess Safety

Rules for the playground are firmly enforced. These rules are to provide for the safety and consideration of all.

1. There will be no fighting.
2. Games involving any kind of physical contact are not allowed.
3. Hard balls, bats, frisbees, and other potentially dangerous items are not permitted.
4. Throwing snow, rocks, or other potentially harmful material is prohibited. When there is snow on the field, only those students with boots may walk in this area; rolling in, picking up, kicking, or throwing snow is never allowed. Students may not build snowmen or other structures.
5. Students may not play in off-limits areas. The creek is always considered off limits. If a ball or anything else should go into an off limits area, the teacher/aide may designate one student to retrieve it or ask for a maintenance worker to retrieve the equipment.
6. Equipment in the Recess Ranch must be used safely.
7. In case of injury, the child should not be moved until the teacher on duty has evaluated the situation.
8. All students should be welcomed in all games.
Students are expected to show good sportsmanship and concern for fellow students.
9. Language and behavior will show respect and courtesy toward all adults and all other students at all times.

All playground supervisors will enforce all playground rules. Failure to comply with any of these rules may result in a student sitting out the remainder of the recess period or receiving a detention.

11.0 Volunteers

Nativity is thankful for its faithful and willing volunteers. The life of many school activities and events depends on its volunteers. The main purpose at Nativity in all of the school activities is to keep its students safe. In compliance with the Archdiocesan requirements, all volunteers must complete a volunteer application. All volunteers will need to produce their date of birth and Social Security number for the purpose of conducting a background check obtained. In addition, all volunteers will be required to attend Safe Environment Training and sign the Code of Conduct. Safe Environment Trainings are offered during the school year onsite and also through other Archdiocesan locations –archden.org has a listing of classes. Check the school office for a schedule of classes at Nativity. (Policy #3140)

All parents, administration, and faculty are members of our PTO (Parent Teacher Organization). The objective of PTO is to assist the administration and faculty in obtaining the wants and needs of the school. Due to the size of classrooms, younger siblings are unable to attend classroom parties. In addition, the PTO assists the school with fundraising activities to help meet the needs agreed upon by the administration, faculty and parents. This organization strives to promote spirit and unity throughout the school.

All notes/announcements/etc. sent out to the parent community must be approved by the administration before distribution.

12.0 Harassment of Students by Adults

Nativity School prohibits any verbal, physical, or visual conduct on the part of the employee, volunteer, or parent that interferes with the student's academic performance or creates an intimidating, hostile or offensive environment.

13.0 Uniforms

Uniforms can be purchased through:

(1) Dennis Uniform

Gesco Place 8600 Park Meadows Drive

Lone Tree, CO 80124

303-738-2255

Fax: 303-738-5799

Email: kfg@dennisuniform.com

(2) K & S Printing

Sheryl Addy

303-252-9576

Fax: 303-252-9852

Email: kandsprinting@comcast.net

Standards for Uniforms

Nativity School requires uniforms. The next few pages provide a clear description of approved uniforms.

1. Uniforms are required on most days for all students.
2. Socks are to be worn and visible, and shoes should be tied or fastened.
3. Shirts must be tucked in.
4. Hair must be of a color that one could be born with. No unusual hairstyles will be allowed. The administration has the right to interpret the word unusual in hairstyle and length. Boys' hair should be kept above the collar or shorter.
5. Hats and sunglasses are not to be worn by the students in the building.
6. One pair of small earrings (no longer than ½ inch) may be worn by girls.
7. No tongue, nose, or body piercings are allowed. No tattoos are allowed.
8. At all times, clothing is expected to be neat, clean, modest, and appropriate in size.
9. Shoes include dress or tennis shoes. Shoes must have closed toes and backs; no clogs, Crocs, flip flops, or sandals are ever allowed.
10. If the administration or faculty notices that a student's pants are sagging or baggy, they will require the student to wear a belt.

No Uniform Days/Free Dress Days – On certain days of the year, students are allowed to participate in No Uniform Days/Free Dress Days. Theme days often may allow for certain attire not typically allowed; for example, hats may, at times, be allowed on No Uniform Days. Unless otherwise specified, the standards

that apply for Uniforms apply for No Uniform Days (See above #4, 5, 6, 7, 8, and 9 and 10.). In addition, all students should remember the following:

1. Students must always wear modest clothing. **Shorts, skorts, and/or skirts may be no shorter than 3 inches above the top of the kneecap.**
2. Bare shoulders are not allowed, nor are spaghetti straps. Tank tops are permissible if the strap is at least 2 inches wide.
3. Low-cut tops/blouses are never allowed. Each student's midriff must be covered.
4. Shoes must have closed toes and backs; no clogs, Crocs, flip flops, or sandals are allowed.

Dress Up Days – There are typically a few days per school year, May Crowning and Award Assemblies, when students are asked to wear their “Sunday Best.” Girls may wear dresses, skirts, or slacks (dressy capri slacks are acceptable) with appropriate blouses—no low cut tops are ever allowed, and shoulders must be completely covered. Dresses and skirts may be no shorter than 3 inches above the top of the kneecap. Boys should wear slacks with collared shirts, no t-shirts are allowed. Jeans and shorts are not appropriate wear. No foam flip flops/crocs are allowed; nice sandals may be worn. Students are not to wear their uniforms on Dress-Up Days.

Habitual disregard of the uniform rules by any student may result in the issuance of a detention.

13.1 Boys Uniforms Grades K – 8

PANTS – *Navy blue tailored cotton twill pants or khaki tailored cotton twill pants.

SHORTS – *Navy blue or khaki walking shorts are allowed in the 1st and 4th quarters only. Shorts can be no shorter than 3 inches above the top of the kneecap.

*Pants and shorts must be Dennis[®] brand from Dennis Uniform Mfg. or Dickies[®] brand purchased through the school.

CARGO SHORTS - **Navy or khaki cargo shorts are allowed in the 1st and 4th quarters only. Shorts can be no shorter than 3 inches above the top of the kneecap.

**Cargo shorts must be Dennis[®] brand from Dennis Uniform Mfg.

SHIRTS – Nativity logo shirts must be purchased through the school. These shirts can be in red, white, or navy and can be of the following types:

- Long or short sleeved polo shirt
- Mock or regular turtleneck
- Sweatshirt (Must have collar showing under sweatshirt during 2nd, 3rd quarters)
- T-shirt (1st and 4th quarters only)

Plain white (no logo) long or short-sleeved polo shirts are acceptable.

No short/long sleeve t-shirts, other than **plain white** short-sleeve, may be worn under the uniform shirt.

VESTS – Red offered through the school office, Blue offered through Dennis[®] Uniforms.

CARDIGANS – Red and Navy Blue offered through Dennis[®] Uniforms.

These must have the Nativity logo.

SOCKS – Plain red, white, or navy socks

13.2 Girls Uniforms Grades K – 8

PANTS – *Navy blue tailored cotton twill or bootcut pants (These pants feature a lower waist, plain back, L style pockets in front, slightly flared leg bottom – ONLY Dickies[®] brand bootcut pants offered through the school on the attached Dickies[®] order form will be allowed.)

SHORTS – *Navy blue walking shorts are allowed in 1st and 4th quarters only. Shorts can be no shorter than 3 inches above the top of the kneecap.

*Pants and shorts must be Dennis® brand from Dennis Uniform Mfg. or Dickies® brand purchased through the school.

SLACKS, SKORTS, and VESTS

Slacks, skorts, and vests may also be purchased from Dennis® Uniforms and should be of the “MacBeth plaid” style/color. Skorts cannot be shorter than 3 inches above the top of the kneecap.

SHIRTS – Nativity logo shirts must be purchased through the school. These shirts can be in red, white, or navy and can be of the following types:

- Long or short sleeved polo shirt
- Mock or regular turtleneck
- Sweatshirt (Must have collar showing under sweatshirt during 2nd, 3rd quarters)
- T-shirt (1st and 4th quarters only)

Plain white (no logo) long or short-sleeved polo shirts are acceptable.

No short/long sleeve t-shirts, other than **plain white** short-sleeve, may be worn under the uniform shirts.

VESTS – Red offered through the school office, Blue offered through Dennis® Uniforms

CARDIGANS – Red and Navy Blue offered through Dennis® Uniforms.

These must have the Nativity logo.

SOCKS – Plain red, white, or navy socks; girls may wear ankle-length red, white, or navy leggings or tights.

13.3 Girls’ Uniforms – Grade Specific Options

GIRLS Grades 6 – 8 may also wear the following:

PANTS – *Khaki tailored cotton twill pants, bootcut pants (These pants feature a lower waist, plain back, L style pockets in front, slightly flared at the bottom – ONLY Dickies® brand bootcut pants offered through the school on the attached Dickies® order form will be allowed.)

SHORTS – *Khaki walking shorts are allowed in 1st and 4th quarters. Shorts can be no shorter than three inches above the top of the kneecap.

CAPRI PANTS – Khaki and navy blue offered through Dickies® brand purchased through the school. Capri pants are allowed in 1st and 4th quarters.

*Pants and shorts must be Dennis® brand from Dennis Uniform Mfg. or Dickies® brand purchased through the school.

GIRLS Grades 5 – 8 may also wear the following items:

SKIRT – “MacBeth plaid” pleated skirt from Dennis® Uniforms. Skirts cannot be shorter than three inches above the top of the kneecap.

GIRLS Grades 1 – 4 may also wear the following:

JUMPER – “MacBeth plaid” jumper from Dennis® Uniforms

SKIRT – “MacBeth plaid” pleated skirt from Dennis® Uniforms

14.0 Sports Program

14.1 Members

Fifth through eighth graders may participate in fall, winter, and spring sports. Nativity of Our Lord School is a member of the Catholic Schools Athletic League (CSAL) of the Archdiocese of Denver.

14.2 CSAL – Catholic Schools Athletic League

CSAL strongly recommends that each child have a physical examination prior to sports participation.

14.1 Handbook

The Nativity Athletic Handbook is distributed to all athletes and their parents and contains details of the sports program.

15.0 Nativity School Fund

Charitable gifts have been essential for the operation of Nativity School since its founding in 1963. For more than 50 years, the generosity of alumni, their parents, grandparents, and friends has enabled the parish to build and improve the facilities, introduce new programs and courses, and support the teaching faculty and staff. The Nativity School Fund addresses both present and future needs.

The Nativity School Gala, an event that is held in the winter, offers an opportunity for those committed to the financial support of the quality education offered at Nativity School; proceeds from this evening go directly to the Nativity School Fund. This event includes a cocktail hour with a silent auction, dinner, a live auction, and dancing at a local first-class hotel.

Checks made out to *The Nativity School Fund* may be sent or brought to the school office at any time during the year. As always, your support of Nativity School is greatly appreciated.

Numbered policies are from the Archdiocese of Denver Catholic Schools Administrator's Manual. The sections referenced and the entire manual are available for your perusal in the principal's office.

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

Revised 8/2017

Nativity School Calendar 2017-2018

AUGUST

- 21 Classes begin for grades 1 – 8; Noon Dismissal
Kindergarten Roundup 8:30 – 9:45 a.m.
- 22 Grades K – 8 Regular Schedule 8:15 a.m. – 3:15 p.m.
- 24 UNIFORMS BEGIN
- 29 Picture Day
- Back to School Night Grades K – 5 7:00-9:00 p.m.
- 30 Back to School Night Grades 6 – 8 7:00-9:00 p.m.

SEPTEMBER

- 04 NO SCHOOL – Labor Day
- 15 Noon Dismissal – Staff Development
- 29 NO SCHOOL – Staff Development

OCTOBER

- 05-06 NO SCHOOL – Parent Teacher Conferences --- Grades K – 8
- 12 Picture Retakes
- 27 NO SCHOOL – Staff Development

NOVEMBER

- 22-24 Thanksgiving Holiday

DECEMBER

- 11 Christmas Program
- 21 Noon Dismissal – Christmas Break through January 7

JANUARY

- 08 School resumes
- 15 NO SCHOOL – Martin Luther King, Jr. Day
- 26 NO SCHOOL – Staff Development
- 28 Catholic Schools Week begins

FEBRUARY

- 05-09 Iowa Assessments Week
- 16 Noon Dismissal – Staff Development
- 19 NO SCHOOL – Presidents' Day

MARCH

- 01 Regular schedule 8:15 a.m. – 3:15 p.m.
Spring Conferences 5:00 p.m. – 8:00 p.m. --- Grades K – 8
- 02 NO SCHOOL – Spring Conferences 8:00 a.m. – Noon --- Grades K – 8
- 09 NO SCHOOL – Staff Development
- 29 Noon Dismissal – Holy Thursday
- 30 NO SCHOOL – Good Friday

APRIL

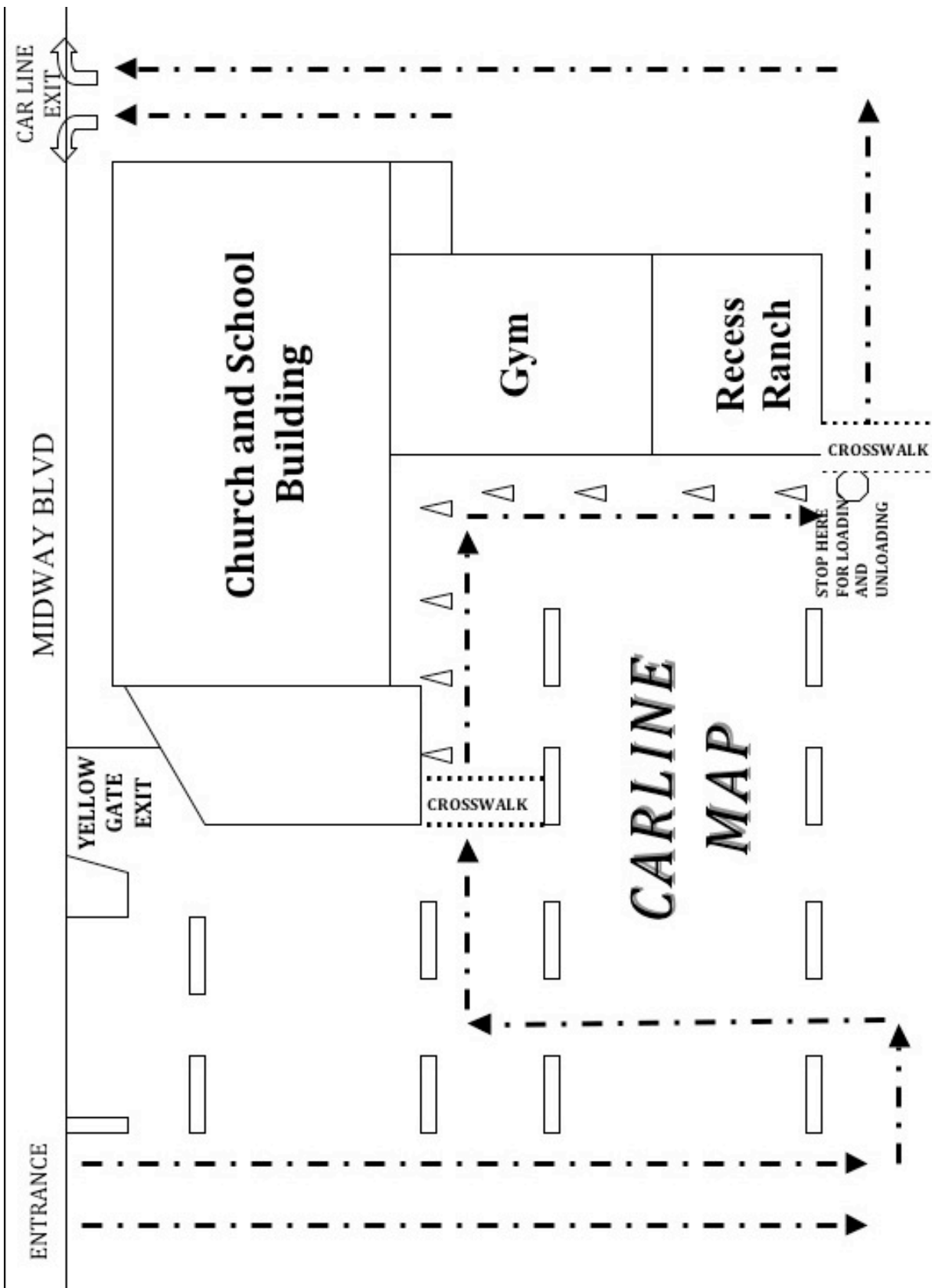
- 02-06 NO SCHOOL – Easter Break/Spring Break
- 09 School Resumes
- 20 Noon Dismissal – Staff Development

MAY

- 11 NO SCHOOL – Staff Development
- 24 Eighth Grade Graduation 5:00 p.m.
- 25 Kindergarten Continuation 9:00 a.m.
- 28 NO SCHOOL - Memorial Day
- 31 Noon Dismissal – Staff Development

JUNE

- 01 Report Cards and dismissal for the summer after 8:30 a.m. Mass, at 9:30 a.m.



**NATIVITY OF OUR LORD CATHOLIC SCHOOL
2017-2018 PARENT / STUDENT HANDBOOK FORM**

A requirement for enrollment and continued attendance at Nativity of Our Lord Catholic School is the full cooperation with all the policies of this school and the Archdiocese of Denver. Please read the handbook, which is now available online, carefully. It is not necessary for you to agree with the policies – just that you comply with them. It is recommended that you review the handbook with your child. Failure to sign and return this form does not exclude student, parent, and/or guardian from the policies, procedures, and guidelines established in the handbook.

Every parent/guardian and each student in grades 3-8 must sign in the spaces provided at the bottom.

Thank you for your cooperation.

This form is to be returned to the school office by *Wednesday, Aug. 30, 2017.*

(PLEASE PRINT)

.....

I agree to cooperate with and abide by the policies of Nativity of Our Lord Catholic School and the Archdiocese of Denver. I understand the policy for handling concerns. I understand the absentee and homework policies. I understand the discipline policies and expectations for student and parent behavior. I also understand my obligation to see that my child(ren) attend Mass on the Sabbath. I understand that refusing or failing to sign and return this form does not exclude the student, parent, and/or guardian from the policies, procedures, and guidelines established in the handbook.

SIGNATURE OF FATHER /GUARDIAN

(PLEASE PRINT NAME)

DATE

SIGNATURE OF MOTHER /GUARDIAN

(PLEASE PRINT NAME)

DATE

SIGNATURE OF STUDENT

GRADE TEACHER

DATE

SIGNATURE OF STUDENT

GRADE TEACHER

DATE

SIGNATURE OF STUDENT

GRADE TEACHER

DATE