

El Librito

2022-2023



Escuela de Guadalupe

660 Julian Street

Denver, CO 80204

Office Hours: 7:45 a.m.-4:30p.m. (When school is in session.)

Telephone: 303-964-8456

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History/Mission/Strategies

History

The creation of Escuela de Guadalupe was the result of collaboration by the pastor of Our Lady of Guadalupe parish, Jesuits, Sisters of Loretto and Highland neighborhood residents.

This group formed a steering committee that strove to provide northwest Denver with the kind of education that creates pathways for higher education for students from diverse ethnic, economic and linguistic backgrounds.

Through surveys, extensive study, and discussion, the committee found that local residents needed a quality elementary school that promoted Catholic values, while honoring the cultures of its families.

Escuela de Guadalupe opened its doors in September 1999 as an independent Catholic school to meet the needs of its students through successful research-driven programs. Our school helps its students prepare for top-tier middle school education.

Escuela de Guadalupe contributes to the future of the entire Denver community by producing leaders for the world of tomorrow.

With broad community support, Escuela de Guadalupe provides an excellent, affordable, private, Catholic, dual-language education.

Mission

The mission of Escuela de Guadalupe is to support and uplift the global community, our families, and our students, by offering an education that integrates Spanish and English bi-literacy, Catholic values, and academic rigor, and creates equal opportunity for all committed young scholars to become citizens of the world making positive change.

Strategies

The biliterate program gives students a meaningful way to acquire a new language since we all are communicators, problem solvers and thinkers.

Respecting the language

Students are expected to speak English in the English component classrooms and Spanish in the Spanish component classrooms.

Teacher's Model

The teachers teach in their native language.

Testing and materials

Authentic testing and materials emphasize the integrity of the language within the larger community and preserve cultural perspectives and values.

Homework

Every day, teachers in all grades assign homework that provides practice related to classroom instruction. Middle school homework will be assigned daily. For large

projects, teachers will provide a calendar in advance and work with students to plan work. In middle school, they will have a rotation system regarding homework to make sure that there is an adequate balance in the amount of homework. Each class has more instructional minutes, which allows teachers to work with students on projects and assignments that they will have to present.

Practicing both languages throughout the day

We practice speaking during lunch time, passing in the hallway, community service, and cultural events and when someone initiates the conversation in this language.

General Rule

Students will respond in the same language in which the conversation was initiated. We never use the phrase, “I don’t speak English” or “I don’t speak Spanish.” We would rather say, “I am learning English” or “I am learning Spanish.”

Our Culture

Principles

Escuela de Guadalupe seeks to strengthen the culture of our community through faith, servant leadership and a holistic education to develop student confidence in their abilities and in themselves. We accomplish this by consistently modeling respect for cultural diversity and acknowledging the inherent dignity of our students and their families. We provide a quality Catholic biliterate education emulating the attributes of Christ and honoring our unique and diverse history. We are compelled by the belief and sincere expectation that our students are becoming compassionate leaders who will have a positive impact on the world of tomorrow.

Purpose

Escuela de Guadalupe focuses on developing a loving, culturally responsive, faith-based education. The focus on academic rigor seeks to develop students of strong character who become strong leaders that exemplify the characteristics of compassion, honesty, respect, responsibility, integrity and self-discipline.

Beliefs

We believe our children can learn to speak the language of another and will be more likely to understand, respect and even love people that speak other languages and have different cultures. Each member of the community needs to be responsible for our students’ education. We believe in respect (culture, faith & beliefs), serving others, and student success. We will cultivate lifelong learners and compassionate leaders.

Escuela Values- *Leadership, Community, Respect, Justice & Excellence*

Staff & Faculty

The safety of our students is one of our priorities and Escuela de Guadalupe ensures that each staff/faculty member successfully passes a background check and is CPR/First Aid certified prior to working with our students.

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Members of the Board of Trustees

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Parent Information

School and Family Association:

Escuela de Guadalupe works, with parents, in their children's faith formation and continues the development of values that begins at home. The school, however, has a mission to be a Catholic school and to teach students in the Catholic faith. All students must fully participate in Religion class and other faith formation activities. Acceptance to Escuela is a privilege, not a right. Parents have the right to request admission to Escuela de Guadalupe for their children, but the privilege of attending school depends on parental acceptance of the school's faith formation, instruction program and their willingness to accept responsibility for their child's educational cost. Because Escuela recognizes parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If parents' beliefs, values, and public practices cause a disruption to the educational climate of the school, it becomes impossible for the school to support parents in their children's faith formation. In cases where parents engage in such conduct, the continued enrollment of their children may be denied.

Acceptance at Escuela de Guadalupe depends on the school's ability to meet the child's educational needs. The school may not have all of the resources necessary to meet the educational, physical, psychological, and/ or emotional needs of a particular child. While the school will make an effort to meet reasonable needs, if the child's needs exceed the resources of the school, the child's best interests may be best served by placing the child in a different educational setting with the appropriate resources for the child.

Parent Association

The purpose of the Parent Association includes the following:

1. Promote a positive spirit with the Escuela de Guadalupe community
2. Promote parent engagement
3. Attend school fundraising events
4. Guide and integrate new members and new families to the school
5. Assist the school in its efforts to provide educational opportunities, facilities and assistance to its students

At all times, the Parent Association will cooperate and consult with school administration to ensure that the nature of its activities, the manner and timing of its contributions are consistent with the educational purpose and financial needs of Escuela de Guadalupe. The Parent Association will be an auxiliary organization of the school and will be subject to the direction of the Board of Trustees.

Parent Commitment

We recognize the importance of a parent's responsibility of reinforcing learning at home by helping their children with homework, having constant communication with teachers and following their suggestions. We ask that parents take an active role by going to the library, helping with homework, and reading with their child.

Parent Behavior

A child should not be deprived of an education or be penalized for the actions of the parents. However, parents can significantly reduce their ability to effectively serve their sons / daughters and parents may be asked to withdraw their students from school for any of the following reasons:

- Refusal to cooperate with school personnel
- Refusal to adhere to school policy and regulations
- Interference in matters of administration or discipline
- Make inappropriate and negative comments regarding the school and / or school personnel
- Make threats of any kind to any member of the community, included but not limited to faculty, staff, students, or fellow parents.

In such cases, a reasonable effort must be made and documented to obtain the minimum required parental cooperation. The principal must verify that parents were informed to end inappropriate behavior and begin to cooperate with the school or this policy, the withdrawal of students for reasons of parental behavior, would apply. If such an effort does not correct the situation, the President and Principal may ask parents to withdraw their children. Documentation signed by the President, Principal, and parents, as well as any other information or evidence of parent consultation on the matter, will be kept on file.

Registration for the following school year may be denied based on this policy but is not limited to the actions specified in this document.

Parent Communication Concerns and Guidelines

At Escuela de Guadalupe, our objective is to solve all situations in a positive and constructive manner. If a parent has a concern, the school requests that the following guidelines be adhered to:

- Regarding discipline, instruction, curriculum, or learning materials, first contact your child's teacher.

Always remember to approach members of our staff courteously, knowing that their desire is to help you and your child.

- If you do not believe that the problem is being resolved satisfactorily or in a timely manner, please contact the principal.
- Concerns regarding teachers or school policy should be directed to the principal.
- If, after addressing your concerns to the principal, you do not believe that the problem has been understood or resolved, please contact the President.

When addressing a teacher or administrator regarding an issue that is not easily resolved, do not do so through quick emails or phone calls. Make a phone call or send an email requesting a meeting, with a brief description of the problem that requires attention. Long and detailed emails are not acceptable or helpful. At Escuela, we prefer that communication be done face-to-face whenever possible. This allows for further questions and clarifications to ensure that the communication has been effective.

Administration and faculty will address the problem / concern in a spirit of collaboration and compassion. We ask that the involved party do the same. In the same spirit, parents are requested to refrain from forms of mass communication to parents of an entire class or any other large group of people through sending emails, WhatsApp or other forms of mass communication with concerns regarding teachers, staff, administration or policies. Again, direct, and positive communication with the professionals involved is essential in our community.

Parent Communication

Clear and consistent communication is the key to a successful school year. Teachers maintain constant communication with parents through email, phone calls, and conferences about attendance, behavior, progress, and any other details related to student progress or success. We will continue to send important communications through our newsletter that is sent via email every Monday. All parents must provide an email. Please read all of the information that is sent and complete the documents that must be returned. If you do not have access to a printer, you may request a copy from the main office.

In case of an emergency, a text will be sent to you if there is a Fire, Lockdown, Lockout and Shelter in Place. At the beginning of the school year, a practice text is sent to see if all parents receive it and are ready in case an emergency text needs to be sent in the future. Likewise, in case of a school closing due to snow, a text will be sent by Jupiter. It will also be posted on the school page, on Facebook and will be announced on channel 4 and 9.

Visitor Procedures

All visitors, including parents, must register in the office and obtain a visitor's pass before going to the classrooms. This policy is for the safety of all students. As a parent, you must call the office in advance so that the school can be aware of your visit. If you are bringing lunch to your child, you must leave it in the main office and the school secretary will deliver it to the student at lunch. All visitors without a pass will be asked to go to the main office.

Pre-K parents are to come into the building at 4:05 pm to pick up their children in the classroom. They will not be able to enter the building before that time and they

must wear a badge with the student's photo. The school will provide this badge. Parents must show their personal identification if they do not have a badge. If the person picking up the child is not on the contact list, they will be denied. Parents must call ahead of time to let the office know that they give permission for their child to go with a person that is not on the emergency contact list.

Attendance

Our students are expected to maintain a high level of attendance and punctuality. Parents are responsible for contacting the school before 9:00 a.m. to justify your child's absence due to illness. If your child is ill for more than two days, you will need to provide a note from the doctor to justify the absences. If the student has more than eight absences, their case will be evaluated, and the principal will work with parents to determine if the school will continue to be an option for the family.

Parent Volunteer Hours

A basic principle of Escuela de Guadalupe is to engage our parents to support the educational process of our students. Through parental involvement, we are more successful. Parents/family members are asked to volunteer their time and talents to help the school community. We rely on parent / family involvement to make Escuela de Guadalupe a vital, active, and high-performing school. We ask that our parents commit to 10 hours of volunteering or more during the academic year per family. Please see our calendar of events for volunteer opportunities throughout the school year. Some volunteer opportunities are consistently necessary, such as helping with our lunch, recess, and snack throughout the day. We also have many events throughout the year where we also need help. If you can donate materials, talent, or time to school, contact Miss Sandra Garcia. There will be a \$60 fee for hours not completed. Volunteer hours must be completed by May 30.

Transportation

All drivers transporting students to sporting events must follow all school regulations for volunteer drivers. All students requiring transportation to any school-sponsored sports activity must have a written authorization from their parents/guardians allowing them to travel with drivers that the parents/guardians have authorized. No student may ride to or from a school sponsored game with an adult who has not been previously authorized by their parent/guardian. Students are not to drive themselves or other students to any school activity.

Syllabus

Every time there is a change in the learning unit and the language, a syllabus will be sent home and will also be posted outside of the classroom with the essential questions, standards, topics, materials, and assessment.

School Year

Our school year and long school days help us develop skills and knowledge in both languages. We have 170 academic days throughout the school year.

Number of Students per Class

The number of students per class is small; this helps students receive attention in their personal, academic and emotional growth

Literacy Tutors

Teachers collaborate with literacy tutors to plan and develop their lesson plans. Literacy tutors focus on helping students in their native language as well as developing second language skills by supporting the teacher in class.

Late Fee

If an account is past due, a late fee of \$30 will be applied through TADS. A student may be excluded from the class until the account is updated. For special circumstances, arrangements must be made with the principal and the president. All funds owed to the school must be paid in full before a student can enroll for the following year.

Directory

A school directory is released in the fall. This directory includes an alphabetical list of students and parents with their phone numbers. All registered families are included unless they specify that they do not wish to be included. The information in the school directory is strictly used by the families of Escuela de Guadalupe and should not be shared outside the school community or used for professional or other non-school purposes.

School Schedule/Attendance Requirements/Student Drop-off & Pick up Procedure

School Hours

8:30 a.m. - 4:00 p.m. Pre-K-5th grade

8:15 a.m. - 4:00 p.m. Middle School

The school doors will be locked from 8:15 a.m. - 4:00 p.m.

The metal gate, which opens to the playground area and the alley, will be closed at 8:15 a.m. and will open at 4:05 p.m.

ALL PARENTS AND VISITORS MUST OBTAIN A VISITOR PASS DURING THESE HOURS. NO EXCEPTIONS.

3:00 p.m. Early dismissal on Wednesdays

Arrival Time

ALL students must be dropped off through the alley from 8:00 and 8:15 a.m. **Students are not allowed to enter the building or the classroom during these 15 minutes. If a parent has an appointment with a teacher, principal, etc., the student must be taken to the playground and the parent may enter the building.** At 8:00 a.m., the middle school students will enter the school for class to begin promptly at 8:15 a.m.

At 8:15 a.m. the teachers will walk the K-5th grade students into the building to start their school day. At that time, all the doors will be locked, and the only entrance will be through the main glass doors. **ALL PARENTS AND VISITORS MUST COME TO THE OFFICE FOR A VISITOR'S PASS AT 8:30 a.m.** If your child arrives at 8:30 a.m., he/she must complete a tardy slip at the main office.

Drop-off during Snow/Rain:

- **Pre-K** students will be dropped-off in their classroom.
- **K- 8th grade** students will be dropped-off at the circle drive.

If a student has a medical condition that prevents them from staying outside during these 15 minutes, they may be escorted by the parent to the main office to wait during this time. **Parents and students are not allowed to wait in the gym, cafeteria, hallways, or classrooms unless you have a meeting with the teacher.** The only exception will be with students in Pre-k. To verify attendance and for security reasons, parents must sign their child in and out of the Pre-K classroom every day in a notebook that must remain in the Pre-k classroom.

Absences

Attendance is invaluable to achieving success for our students. Absences without justification are not allowed, except for illness (with a doctor's note) or family emergencies. **Parents must speak with the principal two weeks beforehand of any other important event to be considered. Teachers cannot approve absences.** Any unexcused absence results in students receiving the lowest grade possible for all classes and activities missed, and all cases will be evaluated by the principal to see if the school is a fit for the family.

Remember that your child must have at least 95% attendance for the school year. **This means that your student cannot have more than 8 unexcused absences.** In these cases, the reasons for the absences will need to be evaluated by the teachers and school administration to decide if this is the school for the student and parents must sign an attendance contract stating future unexcused absences will result in expulsion.

A full day is when a student arrives on time at 8:15 a.m. and leaves when class is dismissed at 4:10 p.m.

All absences count towards missing school, so we ask that your student is on time and present for each and every day of school.

- Excused absences are due to illness or family emergencies.
- Unexcused absences are not acceptable under the Escuela attendance policy. Absences are unexcused if the family does not call in when a student is sick or due to a family emergency. Absences due to anything other than illness or family emergencies will be considered unexcused. It is very important to communicate with the school regarding any type of absence.

- It is not acceptable to extend school vacations or to take your child/children out of school for a vacation during the school year. **Every case will be evaluated by the principal to consider if this school is a fit for the family.**

Procedure for Reporting Absences

If your child will not be at school due to illness or family emergency, you must contact the Front Office Coordinator, Miss Miriam Orizaga, at **303-964-8456 x221** or send an email before 9:00am. If this is a chronic issue, then a meeting will be scheduled with the principal.

Procedure for Make-up Work due to Absences

When your child is absent from school, you must call the school to let us know your student will be out for the day. The students and the parents are responsible for asking for the homework for all days missed if the absences were justified. When the student returns to school, he/she must ask for the assignments and will have the same number of days as they were absent to make up work. For example, one day absent gives one day for make-up; two consecutive days absent gives two days for make-up work. Middle school students who have missed or incomplete work will be sent to the Learning Lab. If the missed homework is not turned in, the teacher will assign a zero for the assignment.

We will not email homework and we ask that parents pick up homework upon the student's return.

Tardy Procedure

Escuela de Guadalupe enforces a strict attendance policy. Every student is expected to be on time every day. The students must be seated, in their classroom, ready to learn at 8:30 a.m. **ALL PARENTS AND VISITORS MUST COME TO THE OFFICE FOR A VISITOR'S PASS AFTER 8:30 A.M.** If your child arrives at 8:30 a.m., he/she must complete a tardy slip at the main office. If they do not get a tardy slip, they may not enter the classroom. For middle school, please refer to the late schedule.

- **8:15 a.m. arrival is considered tardy for Middle School.**
- **8:30 a.m. arrival is considered tardy for Elementary School.**

If your student receives 3 tardies, the teacher will contact the parents. **A fourth tardy will equal one unexcused absence.**

We ask that you schedule doctor appointments during days when school is not in session. If you are unable to schedule a doctor appointment on these days, you must notify the school one day prior to the day your student will miss class. **When the student returns the next day, you must provide a doctor's note.**

Dismissal

Classes are dismissed at 4:00 p.m. except on Wednesdays when dismissal will be at 3:00 p.m. Students will go to the playground, with their teacher, to be picked up at **4:05 p.m.** and at **3:05 p.m.** on Wednesdays. If the temperature is below 30°F, the students will wait in the gym, and the teachers will use the radios to call their name once their parents arrive until 4:20 p.m. If your student is not picked up by 4:20 p.m., they will go to the after-school program. Please remember that the after-school program must be paid before a student is allowed to attend. Students that have not paid will go directly to the office and will contact their parents.

Pick-up during Snow/Rain:

- **PreK** Students must be picked-up in their classroom (**with siblings**).
- **K-8th grade** Students will exit through the gym doors (circle drive).

School Closures

The Principal and President of Escuela will determine if classes are to be cancelled because of weather or other emergencies by 6 a.m. that day. A Jupiter notification will be sent to either your cell phone or email address that you provided. The Escuela de Guadalupe website, www.escuelaguadalupe.org will also provide closure information. You can watch TV news stations 4 & 9 for school closures.

SNOW-DAYS or EMERGENCY CLOSINGS

Please be aware that if you live far from school, your weather conditions may differ. We expect parents to make their own decisions about safe travel. It will not be customary to dismiss school early because it is snowing, except in extreme cases. If school is dismissed early, you can pick up your child in the gym. In efforts to fully serve our families and be true to our commitment of excellence, we will make every effort to have school every day.

After School Program

After-School Program

The after-school program is a resource for parents who are not able to pick up their child immediately after school. The program will include a snack, outside recess, indoor activities in cold weather, and the opportunity for students to begin homework. There will always be two teachers in charge of supervision, but parents will be responsible for checking homework when they return home and verify that their children are ready for the following day.

The program will be from 4:20 to 5:20 pm

Cost: \$100.00 per student, per month (program begins in September) even if the program is not used every day.

A \$1.00 charge per minute, per student will be applied at 5:45 pm.

Payments: If you want your child to attend this program, you must pay on the 25th of each month.

All parents must pick up their children through the red doors to the gym (circle drive). You will need to sign and write down the time you picked up your child. Identification must be provided if the parent/ guardian is not the one picking up the student.

Maintaining Discipline in the After-School Program

- Children can go to the bathroom one by one.
- Children, while doing homework and some activity that requires sitting, will only get up if they raise their hands. We will maintain constant discipline and apply the same rules and consequences for everyone.
- Supervisors must have school radios at all times.
- No child shall remain in the cafeteria, without supervision, when everyone is outside.
- Supervisors should be aware of what time parents come; write down and verify that they are correctly writing down the time of pick up.
- No child should be in the hallway or go to classrooms for any reason, for example, if they have forgotten their homework or book. When parents pick up their child/children, they should not exit the building through the front door of the school. They should exit through the gym doors.

Extra-Curricular Activity Assistance

Students who stay after school for Extra-Curricular or sports activities will meet immediately after dismissal (4:20 p.m.) with their respective teachers or coaches unless they are under the direct supervision of a parent. If students are not under any supervision, teachers will escort them to the After-School Program and will be charged for the use of the program. For security reasons, no student is allowed to wait outside the building to be picked up by their parents or an authorized adult. All students must sign the form every day when they use the program and parents must also sign that form when picking up their children.

Academics

Kinder-5th Grade Curriculum Program

Mathematics

Eureka Math

This curriculum is provided in both English and Spanish and helps students focus on deeper key concepts, in order to solve math problems. Students understand that a few principles lead to deeper reasoning. It is all about logical connections between topics.

Science & Social Studies (Content)

2020 Colorado Academic Standards for Science (k-8th grade)

This subject is taught in both English and Spanish. As a resource, Core Knowledge Curriculum is also used. Units are taught in three-to-five-week cycles of Spanish and English. By the end of each unit, the students are expected to bring all of their learning together and demonstrate their learning through projects, presentations and written papers.

Religion

Each class begins the day with a school-wide prayer, which alternates language each week. We use the Archdiocese of Denver's religion curriculum and read Scripture, Bible stories, participate in weekly Masses and monthly prayer services. Our rigorous curriculum is built around broad themes that are grade-appropriate and consider the values of the Catholic faith. Instruction is given in English and Spanish. Second grade students receive the Blessed Sacrament of Reconciliation. Third grade students prepare to receive the Blessed Sacraments of Communion and Confirmation.

Literacy

Maravillas/Wonders Curriculum

This curriculum is provided in both English and Spanish and builds strong literacy foundations, social emotional learning skills and provides students equity of access to rich texts and rigorous instruction.

Middle School Curriculum Program

Literacy

Fishtank Learning Curriculum

This curriculum is designed to prepare students for secondary and postsecondary success. All the lessons are built around rigorous objectives with target tasks, questions and anchor problems that push students to think critically. The central goal is to help students become excellent readers, writers, problem-solvers, creative thinkers, and community members. The English Language Arts curriculum aims to widen students' perspectives so that they can better understand themselves and the world around them. The curriculum is aligned with the Common Core State Standards and the Massachusetts Curriculum Frameworks. Every unit and lesson identify specific standards that are the focus of instruction.

Math

Eureka Math

This curriculum is provided in both English and Spanish. The curriculum helps students to focus on deeper key concepts, in order to solve math problems. Students understand that a few principles lead to deeper reasoning. It is all about logical connections between topics.

Science

The science program at Escuela de Guadalupe is aligned with the 2020 Colorado Academic Standards for Science. Each teacher uses the standards as a guide for designing grade level units and utilizes a variety of resources for reading and laboratory activities. For reading materials, teachers use web-based platforms such as CK12 and Squidbooks which are aligned with the state standards, as well as multi-disciplinary programs such as Newsela and Readworks. In middle school, the New Jersey Center for Teaching and Learning Science curriculum is used as a resource for presentations, assessments, and lab activities.

Social Studies

Discovery Education Social Studies Curriculum

This curriculum utilizes multi-modal resources that help bring real world issues and historical content from around the world to students. The collection includes original content from Discovery Education and carefully selected resources from trusted education producers, associations, agencies, and news, entertainment, and sports brands. The curriculum and suggested lesson guides are aligned with Colorado's Academic Standards for social studies and teachers are even able to look up resources and materials by standard through the online database. Sixth graders focus on the regions of the Americas, seventh graders focus on world history, and eighth graders dig into the depths of United States history, from its earliest beginnings until the Civil War and Reconstruction.

Religion

Every class begins their day with an all-school prayer, which alternates the language each week. We use the religion curriculum of the Archdiocese of Denver and read scripture, Bible stories, participate in weekly mass and monthly prayer services. Our rigorous curriculum is developed around broad issues that are grade appropriate and consider the values of the Catholic faith.

Language and Literature in Spanish

Galería de Lengua y Cultura Curriculum

Galería is a print and digital solution that uses engaging videos, authentic texts, differentiated instruction, and leveled practice activities to expand students' listening, reading, speaking, and writing competencies as they learn about their own cultures and those of other Spanish-speakers around the world. It supports the development of language and critical thinking skills in bilingual students. It provides

for the practice of vocabulary and language structures from social studies, science, arts, and music content areas. Students learn about the Spanish-speaking world through literary and informational texts, authentic audios, regional videos, and music and art video presentations.

Definition of Literacy Components

Direct Instruction – Teachers show students how to use text-breaking, meaning-making, fix-up, critical literacy, and correct writing strategies.

Whole Group Instruction – Independent reading and writing with an overall focus on a question, strategy, element of literature, or writing form.

Guided Practice – Teachers read or write with students in a small group to practice application of a new strategy, lesson, or trait.

Teacher Conferences – One-on-one reading/writing in which the teacher records the student’s skills, fluency, strategy use, self-correction, comprehension, and process.

Read Aloud – Exposure to a variety of genres, authors, perspectives, writing traits and elements of literature.

Evaluation – Running records and comprehension discussion monthly through literature logs, writing samples, book reports, anecdotal data, and spelling/grammar tests.

Language Development (K-2 grade only)

This corresponds to their second language where students will develop skills for comprehension, fluency, vocabulary, pronunciation, and grammar.

Glossary for Terminology used at Escuela de Guadalupe

Target Language for Literacy (Native Language) Students in Grades Pre-K to 2nd receive their formal literacy instruction in their target language. This target language is often the language the student has the most vocabulary in to support meaning making in reading and writing. However, in some cases, parents and teachers opt to challenge a student who demonstrates strong bilingual skills as long as they show proficiency in both languages.

Developing Language This corresponds to their second language where students will develop skills for comprehension, fluency, vocabulary, pronunciation, and grammar. This applies to students from K - 2nd grade. This is developed through the Language Development course.

ADDITIONAL CURRICULUM

Art- Students learn about artists around the world and how to interpret and read art. Students incorporate what they are working on in math, content, religion, literacy with art. Students incorporate what they have learned in art during math, religion, content, and literature.

Music- Music class will combine music theory, playing, rehearsing, improvising and song writing. Students are taught to sing in both languages. This is demonstrated in the development of the masses, programs and events of the school.

Physical Education- The physical education program teaches students about healthy living behaviors, individual physical fitness and group/team sports.

ELECTIVES-MIDDLE SCHOOL

Art- Students will develop confidence, creativity, and self-expression in the visual arts. Through art, the students will cultivate their cultural awareness, imagination, and skill.

Music- Music class will combine music theory, playing, rehearsing, improvising and song writing. Students are taught to sing in both languages. This is demonstrated in the development of the masses, programs and events of the school.

Physical Education- All middle school students will have physical education once a week.

Robotics- The mission of FIRST® is to inspire young people to be science and technology leaders and innovators, by engaging them in exciting mentor-based programs that build science, engineering, and technology skills, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

CURRICULUM RELATED INFORMATION

Individualized Learning Plan

Students, who are not meeting grade level standards during the school year, will meet with their classroom teacher and Principal to write an individualized learning plan. The individualized learning plan is to ensure that each student is meeting our academic standards. The student will be provided individual assistance from our literacy tutors in the classroom and support them in their native and second language. These plans will be reviewed monthly and at each grading period.

Syllabus

In the primary grades, after each 6-weeks of school, students in K-2nd grades, will receive a syllabus that will give a clear description of what students will be learning, the language of instruction and what they must be familiar with and accomplish by the end of the unit based on curriculum standards and grade level skills. After each 6-weeks of school, 3rd -5th grades will receive a syllabus that will give a clear

description of what your student will be learning, the language of instruction and what they must be familiar with and accomplish by the end of the unit based on curriculum standards and grade level skills. This syllabus is sent again at the end of the unit with an evaluation of mastery of these standards.

In middle school, a unit syllabus will be sent home at the start of each new unit. These will give an overview of the subject, learning goals, and any projects that students need to complete during the unit.

Language Choice

We respect the language of instruction by staying in the language in the classroom. We respect others' language choice (the language in which the person initiates conversation) during lunch or on the playground.

Pre-K Information

State law requires that a Parent/ Guardian, or an authorized person is required to sign his or her child **IN** and **OUT** each day. Attendance is taken at 8:30 am each day and a continuous count of children will be kept throughout the day.

When a child is not picked up after school, staff will first try to contact the parent/guardian, then the emergency contacts. After 60 minutes with no response, the Department of Social Services/ Police will be contacted by staff and the child will be placed in their custody. Children will never be left alone or allowed to leave with an unauthorized person.

Ages of Pre-K students accepted

In the Pre- Kindergarten class at Escuela de Guadalupe, we accept ages 4 and 5 years old, at the beginning of the school year. We do not change diapers or help with toilet training. However, in the event of an accident, the child will be given a change of clothes to change into by themselves. Parents must provide an extra change of clothes. If the child is unable to change their own clothes, staff will assist the child as needed. In the event your child does not have a clean change of clothes, the school will provide one from our own supply of clothing.

Weather

When the temperature is below 30 degrees, children will not go outside. Children are encouraged to bring and wear cold weather appropriate clothing such as hats, coats, snow pants, mittens and boots.

When the temperature is 90 degrees or above, students will not go outside. Teachers will check the temperature of the equipment and make the determination whether it is safe to play on the equipment. Students are encouraged to bring and wear hats and or sunglasses, and water bottles (labeled with their name) for outside time. Teachers will provide water and will apply sunscreen on the student before going outside, provided there is a signed Sunscreen Release Form on file

and the parent has provided sunscreen. In the event that the weather keeps the children in, indoor gross motor activities will be provided.

Tuition

Full tuition: \$9,800 per year (Scholarships are available if the family qualifies)
Payment can be done as a one-time payment on the first day of school, two payments, one first day of school and the second one on February 16, or monthly payments payable within 10 months.

A parent or guardian may withdraw their child from school during the first semester. After September 21st, they will not receive a refund. If full year tuition is paid, the refund will be issued only for the second semester. If you pay on a monthly schedule, payments will continue until the end of the first semester or will be paid in full. The 1st semester is from September to January.

Students who withdraw during the second semester, after February 1, will not receive a refund for the entire year. If you pay on a monthly schedule, payment will continue until the last payment is made or until it is paid in full. The second semester is from February to June.

Languages

In languages other than Spanish or English, we will use a language translation service or community resource for written communication TRANSLATION EXCELLENCE, INC, 2620 S PARKER RD STE 210 AURORA CO 80014.

We will make every effort to provide an interpreter for those families who need support EMAIL:

INFO@TRANSLATIONEXCELLENCE.COM TOLL FREE 877-409-6737 PHONE 720-325-0459

School Support

Our program provides several ways to support your child's transitions for example: Orientation for parents in April, Open house for new parents in August, new student enrollment in November, and Back to School night in August. Pre-K and Kindergarten teachers meet in August to discuss children transitioning to kindergarten from Pre-K.

Other ways transitions are supported is through our Early Childhood Mental Health Specialist, Ms. Lisa Abbott. We provide referral information to the families as appropriate for any child for whom a developmental concern has been identified through Early Childhood Mental Health Specialist, Kira Colgan School or Claudia Asturias (Counselors/ Consultants), who can provide resources to families and parents.

Also, we have Parent - Teacher Conferences twice a year to discuss the child's progress and strategies to help with kindergarten readiness. Open house for new parents whose children will be attending Pre-K this school year and in November for parents who are interested in enrolling their child for the next school year. Our school provides a variety of community resources available to families, through Denver County and DPP. This information is located in the Pre-K classroom at the left-hand corner of the room under the parent board there is a table with current resources and information available such as child development, mental health, family services, food banks, health care, child nutrition, and low-income housing. Our staff has information for parents about these resources if needed. In the Pre -K Classroom, which is a full day biliterate Pre-K program from 8:00 a.m. to 4:00 p.m., there are 2 teachers and 1 part time teacher assistant (10:00-3:00pm). Students work and have an ongoing positive relationship with the teachers throughout the day. Students in the Pre-K classroom will spend a total of 1 school year in this classroom building a strong secure positive relationship with the teachers helping them to prepare and transition to kindergarten.

Academic Expectations

GRADE LEVEL EXPECTATIONS

Goal: Grades Pre-K - 5th

All students achieve a minimum of grade level skills in Target Language in Reading and Math as measured by unit exams, the MAP test (English & Spanish, 3rd -5th) and Maravillas/ Wonders Curriculum Assessments (K-5th).

ESCUELA'S EXPECTATION FOR EXCELLENCE

Goal: Grade 3rd - 5th

More than 33% of our students achieve scores of excellence (>75 %ile) in Target Language in Reading and Math as measured by the MAP test (English & Spanish).

Goal: Grade 4th-5th

More than 33% of our students achieve scores of excellence (>75 %ile) in Developing Language in Reading and Math as measured by the MAP test.

Goal: Grade 6th-8th

More than 33% of our students achieve scores of excellences (>75 %ile) in English and Math as measured by the MAP test (English).

Homework

Students must complete all assigned homework. This means the assignment must be turned in on time and it is 100% complete, showing their effort.

FAILURE TO TURN IN HOMEWORK

Parents are responsible to ensure that homework is done every night. Teachers record daily homework completion. Each time a student does not finish their homework, the student will receive the lowest grade possible and will have to complete it at home. If the student does not complete their homework three times, the teacher will contact the parents directly.

If students have been absent, they must obtain in-class assignments as well as homework from their teachers. The students will have the same number of days as they were absent to make up work. For example, one day absent gives one day for make-up; two consecutive days absent gives two days for make-up work. If the missed homework is not turned in, the teacher will assign a zero for the assignment. Ultimately, the student and the parents are responsible for getting and turning in the make-up work. For excused absences, homework cannot be requested in advance.

If the student has an unexcused absence, they will receive a zero for any missed assignments.

Homework is an important expectation at all grade levels. Parents should establish a regular homework routine and have a quiet place where students can study. Homework includes daily reading plus daily homework and studying.

It is important to look for the resources to help you if you do not understand something. It is never an excuse to not complete your homework because of the language. If your child does not understand, they must ask questions BEFORE they leave their class that day. Students are expected to be responsible to bring homework and the other necessary materials to school every day including musical instruments, books, etc.

Plagiarism/Cheating

Work copied from other students or other sources (internet, books) will not be accepted. You will immediately receive a grade of 0 and you will receive the consequences for copying on the exam, work, homework etc. Cheating of any kind will not be tolerated. Students, including those who help another student, who choose to cheat, face a failing grade, suspension, and/or expulsion. A student participating in an extracurricular activity at Escuela de Guadalupe, who is involved in cheating, may not participate in any competition for 3 days after the cheating incident or as determined by the principal. Cheating is defined as a student who receives credit for work that is not entirely their own.

DAILY HOMEWORK TIME EXPECTATIONS

Pre-k – Students will have homework only once per week. Homework will go home on Monday and must return on Friday of that same week.

K - A minimum of 30 minutes per day for Math and Literacy.

1st -2nd - A minimum of 30 minutes per day.

3rd - 5th - A minimum of 45 minutes per day related to different subjects depending on their classes.

6th - 8th - An average of 45 - 60 minutes per day between daily work and project work.

DAILY READING TIME EXPECTATIONS

Pre-K- Minimum of 10 minutes of reading per day at least five days a week.

K - A minimum of 20 minutes each night at least 5 days per week

1st- 2nd - A minimum of 20 minutes of reading per day at least 5 days a week.

3rd - 30 minutes of reading and writing nightly.

4th-5th - A minimum of 4 total hours of reading per week.

6th - 8th - students should read at least 20 minutes each night in English or Spanish.

Grades

Mastery Grading Chart for Grades K-2nd:

- ***Exceeds Proficiency*** = Consistently exceeds standard expectations (>95%)
- ***Proficient*** = Consistently meets standard expectations (80-95%)
- ***Partially proficient*** = Able to demonstrate the standard at times but not consistently at grade level expectations (60-79%)
- ***Below Grade Level*** = Able to demonstrate the standard below grade level expectations (<59%)

Mastery Grading Chart for Grades 3rd -8th:

- ***A+ (Exceeds Proficiency and Superior Effort/Quality)*** Student consistently exceeds grade level expectations of demonstration of standard with superior effort and quality (>95%)
- ***A (Proficient)*** = Consistently able to demonstrate standard at or above grade level expectations (90-95%)
- ***B (Proficient)*** = Able to demonstrate standard most of the times at grade level expectations (80-89%)
- ***C (Partially proficient)*** = Able to partially demonstrate the performance standard at grade level expectation (70-79%)

- ***D (Partially proficient)*** = Unable to demonstrate the performance standard at grade level expectations (60-69%)
- ***F (Lack skill and/or effort)*** = Skill development does not support the student's ability to apply this performance standard or student fails to put reasonable effort into working on this (<59%)

Grade retention- All Grades (Pre-K - 8th grade)

Throughout the school year, teachers will meet with parents of the students who are below grade level; and an individualized plan will be developed to help students improve in those areas where they are not at grade level. If an elementary student has not shown improvement or growth by the end of the year, he/she will have to repeat the school year. If for some reason that same student must repeat another school year, he/she will have to be removed from school. No student may repeat twice at Escuela de Guadalupe.

Middle School students (6th to 8th grade) who have an average grade of "D" must agree to an academic contract. If the student fails to meet the outlined expectations, the student will not return to Escuela the next school year.

Requirements for Enrollment for the Next School Year

Students will enroll at Escuela de Guadalupe based on an ongoing assessment and acceptance. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on or off campus, an unsatisfactory academic situation, or for other reasons that, in the judgment of the administration of the school, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community. To continue enrollment at Escuela, a student must be in "good standing". A student who is considered to be in "good standing" is one who has not subject to dismissal for academic reasons, one whose conduct history is at least satisfactory, one whose family supports the school's faculty, and the policies and procedures outlined in this handbook, and one that has fulfilled all financial obligations to the school or has made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned through cooperative personal conduct and compliance with academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parent / guardian does not support school policies; the school reserves the right to terminate the student's enrollment.

Graduation / Continuation

Graduation ceremonies for Kinder and 8th grade should be kept appropriately simple and inexpensive.

The 8th grade graduation ceremony will include a Eucharistic liturgy and should be followed by a simple and dignified ceremony that recognizes the unique value of

this stage of Catholic education that has just been completed. Students in this grade will graduate as long as they meet all the academic requirements (They must not have two “Ds” in two subjects), satisfactory in behavior and that their parents have completed all the financial obligations required of them by Escuela until the month of May.

Jupiter

Escuela de Guadalupe uses the Jupiter Grades program to help keep you informed about your student’s progress. You can login anytime to check your student’s current grades, homework, missing assignments, test scores, report cards and to contact your student’s teachers. **You must ensure all information is updated.** You may access the web page by going to JupiterGrades.com.

You will receive a letter on the first day of class that contains your password to have access to Jupiter (if you do not have your password, please go to the main office).

When you log into Jupiter you will need to do the following:

Enter your Students Name:

Enter in the Password:

Enter in the School Name: Escuela de Guadalupe

Enter in the City: Denver

Enter in the State: Colorado

*After you have entered the above information, you will need to change your password. If you misplace your password, you can contact the Front Office Coordinator.

Report cards will be sent home the first week of December, third week of March and first week of June. These report cards will include mastery levels for Grades K-2nd and letter grades for Grades 3rd -8th

Buen Compañero Awards

Students who show our community the values of being a good leader through their work, respecting their peers and helping others will receive a Buen Compañero Award. Teachers will identify the student that has shown these core values once a month and their picture will be displayed in the middle school hallway.

Parent/Teacher Conferences

Conferences are held in December and March. Parents must sign up with each student’s teacher one week before the conferences. It is expected that 100% of our parents meet with their student’s teacher to review academic progress. If you have any questions or concerns, you can contact the teacher at any time prior to conferences. **It is mandatory for parents and students to attend these conferences.**

Field Trips

There are field trips throughout the school year such as:

- Community Service Days for K-8th grades
- Sister Susan Swain Service Day in May for K-8th grades
- Depending on the grade and topic of the year they will participate in additional field trips

Parents must sign a field trip form at the beginning of the school year. The teachers will provide details of each field trip including the day, time, transportation, and cost. If you do not want your student to participate in a certain field trip, your child will have to complete work at the school in lieu of attending the field trip. For many of these field trips, public transportation will be used, or we may ask for parent drivers (parent drivers must provide all required documents). Parents, with the coordination of the teachers, may assist as chaperones. When using public bus transportation, all the necessary requirements for the safety of the students will be taken. If the parent does not feel safe to send their child, this will be understood, but the student must come to school that same day to complete assignments based on the theme of the trip. Parents will have to pay at the beginning of the school year for their child's field trips. Please see the payments that correspond to the trips in your TADS account.

Student Rights & Responsibilities

With every **RIGHT**, comes a **RESPONSIBILITY!**

"By taking responsibility, we can make our school a better place."

1. I have a right to **BE HEARD...**
and a responsibility to **LISTEN TO OTHERS.**

"I am assertive and not aggressive."

"If I am being teased or bullied, I talk until someone listens."

"When I have hurt others, I listen to how they are feeling."

"I share talk time in class with others."

-
2. I have a right to **LEARN...**
and a responsibility to **COME TO CLASS PREPARED.**

"I ask questions until I understand."

"I dedicate my full attention in class to learning."

"I am critical about what I hear and read."

"I am at school by 8:15 every day and prepared with all of my materials."

-
3. I have a right to **A SAFE PLAYGROUND...**
and a responsibility to **USE THE EQUIPMENT PROPERLY.**

"I include everyone who wants to play."

"I am careful to look before I run, throw the ball or swing."

"I leave my own toys at home and share the school equipment and space."

"I use Peace Place or Peer Mediators to work out conflicts peacefully."

-
4. I have a right to **BE RESPECTED...**
and a responsibility to **TREAT OTHERS WITH RESPECT.**
"I listen respectfully to others even if I don't agree."
"I respect the language choice of others."
"I forgive others for their mistakes."
"I don't use names or gestures that support unfair stereotypes or negative labels."
-
5. I have a right to **A SAFE SCHOOL...**
and a responsibility to **HELP KEEP IT SAFE.**
"I have a right to not be teased or abused."
"I speak up when I see others are being hurt, teased or bullied."
"I walk in the school and stay where adults are."
"I listen to others when they say to stop."
-
6. I have a right to **MY OWN PERSONAL SPACE...**
and a responsibility to **RESPECT OTHERS' PRIVACY.**
"I use my words to let others know when I need more space."
"I give other students privacy in the restrooms."
"I never use private information about others to tease them or leave them out."
"I do not play too rough or play tackle games."
-
7. I have a right to **KNOW THE RULES...**
and a responsibility to **FOLLOW THEM.**
"I listen to the adults to learn about safe limits."
"I only bring to school what I need."
"I solve problems peacefully."
"I am honest in my words and my actions."

Discipline Policy

In maintaining a learning community that models peaceful problem solving and compassionate leadership, students at Escuela de Guadalupe are expected to make behavior choices that protect the rights of others and model their own responsibilities in our community.

For students in Pre-K-5th grade, use of positive strategies are in place to correct the behavior with the following procedures:

1. Redirect the student with activities appropriate for the age.
2. Keep the student busy with creative activities.
3. Offering alternatives to the solution.
4. The teacher will speak to the student and will explain the behavior that is expected.
5. Using time outside, the student will be removed from the group and will remain away from the group (for Pre-K, one minute per age (ex. 4 years would be 4 minutes).
6. Rewarding students with positive and appropriate behavior.
7. **If the student demonstrates destructive behavior or endangers other students or teachers, parents will be notified so they can be in contact with the principal and teacher to develop a behavior plan. If the student**

continues with the behavior, we will be forced to terminate the return to class.

Levels of intervention with behavior infractions:

- 1) Initially, adults will use direct statements to redirect the student's behavior such as "I need you to listen right now." Or "I need you to stop kicking the swing."
- 2) If the student does not respond to this direct statement or the behavior has already caused a problem, the adult who is with the student at that time is to ask 4 questions:
 - a. What are you doing that is causing a problem right now? (i.e.: I am interrupting the class.)
 - b. How is your behavior taking others' rights away? (i.e.: Others have a right to be heard.)
 - c. What responsibilities do you need to take care of right now? (i.e.: I have a responsibility to listen to others.)
 - d. Are you ready to do that now?
- 3) If the student is able to take responsibility for his behavior at this time, then the adult communicates with the classroom teacher that this incident took place and is resolved.

A student who does not take responsibility for his/her behavior at this time will be sent outside with a Discipline Form where the student has some work to do to process his/her behavior. The student spends time working on the sheet and returns to class when the form has been completed.

For students in middle school, a demerit and discipline system will be enforced. Positive reinforcement and reflection are used to elevate the student's behavior. Please refer to the Appendix for details.

Minor Infractions:

- Disruptive in the classroom
- Foul language
- Disrespectful

Major Infractions:

- Defiance
- Lying
- Cheating
- Sexual and/or physical Harassment
- Physical harm

If a student commits a minor infraction, the classroom teacher will follow these three steps.

1. A verbal redirect to refocus the student

2. If the behavior continues, the student will be asked to go to a quiet area and complete a reflection sheet identify their behavior, the environmental factors, and how they can correct it
3. If after the reflection the behavior continues, the student will be referred to the office for consequences.
4. The incident is logged and communicated directly to the family by the classroom teacher.

If a student commits a major infraction, they are immediately referred to the office.

Middle School Detention

Detention will be held on Wednesdays after school from 3:30-4:30 p.m. During that time, the student will work on homework or read a book. If the student participates in sports, they will not participate on that day.

Zero Tolerance

When the behavior infraction includes the student hurting someone else physically or emotionally, the discipline plan accelerates to being sent to the principal's office. Escuela de Guadalupe's discipline policy has zero tolerance for hitting, fighting, pinching, teasing, bullying, name calling, harassing, sexual harassment, demeaning gestures or racist terminology. These behavior choices will result in suspension, work assignments and/or service-learning hours that require the student to learn more about the harm these behaviors caused for others and our community.

Sexual harassment will result in immediate expulsion.

Regrouping

Sometimes students just need some time to regroup or calm down and get their thoughts organized. Students can be referred to the Peace Place in the classroom/office for a Regrouping Sheet on which the student thinks about how they are feeling, what they can do to regroup, plan how long they need to regroup and then self-evaluate when they are ready to return to class based on: 1) My ideas are organized, 2) I know what to do, and 3) I am in control of my feelings. Students may also self-refer themselves to the Peace Place before they get themselves in trouble. Regrouping time is preventative and is not considered a penalty for behavior.

Disciplinary Actions and Sanctions

The principal and/or President and other school personnel may interview students at any time for investigative purposes. Parents may not attend such investigations unless the Principal or President invites them to do so. The following penalties may be imposed on students in the sole discretion of the school in any order:

- **Conference with parent and student.**
- **Denial of specific privileges.**
- **Conditional Freedom:** The Principal may place a student on probation for behavior. The student and parents will be notified, in writing, of the reason

for the probation, the consequences and / or resulting restrictions, the period of probation, and how probation can be terminated.

- **Suspension** (see below)
- **Parent withdrawal of student from school:** Parents may have the option to voluntarily withdraw their child instead of facing expulsion.
- **Expulsion** (see below)

Suspension

Suspension is a disciplinary action that will be used at the sole discretion of the principal. The suspension is not intended to be corrective in itself; instead, the suspension sends the message that the offensive behavior does not belong in the school. A student may be suspended for serious misconduct or continued misconduct on or off campus. Suspension is generally given off campus but may be served on campus at the discretion of the principal. **The suspension should not normally exceed five consecutive school days. However, a student may be suspended from campus for longer than this in certain circumstances which may include, but are not limited to, the following: awaiting the results of a pending investigation, awaiting documentation of the professional evaluation or when isolation is deemed it is in the best interest of the suspended student or the community.** Parents will be notified immediately and are expected to pick up the student as soon as possible. Parents will remain involved in the process through verbal or written communication or conferences. Suspension does not carry an academic penalty, and the student must keep up with class work and homework.

Since the reasons for suspension generally differ in degree from the reasons for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended removal or expulsion.

Reasons for Immediate Suspension

Depending on the Principal, the following student offenses are possible reasons for immediate suspension that may also lead to expulsion after an investigation is performed by the Disciplinary Committee. This list will not be considered exhaustive:

1. Serious disobedience, insubordination, or lack of respect for authority, including, among others:
 - Not wanting to follow the school rules
 - Not wanting to follow instructions
 - Not wanting to respond when spoken to directly
 - Give aggressive and rude responses in a disrespectful tone of voice
 - Causing disruption to classroom procedures
 - Copying, cheating, plagiarism, or dishonesty of any kind
2. Language or behavior that is immoral, profane, vulgar, or obscene on or off campus
3. Use, sale, distribution or possession of drugs, alcohol or any other legally

- controlled substance or drug or vaping paraphernalia
4. Injury or damage to persons or property, vandalism, or serious threat to them
 5. Sexual, physical, visual or verbal harassment / harassment or abuse of school personnel, students, parents or guests
 6. Hazing
 7. Sale of any material on school premises without proper authorization
 8. Unauthorized absence or continued tardiness
 9. Assault or possession of a deadly object or weapon
 10. Serious theft or dishonesty
 11. Scandalous or seriously disruptive behavior
 12. Conduct at school or elsewhere that reflects negativity against the school
 13. Failure to comply with the Internet Use Agreement, hacking the school's computer system, or viewing or attempting to view material via the Internet that is deemed inappropriate under the Internet Use Agreement
 14. Sexting (the sending, receiving or forwarding of sexually explicit messages, photographs or images between digital devices or the exchange of such communication with others)
 15. Inappropriate behavior in the restrooms that violates the safety and morals of one or more students.

Expulsion

Expulsion is an extreme and permanent disciplinary action enacted for the common good. The authority to expel resides exclusively with the President, the Principal, and the Discipline Committee. Generally, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by minor disciplinary actions, such as detention, probation, or suspension. Immediate expulsion may result from actions, on or off campus, that are in violation of criminal law, that are serious enough to shock conscience or damage the reputation of the school or parish community, or that pose a threat for the health, welfare, or safety of the student or the school community. The student will generally be suspended (see above) if he is not suspended, and parents will be notified immediately. Conferences will be held with the President, Principal, parents, and appropriate staff if desired by him/her or the family; the student can be included for part of the conference.

Disciplinary Records

Disciplinary records are private documents of the principal and are kept separate from the student's cumulative file and will not follow the student beyond enrollment at Escuela. They are not available to students or parents.

Off-campus Safety / Behavior

Since Escuela, together with the parents, participate in the formation of the student and in the provision of their safety, the school administration can notify parents when they become aware of concerns about the life or behavior of the students, even off campus in order to protect students. Students may be subject to the full

range of disciplinary policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off campus, including conduct that adversely affects the educational process or mission of the school community. Examples of this off-campus behavior include, but are not limited to, the following:

- Threats or harassment electronically / online or by cell phone
- Threats of violence
- Alcohol use
- Fighting
- Hazing
- Possession or sale of drugs
- Reckless driving
- Sexual assault
- Tobacco use, including vaping

The intervention may include, but is not limited to:

- Guidance/ Counseling
- Detention, suspension or expulsion
- Withdrawal from participation in school activities, class trips, student government and other leadership positions, and graduation ceremonies

Students are expected to reflect with a Christian attitude and to be respectful in their relationships with everyone at school: peers, teachers, administration, other school personnel, and visitors. In addition, specific classroom rules must be respected. Strictly enforced rules include, but are not limited to:

- Without disrespecting visiting teachers, students, or adults
- No chewing gum, carbonated drinks, energy drinks
- Do not eat or drink in the hallways
- Do not throw snowballs or ice
- Do not leave campus during the school day without written permission
- No dangerous objects, matches, lighters, or weapons
- No skates, scooters or skateboards
- No threats or humiliation

Bullying Policy

“Treat others as you want to be treated”

Statement

Bullying and intimidation are actions that are contrary to a safe community and the development of compassionate leadership. This behavior undermines the Christian atmosphere of the school and deprives the student of a safe and caring learning environment. Our students must be willing to utilize their listening problem-solving skills to foster a positive school environment.

Definition

Bullying is defined as any specific act by a student, or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student. Bullying includes, but is not limited to, physical intimidation or assault, extortion, oral or written threats, malicious teasing, putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, social isolation, and any act which disturbs peace.

Escuela de Guadalupe expects parents to be involved in the process of helping their children understand the meaning of this type of aggression by giving them examples that clarify a bullying action.

Escuela de Guadalupe expects students to behave in a manner that is consistent with their level of development, maturity, and demonstrates abilities to recognize the well-being of other students, school, staff, parents, and volunteers. Our students must show respect for cultural diversity and recognize the inherent dignity of our students and their families.

Examples of specific but not limited behaviors that constitute bullying are:

- Visual: gestures, photos, notes, emails
- Sexual Harassment: Inappropriate Touching
- Inappropriate Gestures
- Verbal: Insults, jokes, or offensive comments about religion, gender, sexual orientation, ethnicity, or socio-economic status, teasing, ordering, mimicking, and / or speaking ill of a person.
- Physical acts of bullying: such as hitting, slapping, tripping, pushing, kicking, pulling hair, damaging property or work; ripping clothes, instigating students, hiding personal things, exclusions that hurt.
- Bullying Cyber Digital: such as Facebook, Google, text messages, Twitter, or any other social media.

Reporting

Students, families, and staff have the right to report incidents of bullying. Students could make anonymous reports about bullying to teachers and school administrators (Principal) as well as parents. Parents or teachers should make the bullying report together with the student.

- Teachers or other school personnel who witness bullying or receive reports of bullying from students should report it to the principal.

- The principal will investigate any written or anonymous reports and will include an intervention strategy to resolve the problem with the school staff. The intervention strategy will be determined by the principal and / or teachers.

Steps to Report Bullying

- 1) If a teacher or administrator witnesses bullying, they must be in contact with both parties separately in order to listen to the reasons why this incident happened.
- 2) Fill out the Bullying Form and report to the principal, which can be found in the main office.
- 3) The Bullying form must be signed by the teacher and the principal.

Faculty Responsibility

- Act as role models of tolerance, compassion, honesty, respect, responsibility, integrity, and caring behavior.
- Openly discussing bullying within each classroom and fostering a class culture of respect of faith and beliefs for others encourages students to be compassionate leaders.
- Teach students the skills for empowering themselves and give them the opportunity to practice these skills.
- Notify Principal of any bullying including notifications made by parents.
- Treat all parties equally and fairly to achieve a positive outcome for all those involved.
- Protect the victim from further harm.

Administration Responsibilities

- The principal is in charge of the investigation or designates the team to investigate the reports of bullying.
- The student(s) involved has to complete an interview with the principal if the behaviors were offensive or inappropriate and fill out a reflection document and promise to change her/his behavior.
- Accurate description of this incident is to be recorded on “bullying reflection” page
- Principal to assess the situation and follow the school’s discipline consequence plan.
- Intervention strategies to protect victims from additional bullying will be put in place.

Discipline Consequence Plan

Consequences may include but are not limited to the following actions:

1. First incident: Incident is recorded in the student’s file. Parents are informed of bullying.

2. Second Incident: follow step one, parents are requested for formal meeting with the principal, and develop a plan with the assistance of the counselor (behavior contract)

3. Third incident: If the student will not make a change and the students at the school no longer feel safe and/or the learning environment is distracting because of the attitude of the student in question, the student will be suspended, outside counseling will be required, and/or expulsion.

Written Records

- Use the bullying form to keep written records of bullying incidents and the solution.
- Building on the core values of respect and love, the school encourages community members to be respectful, to work in peace and with integrity, making a safe environment possible for all members of the school.

Middle School Expectations

Academic Expectations:

- Middle school students are expected to complete their assignments on time and to maintain their grade higher than a C in all their courses.
- Any student who has not completed or does not turn in classwork or homework will be required to attend the Learning Lab until they successfully complete the work earning a C or higher grade. The Non-Detention Learning Lab is an opportunity for students to meet expectations for their learning. Students will receive teacher support if they need it to complete their assignments.
- Laboratory learning levels (see the secondary intervention table for more information)
 - Level 1 - missing or incomplete homework
 - Level 2 - Failure to complete tasks in Level 1
 - Level 3 - D or F in any class

Honor Roll

- **Honor Student of Excellence**- Students who receive A in all subjects with no missed assignments.
- **High Honors Student**- Students who receive an A in all subjects.
- **Honor Student**- Students who have a B average.

Uniform Expectations

Students are expected to bring the required uniform daily unless otherwise announced. The students are excused from wearing the uniform the day of their birthday. **Students must wear their tie all day when it is required.**

Uniform A	Uniform B	Uniform C
Formal Uniform <ul style="list-style-type: none"> • With tie • Sweater required 	Semi-Formal Uniform <ul style="list-style-type: none"> • With tie • Sweater optional 	Informal Uniform <ul style="list-style-type: none"> • Tie optional • Sweater optional

Hoodies will not be considered an overcoat and may not be worn at mass or in the classroom. When it is cold, students are expected to wear a uniform sweater to mass and in the classrooms.

Behavioral Expectations

Discipline levels matrix:

- **Lunch / Recess Detention** (daily): after 3 demerits for level 1 behavior and each demerit after 6.
- **After School Detention:** (Wednesdays from 3:30 - 4:30 p.m.): after 6 demerits for behavior level 2
- Returns at the end of the trimester
- Recurring or unresolved behaviors at any level will lead to a parent meeting and behavior plan
- Failure to comply with the behavior plan will be considered Level 3 behavior and will result in an internal suspension.
- **The school-wide discipline policy exactly mentions that there are certain zero tolerance misbehaviors that could lead to an external suspension or expulsion of the student under prior investigation.** This Discipline Committee will be in charge of this investigation. Please see (The Discipline Policy).

Level 1: 1 Demerit	Level 2: After School Detention	Level 3: All Day
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<ul style="list-style-type: none"> ● No bathroom pass ● No supervision ● Incomplete homework ● Homework not turned in ● Not prepared for class ● Inappropriate uniform ● Laptop not charged ● Gum ● Doing things that you are not supposed to be doing ● Late to class ● Disrespectful or destruction of property (breaking pencils or littering) 	<ul style="list-style-type: none"> ● Copying ● Inappropriate use of technology ● Disrupt during instruction ● Do not respond to redirection ● Disrespectful to teachers and administrative staff ● Vandalism (minor) ● Cell Phone in school ● >6 demerits 	<ul style="list-style-type: none"> ● Physical altercation ● Bullying ● Copying during an exam ● Vandalism (major) ● >12 demerits ● Failure to follow behavior plan
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Expectations of Behavior During Detention

Students in detention, at any level, are expected to remain quietly seated for the entire period of detention and complete schoolwork or read. Failure to comply with behavior expectations for detention will result in 2 additional detentions.

Middle School Interventions

	Detention (Behavioral)	Learning laboratory (Academic)
Level 1: Lunch/ Recess	3 demerits +1 detention per each demerit after 3 until 6	<ul style="list-style-type: none"> ● Homework not turned in (may be passed to after school if you make this decision) ● Attendance will be until they complete homework or assignments.
Level 2: After School	6+demerits Any violation of Level 2	<ul style="list-style-type: none"> ● Homework not turned in (breach of Level 1 expectations) ● Attendance will be until they complete homework or assignments.

Level 3: All Day	12+ demerits Any violation of Level 3 Not being able to follow the behavior plan	<ul style="list-style-type: none"> ● D or F in any class ● Attendance will continue until grade is C or higher ● Level 1 or 2 are not working
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Positive Behavior Support - Merits

Level 1: 1 Merit	Level 2: 10 Merits	Level 3: 50 Merits
<ul style="list-style-type: none"> ● No demerit in the week ● In uniform every day of the week ● Fill in the agenda for each class ● Homework and assignments complete and turned in all week ● Behaviors, at the discretion of the teachers, in which the students show the values of Escuela de Guadalupe: leadership, community, respect, justice, excellence 	<ul style="list-style-type: none"> ● Complete and turn in homework and assignments promptly each trimester. ● No tardies during each trimester ● No uniform violations in the trimester 	<ul style="list-style-type: none"> ● Complete and turn in homework and assignments on time throughout the year. ● No tardies during the year ● No uniform violations during the year

Fidget Toys - Not allowed in Middle School. A foot band will be provided if needed.

Uniform Policy

Pre-K

Pre-k students are required to wear the navy T-shirt with the School logo when attending school. Please make sure to put their name on it to prevent any confusion. The cost for each shirt is \$20 and can be purchased in the main office. Any appropriate pants may be worn.

Elementary (Kindergarten-5th grade)

It is mandatory for each elementary student of Escuela de Guadalupe to wear the required uniform that is composed of:

- Navy Blue Pants
- Light blue polo shirt with the Escuela de Guadalupe logo (short or long sleeve)
- Navy blue sweater with the Escuela de Guadalupe logo (to be worn only when cold or for special events)
- Navy blue shorts or skorts will be used in the months of August, September, May and June (skirts are not allowed). Shorts and skirts will not be allowed if they are above the knee.
- Black or Blue Belt All students will have to wear their shirt tucked inside their pants, shorts or skort with a black or blue belt.
- Black or Navy-Blue Socks are required and will have to be used at all times. Short ankle socks are not allowed.
- Black Uniform Shoes or All-black Tennis Shoes All students will be required to wear black uniform shoes or all-black tennis shoes (shoes or tennis with other colors are not accepted).

Throughout the school year in the months of August, September, May, and June, black uniform shoes/all-black tennis shoes and black or navy socks (to the calf or knee) will be worn with shorts, long pants, or skorts. Sandals, shoes that have lights, high heels, or shoes that have wheels will not be allowed.

Middle School (6th - 8th)

Each middle school student at Escuela de Guadalupe is required to wear the required uniform that is comprised of:

Boys - will wear a white button-down shirt and will continue to wear navy pants. A tie that matches the girls' skorts, which will be worn on mass days and other special occasions.

- Shirt -buttons, white, short or long sleeve with the Escuela de Guadalupe logo
- Pants or shorts - Navy blue; shorts will be worn during the months of August, September, May and June and on days when we do not have mass during those months.
- Black or Blue Belt All students will have to wear their shirt tucked inside their pants, shorts or skort with a black or blue belt.
- Navy or black socks (up to the calf or knees) are required and must be worn all day (white socks are not allowed)
- Black Uniform Shoes or All-black Tennis Shoes All students will be required to wear black uniform shoes or all-black tennis shoes (shoes or tennis with other colors are not accepted).
- Navy blue sweater with the Escuela de Guadalupe logo (to be worn only when cold or for special events). No other type of sweater will be allowed inside the building.

Girls – Girls will wear a skort or pants and a button-down blouse every day. When the cold weather months begin, they will be able to wear stockings under the skort, but they will have to wear socks as well.

- Blouse – buttons, white, short or long sleeve with the Escuela de Guadalupe logo
- Skort – plaid, knee length
- Navy blue pants can be worn on days when we do not have Mass.
- Navy or black socks (up to the calf or knees) are required and must be worn all day (white socks are not allowed)
- Black Uniform Shoes or All-black Tennis Shoes All students will be required to wear black uniform shoes or all-black tennis shoes (shoes or tennis with other colors are not accepted).
- Navy blue sweater with the Escuela de Guadalupe logo (to be worn only when cold or for special events). No other type of sweater will be allowed inside the building.

All students at Escuela de Guadalupe:

- Winter boots All students are required to wear winter boots during the cold months. They must bring their uniform shoes in their backpack to change into once they are inside the school. The students will leave their winter boots in their cubbies or lockers.
- Winter coats All students are required to wear a winter coat during the cold months. The only sweater allowed to be worn during the school day on cold days will be the blue cardigan with the school's logo.
- Haircuts must be simple and neat (no designs or lines). Girls will be required to have their hair pulled back with a solid white, blue, or black simple tie. Any other colored hair tie or ornament will be asked to be removed (hair must be out of the face and must not obstruct view). Girls in 6th-8th grade are able to have their hair down so long as it is kept presentable.
- Nails must be clean, short and no color.
- Gym uniform:

(3rd grade-8th grade)

For physical education, students will need to have the physical education uniform. You can purchase this uniform at **Educational Outfitters**. The complete uniform consists of a gray shirt with the Escuela logo, navy blue athletic shorts with the logo and tennis that they will change into that day. If any of the indicated things are missing, they will lose points from their grade on that day.

(Kinder-2nd grade) Students will wear their complete Escuela uniform with tennis shoes.

If the student does not wear the required uniform as mentioned above, the P.E. teacher will notify the parents through Jupiter. The third time that the student does not follow the uniform policy, the teacher will contact the parents to schedule a conference. Middle school students will receive a demerit for not having the full uniform and will have consequences according to the middle school discipline regulations.

Formal Dress Day- Wear appropriate clothing for school. These days include picture days, non-uniform days (Valentines, etc.), donation dress down day, and birthdays.

Not Allowed: No bandanas, scarves, hats, etc. Nothing that is distracting: jewelry, haircuts, or hair colors. Earrings must be stud only – no hoops or earrings that dangle. No make-up or painted nails. No temporary tattoos. Please help your student come to school well-dressed, neat, and clean. There are some non-uniform days marked on the calendar. Also, students can dress casually on the day that he/she celebrates his/her birthday at school.

Remember that uniform policy models the value of simplicity.

Students must report to school properly uniformed, to prevent school personnel from spending extra time solving the problem. Parent support is very important in this regard. Pride and discipline in our uniform policy will translate to more time spent educating our students. It would be appreciated to have everyone's support in helping to maintain the uniform policy.

School Uniform Store

The blue shirt, school sweater, shorts, and skorts should be purchased at **Educational Outfitters.**

Address: 8170 S. University Blvd #250, Centennial, CO 80122

Telephone: 720-200-6666

Hours: Please visit the website for most up to date store hours.

Website: <https://denver.educationaloutfitters.com/>

Lost & Found

Lost and Found items will be placed in a black tub across the main office. Unclaimed items will be given away after 15 days, when the tub gets full, and before vacations whichever comes first. Please label your student's belongings (names must be written on sweaters!) and be sure they are responsible for their belongings. Help teach the students to respect what parents have worked hard to provide and to respect personal belongings.

Respecting School Property

The students of Escuela are responsible to take care of our school property. They cannot write on tables, desks or walls, damage lockers, cubbies, bathrooms stalls, playground equipment, etc. The students must take care of their books and instruments. If a student is determined responsible for damage or loss of school property, the student and parent will be expected to pay for replacing the item or repairing the damage. A student may be suspended due to the severity of the damage.

Laptops or iPad

Students should use laptops or iPad with teacher's authorization. They should only do school related work and with prior permission from a teacher. The Internet will only be used with the direct supervision of a teacher. If the rules are not followed the consequence could result in the loss of the use of the laptops or iPad or in suspension depending on the seriousness of the case.

Restrooms

Inappropriate behavior in the restrooms will not be tolerated and students will have severe consequences. We will determine which restrooms each classroom will use depending on the grade. Students may not use another grade's restroom without prior teacher permission. The consequences of these actions are in the discipline policy.

Hallways

No student should be alone unless they go to their designated restroom. If students find a visitor in the hallway, they will have to welcome and greet them. The student will have to walk through the hallways at all times and not run. When you are with your class, you will have to walk in a single line down the hallway making sure not to push others. The consequences of these actions are in the discipline policy.

Lockers

K-2nd graders receive a locker or hooks to hang backpack and jackets throughout the day. Students should remember to take the backpack home every day. The school is not responsible for lost or stolen items. Parents are not allowed in the classrooms or hallways during school hours unless you have a scheduled meeting with a teacher.

3rd-8th graders are assigned a locker to store backpacks, jackets, or instruments. **Lockers must remain locked with a padlock, otherwise, students will lose the privileges of having a locker.** Students will not be able to put self-adhesive figures or write inside them. Students must use the locker that is given to them all year. If a student is using another student's locker, they will be sent to the principal's office. **Parents are not allowed in the hallway when students are getting ready to enter their classroom.**

Playground/Gym Rules During Recess

No student should be pushed, tripped, hit, hurt, or disturbed. Do not pull or grab objects; do not climb the slide in the opposite direction or throw the wood chips found in the playground area. Do not jump off the swings. Students who do not follow recess rules or intentionally hurt others will be suspended. (see Discipline Policy)

- Include everyone who wants to play
- Sharing space and playground equipment
- No food or drinks (except water)
- Do not leave the playground/gym area without teacher permission
- Do not go to the alley or cross the street to go for the balls
- Do not climb the stair railings
- Games that involve pushing, hitting, and some other physical contact can hurt people and are not allowed
- Snowballs, gravel or any other items that can hurt others, cannot be thrown and will result in a behavior referral
- Students who check out balls and equipment are responsible to return the equipment
- No balls or other equipment are to be taken out to playground either before or after school
- Leave your own sports equipment at home - we will share our school equipment with everyone

Students in Pre-K through 8th grade may not be in the gym unless supervised by a teacher.

Prohibited Items

- Hats
- Toys
- Journals
- Sunglasses
- Makeup / nail polish
- Dolls
- Stuffed Animals
- Bikes
- Valuable items that can be lost or broken
- Roller skates
- Ball of any kind
- Cellphones
- Chewing gum, candy, chips
- Money, wallets, bags
- iPad / Radio / MP3 etc.

- Electronic games
- Drugs
- Fidgets

Cell Phones/ Smart Watches

CELL PHONES OR SMART WATCHES ARE NOT ALLOWED IN THE BUILDING

Infractions for student with a cell phone in school:

1st Time: Parents will have to meet with the principal, and they will be given the cell phone or smart watch at that time.

2nd Time: The cell phone or smart watch will not be returned until the end of the school year.

Drugs

Students may be expelled depending on how the student was involved, after an investigation by the Discipline Committee along with advice from the police. Additionally, they will be referred to law enforcement officials. The use of alcohol and illegal drugs are harmful and contrary to our policies. The use, sale, possession, distribution of alcohol, tobacco, tobacco products, and / or illicit drugs by students on school property as part of a school activity regardless of location is prohibited. A student may not be picked up by a parent who is intoxicated or under the influence of alcohol or drugs. Administrative staff will work with the parent to find alternative transportation for the parent and student.

Lunch & Snacks

School Lunch

We offer daily lunch consisting of the 5 items that include: milk, bread, grain, fruit and vegetables.

Please make sure we have information about your child in case he/she has allergies to any type of food. If you would like to apply for free / reduced lunch, you will have to complete the form. If you do not qualify for free / reduced lunch, lunch will cost (TBD). Meals must be ordered and prepaid.

Fast food, sweets, soda, chips, chewing gum etc. WILL NOT BE ALLOWED AT SCHOOL AS PART OF THE FOOD PROGRAM. All meals must be eaten in the cafeteria, no food may be eaten in the classroom or outside. Each

student will have to pick up the area where they ate and throw away their trash after they eat.

Lunch from Home

It is expected that all students eat breakfast at home. If students bring lunch from home, they are expected to bring a healthy lunch. Please make sure your child's lunch is in a well-insulated lunch box as lunch and snacks cannot be refrigerated or heated. Students are not allowed in the kitchen area. **STUDENTS WILL NOT BE ABLE TO HEAT THEIR FOOD BECAUSE THEY WILL NOT HAVE ACCESS TO THE MICROWAVE.**

Snacks

All **Pre-K - 8th grade** students will need to bring a simple and healthy afternoon snack. Snacks should not need to be refrigerated, nor should they require heating. Sweets, chips, soda, chewing gums, and bread or cookies should be left at home.

Health Policy

State law requires that all immunizations for DPT, Polio, Hepatitis B, Hib, MMR and Varicella must be current by the first month of school. Please notify us immediately if your student contracts or is exposed to a contagious disease. We will notify parents of any contagious illness that the students may have been exposed to at school.

If your student has a bad cough, cold, diarrhea, fever, nausea, pink eye or is in any stage of a contagious disease, he/she needs to stay at home. We do not have the facilities to care for a sick student.

Students should not return to school until they are well enough for normal school activities. If your student is unable to participate in external games or other strenuous activities, please notify us in writing.

No over-the-counter medication may be administered to any student.

Vaccines

In compliance with Colorado law, children must be up to date with their age-appropriate immunizations. **The document showing this must be signed by a doctor or competent authority. Please turn in the documents prior to the beginning of school.** Students who do not meet the state requirements will be excluded from school until they have been immunized or have turned in the required documents.

Illness/Injury

If a student becomes ill at school or has an injury, which is determined to be serious enough to go home, the school will use the emergency card numbers to call for someone to pick up the student. School staff will give the student immediate and temporary first aid care, if necessary, to preserve life, to prevent dangerous loss of blood or to prevent other such emergencies. If the student is seriously ill or injured, the school reserves the right to act as deemed necessary by the staff in a life-threatening situation. Ordinarily, school personnel will not transport seriously injured or ill students. If a parent cannot provide transportation to medical treatment, an ambulance will be called. After a serious accident or emergency illness of any sort, a record of the incident and the procedures taken will be made and filed.

It is extremely important that each child have up-to-date emergency information with any health problems on file in the office. Parents will be informed of any action taken for an incident other than a minor scratch. It is understood that there is no nurse available at the school.

The principal, teachers, and other school personnel are responsible for the management of accidents and sudden illnesses that occur at school and during school-sponsored activities.

Students may not attend any afternoon or after school functions if they are absent that day or afternoon.

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

1. Call 9-1-1 and provide the student with immediate and temporary first aid care, if needed.
2. Notify the child's parents or guardians. In all cases where it is possible to do so, wait for the instructions of the parent or guardian before continuing. The school's responsibility to provide treatment should be limited to immediate first aid that will protect the life of the individual until professional treatment can be ensured.
3. After a serious accident or emergency illness of any kind, a record of the incident and procedures taken should be made and filed in the school office.
4. The school reserves the right to act as deemed necessary by the principal or the designee of the principal in a life-threatening situation.

Essential first aid supplies will be available at all times. First aid kits must be carried on all excursions. The school principal will organize a practical plan to accomplish the above. This plan will be kept on file and will be released to all staff.

A student may be sent home for the following:

- Obvious injury or illness.

- Vomiting or diarrhea
- Persistent cough and fever.
- Strep Throat: the student may return to school 24 hours after an antibiotic is started if the student is feeling well enough and the temperature is normal.
- Chicken Pox: The student should stay home until there are no new spots and the old ones are covered in a scab.
- Lice: The student can return to school only after completing the treatment and the hair is lice-free and the treatment has started.
- Measles, Mumps, and Rubella: These are diseases that are highly contagious and must be diagnosed by a doctor.

Please note that if the student becomes ill at school and has a fever of 100.4 degrees or more, and / or has symptoms of illnesses such as vomiting, diarrhea, or persistent cough, they will need to be sent home until full recovery.

Parents should not send their child to school if he/she is not feeling well. The student will not benefit from the instruction if he is in poor health, and it will affect the fluid teaching-learning process for the rest of the students and teachers. This rule includes any student with the symptoms or illnesses described above.

Health Department regulations require the student to be home until fever free for a minimum of 24 hours without using fever reducing medicine.

A student who has been absent or has been sent home due to illness should not report to any after school events.

If a student becomes ill or is injured, they will be sent to the office for temporary care. Parents will be notified, and it will be the responsibility of the parents or the doctor to provide additional care.

Lice

Lice (or pediculosis) are a common occurrence in primary and middle schools.

When identified, the following procedures should be followed:

- The school understands that pediculosis may not be an indication of neglect or lack of cleanliness and, where possible, confidentiality will be respected.
- When a student has been identified with nits and / or lice, the school will contact the parent / guardian to pick up their child for immediate treatment.
- The siblings of the infected student will also be evaluated.
- Classmates of a student identified with nits and / or lice may also be screened.
- The student and family will receive pediculosis information and instructions on how to treat their child and home to remove all nits and / or lice.

- Upon returning to school, a school employee must do a nit and / or head lice screening test at the school office before being allowed to return to the classroom.

Medication

Medication is seldom necessary for students during the school day. It can be justified for chronic or acute short-term health conditions. No medications, including aspirin, cough and cold medications (including cough drops), decongestants, or other over-the-counter or prescription medications, should be administered by school personnel, including a nurse, except under the following conditions: Written order from an authorized prescriber must 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 required to be present to administer the medication. If the parent cannot be present, only a Registered Nurse (RN) or trained personnel, to whom a RN has delegated the task of administering medications, may administer the medication according to the written instructions of the licensed practitioner. Please ask the school office for a form and ask your child's health professional to complete the form. The medication must be brought in a container properly labeled by a pharmacy or an authorized prescriber. These medications must be protected at school to prevent ingestion by the wrong child. Medication must be kept in a safe place to which students do not have access. The person (s) trained and delegated to administer the medication is (are) to maintain a daily record of the medication administered. Individual records of such medications administered by school personnel will be kept indefinitely.

Counseling Services

Counseling services will be provided by Centus Counseling Consulting. These services will support our students in how to manage their feelings, resolve conflicts, and socio-emotional education. Additionally, they will deal with some other crisis situations.

Safety Procedures

Emergency Drills

Fire, shelter-in-place and lockdown drills are held monthly in accordance with state regulations. Teachers will instruct students on the proper procedure. Other disaster drills will be held, such as tornado drills, etc. during the year. **Parents and other visitors are expected to participate in all disaster drills that take place while on campus.**

Parent-Student Reunification Procedure

Student release to parents/guardians is a crucial part of emergency planning. During an emergency or natural disaster, the standard student release procedure is often unsafe. The Escuela de Guadalupe Parent-Student Reunification Procedure has a priority to ensure the safety of the students to every extent possible. There are a wide variety of emergency situations that might require parent-student reunification. Parent-student reunification may be needed if the school is evacuated or closed as a result of a hazardous materials transportation accident, fire, natural gas leak, natural disaster, school violence or other local hazard. Parent-Student reunification is part of the school's Incident Command procedures. As soon as possible, Escuela will notify the parents of lockdown or shelter-in-place situations and how parents are to proceed. UNTIL DIRECTED BY THE SCHOOL, PARENTS ARE ASKED NOT TO COME TO OR CALL ESCUELA DURING THESE SITUATIONS. THIS MAY SLOW DOWN THE PROCESS WE HAVE IN PLACE TO PROTECT THE CHILDREN AND RELEASE THEM TO PARENTS/GUARDIANS IN A TIMELY WAY.

Escuela de Guadalupe students will be escorted to the reunification site and will be supervised by teachers, until parents/guardians are directed to come to the reunification site and pick-up their child(ren).

- ❖ Parents will park in designated areas by the police, report to the reunification area and give the name of their child/children.
- ❖ A picture I.D. will normally be required to insure the person requesting the child/children is a match to the name of the person on the school's emergency release card.
- ❖ Parents/guardians will be asked to complete and sign the Student Reunification Card provided by the school in order to pick-up their child/children.
- ❖ Counselors, when available, will be located close to the first aid area in the event they are needed.

Students will not be released to people not listed on the Student Emergency Card. A well-intentioned friend may offer to take a child home; however, school staff must be certain that students are only released to the appropriate people so students' families will know where they are. The Student Emergency Card may also include all pertinent medical information such as allergies, medications, and doctor

contact information. These cards are completed by parents by the start of the school year and stored in the front office.

At Escuela de Guadalupe, the place of reunification will be in any of these places depending on the emergency situation:

- In the Church of Our Lady of Presentation
- In the classroom
- In the gym

Emergency Drills and Events of Fire: Fire drills are held monthly. The school will follow the instructions of the Fire Department.

Lockdown/Active Shooter: Lockdown drills will be held periodically. In the event of a real situation with an active shooter, the police will get involved and can request the lockdown. The school will notify parents through its communication procedure as soon as possible. However, student safety is of primary importance, this may mean that the school needs to be secured before parents can be contacted.

Bomb Threat: The police will be called, and the school will follow their instructions. Parents will be notified when the school is instructed to do so.

Students with Disabilities

If a child has functional or access needs, parents will sign a consent form at the beginning of the year consenting to or denying consent for the child to be taken out of the building (or in the case of temporary disability, the form will be given) at which time the parent notifies the school authorizing the President and the school Principal. Visitors must identify themselves in a log-in register if they have special evacuation needs.

Reporting

Escuela de Guadalupe personnel are legally obligated to comply with the Child Abuse and Neglect Reporting Act. All school employees are designated as "required reporters" by law and are responsible for reporting any suspected child abuse or neglect that they have seen or observed in our students. These reports will be made to the appropriate authorities (Child Protective Services, police department, sheriff's department, etc.). Teachers and employees should immediately notify the Principal or the President of Escuela. Although, such reports are generally confidential, if a parent / guardian discovers the identity of a school employee who made a report of child abuse, the parent / guardian may not retaliate against the employee in any way for making the report.

Report child abuse: Escuela goes out of its way to provide a safe and healthy environment for children. However, if you believe your child has been abused, all

reports are strictly confidential and will only be reported to County Social Services. Parents can review the child abuse reporting procedure upon request. Please, call:

303-412-5212 (Adams County)

303-636-1750 (Arapahoe County)

303-271-4357 (Jefferson County)

720-944-3000 (Denver County)

719-444-5700 (El Paso County)

CHILD ABUSE HOTLINE: 720-944-3000

Safe2Tell: <https://safe2tell.org/> To make a report, call 1-877-542-7233 from anywhere, 24 hours a day, seven days a week. The call is free.

If you have any concerns regarding the school, we recommend that you speak with the Principal or the Pre-Kindergarten Director. If your concern is not resolved, you can contact the Colorado Division of Child Care provider:

**Office of Early Child Care and Learning: 303-866-5958
1575 Sherman Street, Denver, CO 80203**

Threats by Students to Themselves or Others

Escuela de Guadalupe will treat student threats to inflict harm on himself/herself, others, or to destroy property very seriously. Practical jokes or impromptu comments of a threatening nature will be considered serious and investigated. Reasoned threats can lead to disciplinary action, which may include expulsion.

Anyone who hears or becomes aware of any threat should report directly to the principal or his / her designee.

Threats of harm to self will be treated differently than threats of harm to others.

The student who makes the threat will be taken to the office and will remain under the supervision of an adult at all times; the student may be suspended pending an investigation.

All threats will be reviewed and investigated promptly and thoroughly, and the investigation will be kept confidential to the extent possible.

If the threat is deemed credible and serious, the principal will notify the following groups / individuals of the threat: parents, potential victims and their parents, and the police or health professionals, as appropriate.

The student will not be allowed to return to school until the investigation has been completed and the final disciplinary or therapeutic action, if applicable, has been determined.

If the Principal, after investigation and consultation, determines that there is sufficient evidence of a risk of harm by a student, others, and / or property, the principal will continue the suspension of the student and will not consider the student's readmission until appropriate counseling, that is acceptable, occurs.

The guidelines for this procedure are handled individually. In some cases, the nature and credibility of the threat is such that the principal may request the removal of the student or expel the student, without the possibility of returning to school.

Right to Search

While students generally possess the right to privacy of the person and personal effects, this right must be balanced with the responsibility of the school to protect the health, safety and well-being of the entire school community. Because school officials have a legitimate interest in the personal safety and protection of all students in their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policy.

School officials do not need a court order or permission from a parent or guardian to conduct such a search. Therefore, school officials reserve the right and responsibility to conduct a search, and a student must submit to a search of his or her person, car, clothing, bags, cell phone, locker, desk, and electronic equipment when there is reasonable suspicion.

Search of a student's person would only occur with the proper supervision of a faculty member or administration, and the school will notify parents / guardians of the fact that the search was conducted. The school also reserves the right to search any area of the campus and school property, including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

Police Interviews

Law enforcement officers have the right, during the school day, to interview suspected or witnessed students. Representatives from Child Protective Services can conduct interviews to investigate reported child abuse or neglect.

Before releasing a student for an interview, the school employee must confirm that the person seeking the interview is properly authorized and presents appropriate identification, as well as confirming that the interview is being conducted as part of the professional tasks of the interviewer.

The employee in charge of the school will inform the parents / guardians that such an interview will take place, except when the police or the agency have a specific reason for not informing the parents / guardians. In any event, an adult, either a parent / guardian or a school staff member, will be present for any interview unless the student being interviewed chooses otherwise.

Re-enrollment Procedure

The re-enrollment process helps Escuela plan for the following school year so that parents can be notified if there is an available space for the following year. To secure your place at our school, the re-enrollment process includes the following steps:

1. Complete an agreement form (**Please include, in this form, the names of other children whom you wish to enroll for the following school year**)
2. Pay the **\$100 registration fee per family no later than February 2. After this date, the registration fee, with a surcharge included, will be \$125.**
3. The deadline to apply for financial aid is **April 30**.

Once the financial aid application is complete, you will receive a scholarship offer from Escuela de Guadalupe and a tuition contract that you must sign and turn in. If after two weeks the school has not received the signed contract, you risk losing the scholarship.

If you do not want to apply for a scholarship, we will send you a contract for the total amount of tuition that you will have to sign and turn in. If after two weeks, the school has not received the signed contract, you risk losing your child's space for the next school year.

Any issues related to scholarships or tuition will have to be resolved before June 8 in order for your child to return to Escuela de Guadalupe. Any debt will have to be resolved before receiving a tuition contract.

** Escuela de Guadalupe is committed to helping all families who need to apply for scholarships and trusts in a serious and comprehensive process for scholarship decisions. Intentionally providing false, incomplete, or inaccurate information may disqualify the applicant and will result in being dismissed from school.*

For questions about re-enrollment please contact the Director of Admissions.

Student Records

It is the responsibility of the parents to share any official custody information determined by the courts. Official custody agreements will be kept in the student's file. In the absence of any court documents, the school will consider that each parent has full legal custody of their child. In the absence of a contrary court order,

non-custodial parents have the right to receive records of their child's academic progress or lack thereof.

Registration Procedure

Registration is reserved for all families enrolled in Escuela de Guadalupe who are up to date on their financial responsibilities. In order to secure a spot for your child, it is essential that you register during the time that is indicated to you since after the deadline, all of the remaining vacancies are filled in order of arrival. Please contact the Director of Admissions prior to registration week if there is any reason preventing your registration at that time. Outstanding balances must be paid before the registration date.

Admissions Priorities

The order of priority for acceptance at Escuela de Guadalupe is as follows:

1. Students who are continuously in good standing at Escuela de Guadalupe and who meet the registration deadlines (students who do not meet the registration deadlines may lose priority status).
2. Siblings of students already attending Escuela
3. New families
4. All students are admitted to Escuela de Guadalupe on a base probationary period. Probation covers conduct, as well as grades and general participation. School administration may terminate enrollment at any time
5. A child may be admitted to kindergarten who is 5 years old on or before September 15 of the current school year. Applicants must be developmentally ready, which will be determined by appropriate assessment.
6. A child may be admitted to the first grade who is 6 years old on or before September 15 of the current school year.

Documentation Requirements

At the time of initial enrollment, the school will require parents to provide the school with records that establish and verify the student's age, gender at birth, and immunization history, and whether the student is Catholic and has received his/her sacraments.

As part of enrollment, the school shall require parents to provide copies of the student's birth certificate, health records that include an up-to-date immunization record, and a baptism certificate (and Certificates of Reconciliation, Holy Eucharist, and Confirmation if it is applicable).

Description of Annual Events

First Day of School

On the first day of school, all students are expected to arrive at 8:15 a.m. to start classes. They should have the complete uniform, backpack, a bottle of water and two boxes of tissues and disinfectant wipes. Please make sure that your student's

name is written on all of their belongings as well as the uniform (shirt, sweater, etc.).

“Ice Cream Social”

The social event will begin immediately after the end of the first school day. This is an opportunity to meet other parents, students, and staff at Escuela de Guadalupe.

Back to School

The annual “Back to School” meeting begins at 7:00 p.m. This is an opportunity for you to meet your children’s teachers, review the curricular program for the current school year, learn how your children will be evaluated and procedures to be followed in each subject. This event is mandatory for parents.

Mass

We will have weekly Mass on Tuesdays (with some exceptions) starting at 8:30 a.m. at the Presentation of Our Lady Church located at 695 Julian Street, Denver, CO. 80204, across from the school. Mass will be in English or Spanish, with the language alternating each month. Students who arrive on time will walk to church with their teacher. **If your child is late, you will need to accompany him / her inside the church and make sure the teacher is aware of your presence.** Students who are late to Mass will be marked late.

Prayer Service

Prayer Service will be held in the gym once a month and will begin at 8:30 a.m. Prayer Service is presented weekly by a different grade. A specific topic will be discussed each month as part of the curriculum. All parents are welcome.

Student Pictures

For the September photo, students will be able to wear formal appropriate clothing for school. In May, students will wear their uniform to take a photo with their classmates.

Independence Day Celebration

Our Independence Day Celebration recognizes and celebrates our students’ cultures and the history of the independence of each country.

Peace Day

On this day, we highlight the importance that some leaders have had in their fight to maintain peace in the world. Students are already aware of what’s going on around the world with wars, with leaders who have helped their countries or states with peaceful activities. Students may wear a white T-shirt with their uniform pants, shorts, or skirt. This will take place in September.

Halloween

Halloween is celebrated on October 31 or the Friday before if the 31st falls on a weekend. Students will be able to wear a costume appropriate for school. No costume should cause fear, or show aggressiveness (weapons, blood, etc.). There

will be a parade in the morning, and they will get sweets in the afternoon. All parents are welcome.

All Saints Day

All Saints Day is a day when we honor the saints of the Catholic Church. There is a mass at 8:30 a.m.

Day of the Dead

The Day of the Dead is an opportunity to honor all of our deceased. Students will be able to bring photos of their relatives who have passed away. There will be an altar to place the photos on. This art teacher is in charge of this altar.

Open House

The Open House is an opportunity for new families to get to know the school. If you know of any families who are interested in Escuela de Guadalupe, they can contact the Director of Admissions. For more information, you can call 303-964-8456 x226.

Our Families, Our Traditions

“Our Families, Our Traditions” is a family and cultural event that is held on the last Friday before leaving for Thanksgiving break. The objective of this event is to work together as a community and admire, respect, and learn about other cultures. Also, entertainment activities that represent the different cultures that we honor will be presented. This event is coordinated by Miss Sandra García, with the Parents Association, as one of the fundraising events. All parents, family, and community are welcome.

One Child at a Time Breakfast

This fundraising breakfast is the most important event of the year where funds are raised for our scholarship program. Members of our board of trustees will invite community members to enjoy this event together. During the hour-long breakfast, these community members have the opportunity to learn about our school and the scholarship program. If you would like to volunteer, please contact Jasmine Sinner at 303-964-0816. On this day, **students should arrive at school at 7:00 a.m.**

Virgin of Guadalupe

The day of the Virgin of Guadalupe is a religious and traditional Mexican event. Students bring flowers to offer to the Virgin at Mass.

Posadas

Posadas are a Mexican tradition that we celebrate the last week in December before going on Christmas break. A boy is chosen to play the role of José, the carpenter, and a girl to represent the Virgin Mary and they go door to door to ask for a room at the inn. At the end we have a celebration. (All parents are welcome).

Christmas Program

The Christmas Program will take place on the last Friday of December before going on Christmas break. Each grade level works with the music teacher to prepare a singing and dancing Christmas program. (All parents are welcome).

Valentine's Day

Valentine's Day is an opportunity to celebrate the friendships that students have made with their peers throughout the year. Students can exchange Valentine cards. Teachers coordinate an internal event in their classrooms. (All parents are welcome).

Bilingual Exposition

The Bilingual Exposition is an event where elementary students present some topics from the units they have been working on throughout the year in both languages. (All parents are welcome)

Ash Wednesday

Ash Wednesday is the first day of Lent, a time of preparation for the resurrection of Jesus that occurs on Easter Sunday. Although Ash Wednesday is not a mandatory holy day, students go to Mass and receive the ash.

Sister Susan Service Day

Sister Susan Swain was one of the founders of The Escuela de Guadalupe. This day honors her spirit of servant leadership. Sister Susan Service Day is one of the community service days at Escuela. Sister Susan Service Day is when all our community including parents, staff, and faculty go out to different places to serve our community as part of Escuela's values of servant leadership.

May Crowning

May Crowning is the Virgin's coronation by a 5th grade girl who is joined by a kindergarten girl. This celebration takes place at the beginning of mass at the Presentation of Our Lady Church, across from the school. (Please see the school calendar for day and time.)

Human Rosary

Within our curricular program, we teach children to pray the Rosary, that is why we have an annual event with the whole school. In this activity, students form a human rosary, and each grade participates as part of the rosary. Eighth grade students form and represent the mysteries while the other grades recite them. (All parents are welcome). Only students in 8th grade will be wearing white shirts with their uniform pants, shorts, or skorts. This event takes place in May.

Teacher Appreciation Day

The Teacher Appreciation Day is a celebration recognizing our teachers and administration for their efforts and dedication to our students.

First Communion and Confirmation (3rd Grade)

First Communion is one of the three sacraments of initiation. First Communion is when our 3rd grade students receive the Holy Eucharist for the first time.

Confirmation is when the baptized person is "sealed with the gift of the Holy Spirit" and is strengthened for service to the Body of Christ. Catechism is held on Mondays during the school day for students. Mass will take place at Presentation of Our Lady Church, 695 Julian Street, Denver, CO. 80204.

Parent Day Program

On this day, all the parents of Escuela de Guadalupe are celebrated. The program is coordinated by the music teacher. The information will be sent in advance before the event. (All parents are welcome)

Spring Carnival

The Spring Carnival is coordinated by the Parent Association and will take place after the Parent Program in May.

6th and 7th Grade Retreat

It is part of the faith formation program for middle school students. Likewise, it aims to strengthen the integration and relationship between the students of these grades.

6th Grade Orientation

At the beginning of sixth grade, the fall orientation helps students join as a class as they begin their journey in middle school. Through guided activities, students come to a deeper understanding of themselves as individuals and as a group. Focused reflection will help students recognize the unique gifts each has and how they can use them to benefit the community.

8th Grade Retreat

Students will have a spiritual retreat with the intention of developing the capacity to serve the community in an environment that is in contact with nature and in relation to God.

Cal-Wood (5th grade)

It will take place in the wintertime. Cal-Wood's mission is to offer a unique nature education experience to youth and adults in ways that carry the vision of Roger and Oral Calvert. Cal-Wood's goals are: (1) to help students appreciate nature more; (2) offer environmental education to those who cannot have the opportunity to receive it; and (3) provide a unique education in the mountains. Since 2006, Escuela de Guadalupe, in collaboration with Cal-Wood, has strived to provide a unique experience for our 5th grade students. Cal-Wood is a MANDATORY, three-day Rocky Mountain experience 15 miles northwest of Boulder, just outside of Jamestown, Colorado. Designated fifth grade teachers will supervise students during their time at Cal-Wood. The cost will depend on Cal-Wood, but information will be sent to parents in advance. Cal-Wood takes place in March.

Graduation

Kindergarten students will graduate with a morning-hosted program. The ceremony will be with a cap and gown.

8th graders will graduate to high school and will have a ceremony at Presentation of Our Lady Church.

Field Day

Field Day is an event in which Pre-K-7th grade students compete in sports and collaborative activities. The Physical Education teacher is in charge of this event. Students will wear a specific color of shirt and any type of shorts for that day. A letter will be sent prior to the event with details regarding dress code for this day.

Birthdays

Children can celebrate their birthdays at school by providing and sharing simple refreshments with their classmates. Due to allergies, sodas (snacks and treats) must be purchased at the store. Gifts of any kind are not to be brought to school. Parents are also asked to send out-of-school party invitations to classmates' homes instead of delivering them to school unless they invite the entire class. While we realize that it is difficult to invite an entire class to a child's birthday party, we ask that you consider the feelings of our young children and be fair when issuing invitations. Students may wear "free dress" attire on their birthday. If the child's birthday occurs on a mass day, weekend, or holiday, the child may choose to wear "free dress" attire the last day of the week before the birthday or the first day of school after the birthday. Summer birthdays will also be celebrated. Check the calendar for June, July and August birthdays.

Parents should contact the classroom teacher for additional information on policies and information on allergies in the classroom for birthdays, holidays, and other special celebrations. As a general rule of thumb, keep it simple. Do not bring balloons or treats that need refrigeration. Bring individual treats that do not require utensils.