

# 2022-2023

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## Student & Family Handbook



**WELLSPRING**  
CATHOLIC ACADEMY  
OF ST. BERNADETTE

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 Education

## General School Information:

Wellspring Catholic Academy of St. Bernadette (Often referred to throughout this document simply as “Wellspring”)

**Pastor:** Father Joseph “Joe” McLagan | **Principal/Head of School:** Avery Coats

**Address:** 1100 Upham St., Lakewood, CO 80214

**School Main:** 303-237-0401 | **Parish Office Phone:** 303-233-1523

**Website:** [www.GoWellspring.org](http://www.GoWellspring.org) | **General Email:** [Learn@GoWellspring.org](mailto:Learn@GoWellspring.org)

*Wellspring Catholic Academy of St. Bernadette is a ministry of St. Bernadette Catholic Church, a state-certified 501[c][3] tax-exempt nonprofit organization. Colorado State Tax Exempt Account ID: 98-18819-0000*

## Accreditation & Licensing:

All Archdiocesan schools are accredited by COGNIA (formerly, AdvanceED) and certified as Catholic through the Catholic School Endorsement of the Office of Catholic Schools. The purpose of accreditation is to acknowledge the professional educational standards of the school. The accreditation process is intended to act as a means of on-going planning and school improvement. All Catholic preschools, elementary schools, and before and after school care programs will be licensed by the Colorado Department of Human Resources. (OCS #1010)

## Acknowledgements & Assurances:

### REFERENCE TO ARCHDIOCESAN POLICIES

Archdiocesan Office of Catholic Schools (OCS) policies are cited throughout this document in this format (OCS #\_ \_ \_), and all of these policies are available online at <https://denverparish.org/schools/policy-manual/>

### ACKNOWLEDGEMENT OF HANDBOOK SCOPE FOR 2021-22 SCHOOL YEAR

Because our school offers only Preschool/Pre-K – 7<sup>th</sup> grade this year, the policies articulated here are intended for that age group of students. There are some Archdiocesan policies that have been omitted here because they do not apply to students of this age, but these policies are readily available upon request if you desire to review them. Some sections in this handbook have been left intentionally blank or brief to hold space for future policies as our school grows.

### ASSURANCE STATEMENT OF COMPLIANCE WITH THE PURPOSES OF TITLE IX EDUCATIONAL ACT

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

### NOTICE OF STUDENT NON-DISCRIMINATION POLICY

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

### ACKNOWLEDGEMENT OF POTENTIAL CHANGES TO HANDBOOK

The Principal retains the right to amend this handbook for just cause with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

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**Cover Photo:** The mosaic pictured on the cover of this handbook, found behind the altar in our church here at St. Bernadette, depicts the healing waters of the wellspring in Lourdes, France, flowing forth from the feet of Mary, Our Lady of Lourdes.



Dear Students, Parents, Guardians, and Families,

Welcome to Wellspring for the 2022-23 School Year!

Wellspring Catholic Academy of St. Bernadette carries on the proud educational legacy of St. Bernadette Catholic Church, begun in this community when the parish first opened the doors of St. Bernadette Catholic School in 1953. Our newly reimagined parish school, named for the healing spring in Lourdes, France, where Our Lady appeared to St. Bernadette, builds upon our history and looks to our future, aspiring to become like the wellspring for which we are named – a fresh and abundant source of communal spirit, dynamic learning, spiritual vitality, and new life.

We may be small, but we are mighty – a tenacious and inspired group of educators, parents, parishioners, and community members who hold an audacious vision for what a Catholic education can be. We are now one of only 4 Catholic EL (Expeditionary Learning) schools in the nation, and through our partnership with EL Education, we are redefining what Catholic education can be, forming young people to become the servant-leaders, the change-agents, and the mission-oriented disciples our world so greatly needs. As we undertake this work together, we could not be happier to have you in our crew, and as we continue to grow our new school and plan for our future, we welcome your voice and involvement throughout the process!

As a student, parent, or member of this community, this handbook is for you. In this handbook, we lay out the policies and shared expectations to which we will adhere this year, and to which we expect all parents and students to adhere as members of this school and community. Through this handbook, we aim to provide clarity on and understanding of the policies and procedures of both Wellspring Catholic Academy of St. Bernadette and the Archdiocese of Denver. The rules and policies set forth here apply equally throughout the entire school complex. This includes playground, gym, church, cafeteria, and at any other location where students represent or are identified with Wellspring Catholic Academy of St. Bernadette. Principles of discipline that apply on school days and during normal school hours apply to the same degree during extracurricular and extended day activities.

Wellspring Catholic Academy of St. Bernadette is a parish school, a ministry of St. Bernadette Catholic Church and under the management of St. Bernadette parish and pastor. Wellspring Catholic Academy of St. Bernadette is also an Archdiocesan Catholic School operated under the supervision of the Office of Catholic Schools of the Roman Catholic Archdiocese of Denver and is governed by the Archdiocesan Administrators' Handbook. All teachers of Wellspring Catholic Academy of St. Bernadette are degreed and/or licensed, or working toward licensure. All employees have been screened and been subject to a background check and have undergone training in the Virtus "Safe Environment/Call to Protect Training," required by the Archdiocese of Denver. All

volunteers at the school are also subject to background checks and must have attended the Virtus "Safe Environment/Call to Protect Training." This is a mandatory training for all volunteers in any capacity at any Archdiocesan school.

Remember that we are crew, not passengers. Thank you for partnering with us and I pray we are able to learn, pray, and grow together throughout this school year.

Totus Tuus,



**Avery Coats** | Principal & Head of School

[Avery.Coats@GoWellspring.org](mailto:Avery.Coats@GoWellspring.org) | 303-237-0401 Ext. 002

## Table of Contents:

Please use this page for ease of navigation within this handbook.

<b>Sections</b>	<b>Page</b>
1. Our School Name, Mission, & Vision	6
2. Accreditation & Licensing	9
3. School Leadership & Governance	10
4. Admission Policies	11
5. Tuition, Tuition Assistance, & Financial Aid	12
6. General School Operations & Policies	16
7. Academic Program	21
8. Preschool & Pre-Kindergarten	24
9. Before & After School Care	25
10. Faith Formation & Sacramental Prep	27
11. Student Meals, Health, & Wellness	28
12. School Safety & Security	32
13. Safe Environment Training / Volunteers	34
14. Student Conduct, Discipline, & Forms of Disciplinary Action	35
15. Student Rights & Responsibilities	41
16. Dress Code & Uniform	44
17. Adventures, Excursions, Sports, & Activities	47
18. Communications	49
19. Community Activities, Parent Organizations & Involvement	50
20. Fundraising & School Improvement	51
21. Building, Brand, Campus, & Infrastructure Policies	52
<b>Addendums</b>	53
Addendum 1: Technology Agreement	54
Addendum 2: Media & Photo Release	55
Addendum 3: Archdiocese of Denver Code of Conduct	Separate
<i>Please note, this document is numbered uniquely (pages 1-32).</i>	Attachment
<b>Signature Page (Final Page)</b>	57

Within each section named above, topics are generally organized alphabetically.



Please Note, **all parents & students (of reasonable age)** must sign to acknowledge that they have read & agree to all terms set forth in this handbook and all addendums. Parents of young children, please sign your children's names on their behalf. Signature Page is located at end of handbook.

# 1. Our School Name, Mission, & Vision

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## New School Name as of Jan 2020:

The story of Wellspring Catholic Academy of St. Bernadette is truly one of dauntless hope: it is a story of old wineskins giving way to new ones, a story of resurrection. As we relaunch our school here on the St. Bernadette campus, we are not the same school that inhabited this space just a few years ago, yet we carry with us the fire of hope lit in this community when this parish school first opened its doors nearly 70 years ago in 1953. No longer St. Bernadette Catholic School, the new Wellspring Catholic Academy of St. Bernadette is a school whose story has just begun. Like the first disciples, we are trusting in God's grace to guide our work, "putting out into deep water and lowering our nets for a catch" (Luke 5:4).

Like the conversions of so many of the great patriarchs and saints who came before us – Jacob who became Israel, Simon who became Peter, Saul who became Paul – new life is often accompanied by a name change, and so it is with us. Through many listening sessions, survey responses, long conversations among our core team, and much prayer throughout the 2019-20 school year, we came to see that it was strategically wise, communally popular, and spiritually fitting to give our school a new name to match our new identity.

Renaming a school is a tremendous and sacred responsibility – a school's new name must honor the heritage and history of its place and community, acknowledging the great sacrifices that were made by so many along the way to bring a school into being. While at the same time, a name must bring fresh perspective and express a vision, in few words, for the new direction a school is headed and the kind of place it aspires to be. It must balance where we come from with where we are going. Throughout our discernment of a new school name, it was imperative that we prayerfully select a name that not only emphasizes and anchors our new mission, but also celebrates our legacy and our parish patronesses: St. Bernadette Soubirous and Our Lady of Lourdes.

Arriving at a new name was a grand undertaking, that involved many listening sessions with school and parish staff, parishioners, parents, and other community members, as well as survey responses, research into school naming conventions, and a tremendous amount of prayerful reflection. Through our prayer and conversation, our core team was drawn to the image of the "Wellspring," a baptismal image that evoked the spirit of renewal, abundance, and joy that is so central to our new mission. More than simply a "spring," the "Wellspring" is less literal, inviting us into the rich metaphor for Christ that has been utilized by the authors of the Sacred Scriptures as well as countless popes and spiritual writers throughout the arc of our Catholic tradition: "Christ, the very Wellspring of Grace" (*Ecclesia De Eucharistia*, St. Pope John Paul II).

The image of the "wellspring" is a deeply Catholic one. By definition, a "wellspring" is "an original and bountiful source (figuratively), especially of water (literally)." Because water is fundamental to human life, the image of water and the wellspring is used throughout scripture to remind us that God, and more specifically, God in the person of Jesus, is our wellspring – our source of the "Waters of Life," our font of hope, the headwaters from which flows all that is true, good, and beautiful. Drawing upon this scriptural foundation, our Catholic tradition has always used water and the wellspring as a symbol of healing, of nourishment, and of God's abundance – God's ever-flowing and unending generosity towards us.

In the old testament, we hear of the water that flowed from the rock struck by Moses when the Israelites were dying of thirst in the desert. Through the prophet Isaiah, God invites “all who are thirsty to come to the water.” In the new testament, we are told in the Gospel of John of the beautiful and profound encounter between Jesus and the Samaritan woman at a well. Not only an occasion where Jesus breaks social norms to engage with a marginalized woman of society, it is to her that He offers the waters of everlasting life: “whoever drinks the water I shall give will never thirst; the water I shall give will become in him a spring of water welling up to eternal life.” When we enter the Church and take on the Christian life, we are immersed in and emerge from the wellspring of the church – the waters of the baptismal font.

Within the writings of the Popes and Church Fathers over the centuries, the images of “Christ the Wellspring” and even Mary as a “wellspring” are invoked often, particularly among our more recent popes. Pope Benedict XVI, for one, concluded his first encyclical, *Deus Caritas Est*, digging in on the very theology that our name draws upon: *“Those who have drunk from the fountain of God's love... become in their turn a fountain from which “flow rivers of living water” (Jn 7:38)... Mother of God, you have given the world its true light, Jesus, your Son – the Son of God. You abandoned yourself completely to God's call and thus became a wellspring of the goodness which flows forth from him. Show us Jesus. Lead us to him. Teach us to know and love him, so that we too can become capable of true love and be fountains of living water in the midst of a thirsting world.”* The image of Christ as our Wellspring, our Source of Life, pervades both our Sacred Tradition and Sacred Scripture, for “both of them, flow out from the same divine wellspring (Jesus Christ)” (*Catechism of the Catholic Church; Part 1, Section 1, Chapter 2, Article 2, II, 80*).

In a special way, the image of the wellspring is uniquely ours – it is an integral part of the story and spiritual identity of St. Bernadette. When Our Lady revealed herself to St. Bernadette at the grotto in Lourdes, France, as confirmation of her presence, she asked St. Bernadette to dig, and upon digging just a little bit, a spring was revealed. To this day, the waters that flow from the wellspring at Lourdes are a revered source of physical and spiritual healing – a destination for pilgrims the world over, and a reminder of God’s desire to cleanse, sustain, and restore us. As we considered this, our spiritual heritage rooted in the story of St. Bernadette, as well as the hopes and aspirations that our community shared with us about the kind of Catholic school they most desire, the image of the “wellspring” has been an unshakeable metaphor. It communicates our collective desire for renewal and life, while also reminding us of God’s presence in nature, through which God blesses us and the world.

As a Catholic school, our first responsibility is as stewards of Christ’s unequivocal summons to “go, therefore, and make disciples of all... teaching them to observe all that I have commanded you” (Matthew 28:19-20), and if we are successful in this work of evangelization and discipleship, upon graduating from our school, our students will radiate with the light of Christ because they have become it. At Wellspring Catholic Academy of St. Bernadette, we strive to form young people who go forth from us to share Christ with the world because they know Him and are becoming like Him, just as through the Eucharist, we become what we consume. This is our deepest hope and the ultimate end of our work as Christian educators: to “inspire all to share greatly, giving of ourselves generously to become a wellspring for others, a source of newness and life for the world” (*New Mission Statement, Wellspring Catholic Academy of St. Bernadette*)

We seek to live out our vocation to evangelize with Christian zeal, to participate in the universal call to spread the joy of the gospel to all, echoing Pope Francis’ Apostolic Exhortation, *Evangelii*

Gaudium (The Joy of the Gospel). To do this, we start and end with the image of the wellspring, codified in our new school name. We draw near to Christ, our Source of Living Water, for we know that *“our Christian joy drinks of the wellspring of Christ’s brimming heart”* (*Evangelii Gaudium*, Pope Francis). At our new school, we drink from the Wellspring of Grace, Christ Himself, such that each of us may become a wellspring for others.

#### Root Beliefs:

Root beliefs are our articulation of what we, as a community, hold to be deeply true and most important. These are our beliefs about God and who God is, about people and our selfhood, about our community and the world, and about the role of schools and education within everything. These truths are the foundation of our community, and everything else (our school name, our systems & structures, our philosophy of learning and approach to instruction, our curriculum and discipline system, etc.) flow from these beliefs, align with them, reinforce them, and bring them to life.

#### **We believe...**

1. God is **Love**.
2. We are each endowed with **Dignity** given to us by God.
3. Our **Diversity & Inclusion** strengthen and enrich our community: each person, family, and community brings unique gifts to share.
4. We are **Interconnected**: with each other, we become who God destines us to be.
5. God is present in the splendor of the **Natural World**: we live in relationship with God’s wondrous creation and are called to be **Stewards & Cocreators**.
6. **Formation**, the slow work of becoming who we are created to be, is the fruit of an ongoing encounter with Jesus.
7. Educators walk alongside parents, who are the **Primary Educators** of their children.
8. Active, empowered disciples are the result of an **Active, Empowering Education**: one that transforms us not simply through learning, but through the doing of meaningful service and the creating of extraordinary work.
9. The response to God’s love is **Action**.

#### Mission Statement:

Wellspring Catholic Academy of St. Bernadette offers our students, families, and community a Catholic EL education that **Invites** all to **Dig Deep**, to uncover our precious gifts within a loving encounter with God, the “source and author of life” (Acts 3:15); **Challenges** all to **Find More**, more in ourselves and in God’s creation all around us, through engagement in academic work that awakens a profound sense of wonder, environmental responsibility, and social justice; and **Inspires** all to **Share Greatly**, giving of ourselves generously to become a wellspring for others, a source of newness and life for the world.

#### Vision Statement:

Through our partnership with EL Education, our pioneering practices, and our joyful witness as “Doers of the Word,” we aspire to be a prophetic voice, a courageous school that measures its success by the legacy we create, the people we form, and the good we do for the world.



## 2. Accreditation & Licensing

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### Accreditation:

Wellspring Catholic Academy of St. Bernadette holds a certificate of accreditation from COGNIA (Formerly AdvancED) presented by the North Central Association Commission on Accreditation and School Improvement, the Northwest Accreditation Commission, and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement. All teachers are licensed or in a program to obtain a license through the state, and the preschool holds a childcare license through the state. (OCS #1010)

### School Records:

The school maintains permanent records on the activities and performances of each child. Parents, as the primary educators, have the right to inspect and review the official record of their child, and may do so by submitting a written request to the principal. Wellspring will release official transcripts to another school in which a student plans to enroll only after receiving the proper request paperwork. (OCS #2320)

### 3. School Leadership & Governance

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This outline of school governance and leadership aims to provide clarity around the roles and responsibilities of various employees, employee groups, and stakeholder groups.

ENTITY	ROLE
<b>Principal &amp; Pastor</b>	The principal and pastor will work closely and openly as an administrative team, sharing ultimate decision-making power over the school as well as ultimate responsibility for all school decisions, initiatives, and their outcomes, both the successes and the failures. The pastor and principal commit to the greatest degree of honesty, integrity, accountability, and transparency in school governance.
<b>Archdiocese of Denver &amp; Office of Catholic Schools</b>	The school principal works closely with the Archdiocese of Denver Office of Catholic Schools team (including the Superintendent and Associate Superintendents) to ensure the vitality and compliance of our school. The principal, school faculty and staff, as well as all school policies are subject to the leadership, guidance, and directives from the Archdiocese of Denver Office of Catholic schools (lead by Superintendent Elias Moo), as well superseding directives and mandates from the Archbishop or his office.
<b>Board of Advisors</b>	<p>This board of 12 or fewer members will serve in an important advisory capacity for the principal and pastor, providing guidance regarding the governance and direction of the school, as well as supporting fundraising efforts and initiatives that propel the mission of the school. While this board will have no official voting power over school decisions, the members of this board will serve as the primary consulting body for school leadership regarding major school decisions, and the thoughts, ideas, and collective views of this board will be considered with great weight. This diverse board of carefully selected members will include at least 1 representative from all major school stakeholder groups, including but not necessarily limited to: school faculty, school parents, St. Bernadette church/parish, donors and supporting foundations, education experts, local community and neighborhood, and the Archdiocese of Denver Office of Catholic Schools.</p> <p><b>Anticipated Launch Date: January 2022</b></p>
<b>Parent &amp; Community Council (PCC)</b>	<p>The Parent &amp; Community Council will serve as the main organizing group for parents and other community members wishing to be involved in the day-to-day life of the school.</p> <p>This council will work closely with the principal, teachers, and other school administrators to support learning, volunteer in the school, plan community activities, and contribute to the vitality of the overall school community.</p>
<b>Instructional Leadership Team (ILT)</b>	This internal team is composed of school administrators and teacher representatives from all levels. This team is ultimately responsible for ensuring that strong teaching and learning is happening throughout the school. This team is charged with the creation and implementation of the annual EL (Expeditionary Learning) Work Plan, outlining the instructional goals, professional development & training, data collection, and other actions that will take place during that school year to support all faculty to deliver the highest-quality instruction for their students, in alignment with our Catholic EL model of learning.

## 4. Admission Policies

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### Admission Policy:

Through our application process, Wellspring Catholic Academy of St. Bernadette accepts students who meet age and ability requirements, and who are shown through their family's application to be a good fit for our school – academically, socially, behaviorally, and spiritually. If accepted, in order to be fully admitted to Wellspring, the parent/guardian and students must agree to the school's philosophy and agree to abide by the educational policies and regulations of the school and Archdiocese. Students are re-admitted on a year-to-year basis. Admission is based upon timely and complete payment of tuition, cooperation with the school, adherence to the Parent-Student Handbook requirements, a contribution of time to volunteering at the school, and participation in major fund-raisers sponsored by the school. Only students who we reasonably expect will be able to flourish academically and socially at Wellspring, successfully completing Wellspring's program, will be admitted. Children of all faiths are welcome at Wellspring, but all children participate in all programs offered within the curriculum and attend and participate in weekly prayer or mass. (OCS #2000)

All students are admitted to Wellspring for the period of one academic year. Each spring, families will receive registration materials to enroll for the following year. Registration may be denied or revoked by the school for the following reasons: late payment of tuition (beyond 60 days), student conduct, parent conduct, or student's failure to make reasonable progress in the academic program. All students applying to Wellspring for the first time must complete an application and may be asked to submit transcripts, including discipline record, and demonstrate willingness and potential for reasonable academic success.

All Catholic preschools, elementary schools, and Archdiocesan high schools are open to families and students who sincerely seek a Catholic education and meet the requirements as delineated in Admission Policy (OCS #2000). As such, all Catholic schools in the Archdiocese of Denver, at the choosing and approval of the Pastor, Principal, and Superintendent, may enroll both full-time and limited-status students. Limited-status students are not eligible to earn diplomas. Currently, Wellspring's preschool program does have the option for part-time students, but for all grades Kindergarten and above, only full-time students are accepted. (OCS #2020)

## 5. Tuition, Tuition Assistance, & Financial Aid

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### Full Tuition & Fees:

For the 2022-23 School Year, full tuition is **\$9,600 per student per year for Pre-K and \$8600.00 per student per year for K-8**. There is no registration fee (or other admission-related fees), as the \$9,600 and \$8600 represents a total cost to educate. The only additional fee required of all families is the purchase of a Mass/Dress uniform, which costs \$50 per student, and includes a school Cardigan or Blazer with emblem, and a tie or scarf.

### Why is Full Tuition \$9,600?

Ensuring we have a team of talented and fairly-compensated educators, well-resourced classrooms, high-quality curriculum, up-to-date technology, and first-rate facilities is not cheap. Given our upstart status and small size, this means that the “Real Cost” to educate one child in our strong program is approximately \$9,000 for the 2022-23 school year, and we believe that “Full Tuition” ought to reflect that fiscal reality and communicate to all families the great worth and value of their child’s education.

### Seeds of Hope “Variable Tuition Program” and our Philosophy of Financial Aid & Tuition Assistance:

We believe that our approach to tuition ought to grow out of and reinforce our mission and root beliefs. As a school and parish, core to our mission is inclusion, diversity, and accessibility (both physical and financial), so we strive for a tuition model that enables all families who seek it to pursue a Catholic education for their children, regardless of their income. As a Catholic school, we believe each family ought to make a “just and reasonable” contribution toward the actual cost to educate their child(ren), knowing this contribution is an investment in their child's future. Family tuition contributions are the foundation of the long-term financial sustainability of our school; however, no family should be unduly burdened by paying an extreme proportion of their income toward childcare or education. As a stance of equity and justice, we believe that those families who have been blessed with the means to pay full tuition ought to be expected to do so. Those families who are less financially well-off, ought to receive fair tuition assistance. We want all families to be able to live a good life, save for their futures, take care of themselves and their loved ones during crises, and still get a great education. In this spirit and in an effort to streamline our financial aid process in alignment with the Archdiocese of Denver Office of Catholic Schools, we have partnered with the Archdiocesan Seeds of Hope “Variable Tuition Program” (VTP) for the 2022-23 school year and beyond. The Variable Tuition Program (VTP) is an income-based sliding tuition scale to which each family will apply via an online financial aid application. Here are a few specific 2022-23 Tuition & VTP-related policies.

- **Controls on Tuition Increases.** As we implement this new Variable Tuition Program, it is likely that families may see their tuition rates rise. However, to ensure no family experiences an undue tuition increase, we will cap any VTP-related tuition increases to not exceed 12% above a family’s 2021-22 monthly tuition rate.
- **Raising the Tuition Floor.** To ensure adequate cash flow for the school and an ample financial stake from all families in their child(ren)’s education, we’ve raised the “Tuition Floor or Minimum Tuition” to \$148 per month for 11 months (\$1,620 annual tuition rate). This new tuition floor still represents an 83% subsidy, and as a school with limited financial means, we simply cannot support financial aid beyond that level. This is the only exception to the policy

stated above, as some families who were below this floor in 2021-22 may experience a tuition increase greater than 12%.

- **Grandfathered Tuition Rates for Founding Families.** For the small subset of Founding Families who were enrolled in our Year 0 (2019-2020), you have the option to retain your grandfathered tuition rate (plus 5%) or utilize the VTP. We encourage you to apply (non-binding) to the VTP to see if you qualify for a tuition rate that is less than what you are currently paying, and we will honor whichever tuition rate is lower.
- **Active Catholic Parish Affiliation Discount.** Catholics who are active, tithing members at a parish already support Catholic schools through their weekly or monthly financial tithing (because some portion of their tithing goes to the Archdiocese to financially support all Catholic schools). As such, it is just that those families who are contributing parishioners at a Catholic parish receive an additional 10% discount on their final tuition, as long as their parish affiliation is verified by their pastor via a completed "Parish Affiliation Form" (attached here), as per Archdiocese policy.
- **External Scholarship Applications (Grades K-8 Only).** For all K-8 families, we will assist you in applying for all scholarships to which you and your family qualify, as these external scholarships are an integral part of your financial aid package. These external scholarships include: Seeds of Hope, ACE, & Schmitz scholarships. Ms. Alely will be in touch with you with further information on how to apply or renew your current scholarship.

#### FACTS Online Tuition Management & Payment Methods:

To facilitate a smooth and seamless experience for our school families, teachers, and administration, we utilize FACTS as our integrated online family portal. Each parent will create an online account through which they will be able to check student grades, view attendance, update family information, and manage and pay tuition online. In FACTS, every family MUST sign in and select a payment plan, which allows tuition payment in one of two ways:

- **ACH (Automatic Withdrawal from a Bank Account)** – PREFERRED Payment Method. Automatic tuition payments can be scheduled for either the 1<sup>st</sup> or the 15<sup>th</sup> of the month, both of which ensure your payments are made before the 20<sup>th</sup> of the month (the official tuition due date). You MUST have your payment plan set up at least 2 business days prior to the withdrawal date for your payment to be processed.
- **Invoice Plan (In-Person Payment Plan)** – You will receive monthly tuition invoices and payment reminders to your email, prompting you to come to the school and make a payment in person via cash or check.
- *\*Please note that due the prohibitively high transaction fees, at this time we are NOT accepting payments with credit or debit card. We apologize for this inconvenience.*

#### How To Set Up A FACTS Tuition Payment Plan:

Every family must set up a tuition payment plan in FACTS, and this can be done following the steps below:

- Log in to your FACTS Family Portal. If you haven't logged in yet, an invitation should have sent to your email address prompting you to create an account in the Family Portal (<https://sb-co.client.renweb.com/pwr/>).
- On the left side navigation menu, click the bottom button labeled "Financial."

- In the Financial portal, click the blue link/button on the right side that says “Set up a payment plan” then follow the prompts to set up your payment plan. Call us if you have any questions.

#### Tuition Contracts & Payment:

Every year, every family must sign a Tuition Contract, which lays out their financial obligation, as well as the amount of Wellspring Tuition Assistance and other scholarships the family may be receiving for that year. The tuition amount on the contract is non-negotiable, and can be paid in full, or broken out over a 10-month pay plan. It is each family’s responsibility to ensure timely payment of this amount monthly by the 20<sup>th</sup> of the month. Students will not be allowed to attend school until their family’s tuition contract is signed.

All families are responsible for the timely and complete payment of their tuition obligation. Students whose families have outstanding tuition balances will not be permitted to register for the next school year until obligations are met or a pastor-approved payment plan is established. Delinquent accounts will require a consultation with the business manager, principal, and/or pastor, and may result in withdrawal from the school. Any returned checks to the school or the church will be charged a \$25.00 returned check fee. Students who leave Wellspring with unpaid balances will not be permitted to enroll in another Catholic school in the Archdiocese (OCS #5020).

#### Tuition Contract Terms & Conditions:

- **Payment Due Date:** Tuition payments are due by the 20th of each month (August through May, excluding June & July). If the 20th falls on a weekend, holiday, or school break, families will have until the next school day to make their payment. Full and complete payment of the entire tuition amount reflected in this contract (or any remaining balance thereof) is due **on or before June 3rd, 2022** (the last day of school).
- **Late Payments & Consequences:** If payment is not received on or before the agreed upon due date, there will be a five day grace period in which payments will be credited to your account without being subject to penalties or fees. After this 5-day grace period, late payments are subject to additional late fees up to \$50, at the discretion of the school administration. Late payments include all payments that are not received on or before the agreed upon due date and/or after the five day grace period. If tuition payments are 60 school days late or family accrues a balance that reaches or exceeds 2 months of tuition payments, the student(s) will not be allowed to continue attending school, at the decision and discretion of the school administration, until full payment is made or partial payment is made along with an approved payment plan for the balance..
- **Non-Payment & Consequences:** Students will not be permitted to register at another Catholic school within the Archdiocese of Denver until all financial obligations at their previous Catholic schools within the Archdiocese have been paid. Registration at the current school will not be accepted until all financial obligations are met..
- **Contract Cancellation or Waiver:** This contract may be cancelled or waived due to the following: transfer to another school, expulsion, student withdrawal, and student withdrawal on the grounds of parental behavior (list not exclusive). Parent/Guardian will remain responsible for any outstanding tuition payments and/or fees. Upon withdrawal or termination of the student’s enrollment, tuition will be prorated to the last school day of the current month.
- **Contract Modification:** In the event of an unforeseen and qualifying life event (i.e. loss of job or reduction in compensation or hours, unexpected large healthcare costs due to illness or disease, death of immediate family member, etc.), that impacts a family's income and ability to pay tuition, this contract may be adjusted accordingly during the school year at the discretion of the principal and pastor, and with the full consent of all parties who have signed onto this contract.

- **Contract Acceptance Language:** I/We agree to abide by and comply with the terms and conditions stated in this Tuition Contract. I/We have had the contract explained and been provided the opportunity for questions. I/We understand this is a legal, binding, and enforceable contract.

## 6. General School Operations & Policies

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### Attendance, Absences, & Tardies:\*

State law requires that children ages of 6 (on August 1 of each year) to the age of 16 must attend school; however, this mandatory attendance law does NOT apply to students in preschool, pre-K, or kindergarteners who are not 6 by August 1<sup>st</sup> of the academic year.

Aside from this requirement by law, we feel that regular attendance is one of the most important factors in a child's educational success. Should a child's unexplained absence be excessive, it may be necessary to contact Children's Services. Experience indicates that failure in school; delinquency and dropping from school are quite often the result of irregular attendance.

Obviously, there are times when absence is justified. No child should have her/his health, or the health of others, jeopardized through attendance when ill. It is expected that parents call in an absence of their child by 9:00 a.m. If we do not receive a parent phone call, we will try to contact you. If we are unable to contact you, your child will receive a non-excused absence. If a student should have excessive absences, they must meet with the principal before they will be allowed to return to classes. Parents must consult the principal and teacher when students are to be absent due to family vacations. Students in grades Kindergarten and above who miss more than 25 days in a year (except for severe illness) cannot be promoted without consultation with the principal. An out of school suspension is counted as an unexcused absence and students may not receive credit for required work. Truancy is a violation of Colorado law. The responsibility for compliance with this law belongs to the parents. (OCS #2120) Students who arrive after 9:00am may be marked as tardy.

### Appeals Process for All Disagreements:

The Archdiocese has in place a due process for appeals, with the philosophy to resolve difficulties directly with the parties involved. Parents with an issue should first go to the teacher, then to the principal, then to the pastor and only after discussions at each of these levels should the Archdiocese be contacted. (OCS #1500) Parents should feel free to contact the school at any time. The faculty will make every effort to keep parents informed concerning their child's progress. Parents should use the student information system or school email addresses when contacting teachers.

### Child Custody:

Custodial parents/ legal guardians are recognized by the school as the primary decision maker for their children. Legal documentation regarding custody and visitation must be provided to the school by the custodial parents/legal guardian at the time of registration each year and updated with any changes. It is a parents' responsibility to ensure that all school documents reflect current custodial agreements. In exceptional circumstances a parent may call in to say that someone who is not listed on the Emergency Card will be picking their child/ren up. In a case such as this, that person must come to the school office and they will be required to show their Driver's License or some other form of legal, acceptable documentation matching the name given by the parent over the phone, or may be asked to provide legal documentation in the school carline/at pick-up. (OCS #2140)



#### Controversial Issues:

Catholic school personnel have the obligation of teaching and advocating Church doctrine, which is contained in the ***Catechism of the Catholic Church*** or in other authentic teaching documents of the Catholic Church, when this doctrine is relevant to any controversial issue being considered. (OCS #4300)

#### Days Off for Teacher Learning Days (aka Professional Development or Teacher In-Services):

Teachers participate in multiple professional development trainings throughout the school year on both Archdiocesan and local levels. This usually means an early dismissal or no school. These dates/times will be published on the yearly calendar, as well as through other normal means of school communication. We will always strive, when possible, to provide childcare on these days via our Before/After Care program (only for families enrolled in before/after care). More details on this can be found in Section 9 of this handbook (Section 9. Before & After School Care).

#### E-mail and Internet:

All students/families are required to sign the technology agreement and acceptable use policy (Addendum 1). This policy covers acceptable and unacceptable uses of all technology. Students who use these facilities, any school devices, or personal devices on school grounds, networks, or in communication with other students or members of the school community will be required to assent to this policy (OCS #4030). Wellspring students are to use school email addresses for academic purposes only. These email addresses will be deactivated upon graduation or leaving Wellspring. Students or families who engage in social media are not to discuss Wellspring, its students, families, or faculty and staff on open forums. Comments made on blogs, Facebook, Instagram, Snapchat, TikTok, Twitter etc. should not publicly disparage or criticize elements of the school.

#### Length of School Day:

Instructional time on all regular school days in the Archdiocese will be a minimum of 6.0 hours. Wellspring's school day begins with a flexible drop-off window - students may be dropped off and enter their classrooms any time between 8:30 - 8:55 am. The formal school day will begin at 9:00 am with Crew in all classrooms. The school day dismisses at 3:45 pm. Each day includes a 50-min period for lunch and recess. Students in grades kindergarten through 2nd grade may be allowed an extra recess break provided that instructional time is a minimum of 5.5 hours. The amount of daily instructional time in Preschool & Pre-K is not subject to this policy and is outlined separately in the Preschool/Pre-K Handbook. Any holidays and any changes to the length of school day will be posted on the master calendar and communicated to families via normal school communication channels. (OCS #1260)

### Political Issues:

The teaching of political matters should evoke faithful citizenship, cultivate an interest in further study of the issues, and meaningful political involvement in our democracy. However, advocating a specific political stance, party affiliation and/or political agenda is not to be exercised by faculty, parents, and students in the building, in the name of the school or during school-sponsored activities. The posting of political materials is prohibited in the school. (OCS #4310)

### Snow Days or Closure Due To Facility Conditions:

At times, school will be closed due to bad weather or unsafe facility conditions. In the event we have to close school due to weather, announcements will be made on Channels 7 (ABC), 9 (NBC), and 31 (FOX), although please be aware that because these systems are dated and difficult to update, it is possible that our school closures may appear on news outlets under our former school name, "St. Bernadette Catholic School." All school closure information will also be shared via our app (once it is ready), via email directly with families, and on the school's Facebook Page and/or website. Parents may use their own discretion when making weather related decisions for their children. If you feel that conditions are too hazardous, you may choose not to bring your child to school or may pick your child up early. Students that stay home when school is in session are responsible for any missed work. If the school is closed due to weather, all other school activities (including before or after school care) are also canceled or closed. If closures exceed a reasonable number of days, the Office of Catholic Schools may require that days be added to the calendar in order to maintain the necessary amount of instruction. (OCS #1270)

### Supervision and Student Pick-Up & Drop-Off:

Wellspring assumes responsibility for supervising all students from 8:30 a.m. (or any time thereafter when a student arrives) through dismissal at 3:45 pm, and assumes responsibility for supervising all before-care students beginning at 7:15 am and all after-care students until they are picked up at or before 5:45 pm. Children may only be in school building outside of these times if properly supervised (by school personnel or someone appropriately designated by school personnel) and engaged in organized school activities or meeting, with permission from a parent and teacher/administrator. Students must be supervised at all times during the regularly scheduled school day, on school sponsored field trips, during school sponsored co-curricular activities, and at any other times during which the school accepts responsibility for supervision. Since Wellspring is a partner with parents in their child's formation and in providing for their safety, the school administration may notify parents when we become aware of concerns about student life or behavior, even when off-campus. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done. (OCS #2180)

Parents are required to make the necessary arrangements to provide transportation to and from school, and no student may wait outside for a ride beyond the normal window of drop-off supervision (until 4:00pm). Students who are given permission to walk home must give their teachers the permission for this arrangement so that it can be placed in their file. Whenever a child needs to leave school prior to the end of the school day, the parent must report to the school office to sign the child out. If a child is late in arriving, he/she must come to the office to have their name removed from the absence/tardy list. If you are returning your child back to school from an appointment, please accompany your child back into the school office to have them signed in.

### Student-Led Conferences & Reporting of Grades:

In EL schools, students are positioned as Leaders of Their Own Learning, so we reimagine Parent-Teacher Conferences as "[Student-Led Conferences](#)" (SLC's), keeping students in the driver's seat. At this conference, a student is empowered to become the leader of their own learning, by leading a discussion with their parents and teachers that describes their growth and achievement in the areas of mastery of knowledge and skills, character and faith, and high-quality work. Conferences will be held 3 times per year: once in the fall, once in the winter, and once in the late spring. Conferences are student contact days, so students must be in attendance. Report cards will be given out at the conclusion of each semester which may or may not align with a conference date, and we ask that you sign the report card and return it to the homeroom teacher. Additionally, each student will likely receive progress reports periodically throughout the year. Parents may also schedule additional conferences with a teacher or principal at mutually agreeable times when needed. (OCS #4410)

### Student Meals & Eating With Your Child:\*

For the 2022-23 school year, Wellspring does not prepare any meals for students. Students must bring their own lunch & snack each day. This policy may be revisited in future years.

Wellspring does allow parents to come and eat lunch with their child/ren. This is meant to happen on occasion and is not permitted on a daily or weekly basis. If the parent has concerns regarding their child's eating habits, or any other concerns, they are encouraged to contact the school principal.

### Students Under Court Order:

The Archdiocese of Denver has a policy stating that students who have been arrested for a felony or misdemeanor may not attend classes until notification of the disposition of the charge. (OCS #2580)

### Student Withdrawal on Grounds of Parental Behavior:

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

- Refusal to cooperate with school personnel; or
- Refusal to adhere to Archdiocesan or local policies and regulations; or
- Interference in matter of school administration or discipline; or
- Public rejection of the laws, norms, and teachings of the Catholic Church.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. If such effort does not correct the situation, the principal may recommend to the parents that they withdraw their child only after appropriate consultation with the pastor and the Superintendent of Catholic Schools. Documentation of all consultation with the parents on the matter must be retained on file. If parents refuse to accept the recommended withdrawal, the procedures for expulsion shall be followed. Registration for the following school year may be denied on the basis of this policy, but is not limited to the actions specified herein. (OCS #2660)

### Telephones & Cell Phones:

Wellspring has many phones throughout the school building. Students may not use school phones unless given permission from a staff member. If a student needs to call home due to illness, the office will call for that student. Students should never use personal cell phones during the school day. Electronic devices including cell phones, smart watches, tablets, etc. must be handed in during student arrival time. These devices will be locked away safely and returned to students at the end of the school day. If this is violated and a device is found on school grounds during school hours, the following consequences will apply:

- 1<sup>st</sup> Offense: Device will be taken away by a staff member and given to the front office. Parents must come into the building at the end of the day to pick it up
- 2<sup>nd</sup> Offense: Device will be taken away by a staff member and given to the front office. Parents must come into the building at the end of the day to pick it up AND the student will be asked to remain after school and help clean the building with our cleaning staff
- 3<sup>rd</sup> Offense: Device will be taken away by a staff member and given to the front office. Parents must come into the building at the end of the day to pick it up AND the student will be asked to remain after school and help clean the building with our cleaning staff AND parents and students will be asked to come to the school and participate in a trust rebuilding conversation with the staff. During this conversation, other consequences may occur.

### Tutoring Policy:

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

### Vacations:

Vacations during the school year are strongly discouraged outside of the normal scheduled breaks. Teachers are under no obligation to provide work to students anticipating being gone. If students miss school, they may not participate in extra-curriculars that day.

### Visiting School / Observing Classes:\*

Visitors to the school are welcome upon principal's discretion and must not be a distraction from the learning environment. For the safety of the students and staff and the fidelity to the educational program, visitors (including parents) may be denied entrance to the school.

### Withdrawal:

After the school has made attempts to meet their individual needs, students clearly unable to profit from Wellspring Catholic Academy of St. Bernadette by reason of academic, social, and/or behavioral problems or emotional difficulties may be required to withdraw from school (OCS #2630). A parent can withdraw a student with verbal or written confirmation, and at the discretion of the school administration, parents will be charged a proportionately prorated tuition for the month in which they withdrew, up to the full monthly tuition. In some cases, parents may still be obligated for the full tuition for the year – see Tuition Contract. Per policy OCS #2660, students may be forced to withdraw due to parent behavior.

## 7. Academic Program

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### Partnership with EL Education:

As a Catholic EL School, we are one of just a few Catholic schools across the nation to partner with EL Education, formerly called Expeditionary Learning. Unlike “STEM” or “PBL” (Project-Based Learning) or “Classical” (which are loosely-defined terms that any school can affix to their name or slap on their letterhead), to wear the EL brand, a school must be formally and contractually partnered with the EL Education organization. EL is an organization that works with school in an official capacity to offer a research-backed and inspiring model of learning and provide robust teacher support to implement that model. EL does NOT retain any governance, leadership, or evaluative power over the schools with which it partners. Through our partnership with EL Education, EL provides our school with a School Designer (akin to a consultant) who works with us throughout the year, and has a contractually-determined number of days to provide service to our school. This school designer provides instructional coaching and other support to teachers, facilitates Professional Development sessions for the staff throughout the year, and works with school administrators to ensure a high degree of implementation of EL’s best practices. EL Education also offers access to high-quality, off-site professional development across the country through site seminars, leadership cohorts, the annual EL National Conference, and much more. To learn more about EL Education and our partnership, contact Avery Coats, Principal – she loves talking about EL ☺

### Archdiocesan Curriculum & Standards:\*

The primary goal of the program of instruction in the schools of the Archdiocese of Denver is to provide learning experiences which most effectively inculcate worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional and physical development of the students. The Office of Catholic Schools provides course of study/curriculum guides for mandatory use in all Archdiocesan schools. The curriculum is available in the principal’s office and also found on the Archdiocese of Denver Catholic Schools website. Wellspring offers instructional in all core content areas: English Language Arts/Literacy, Mathematics, Science, Social Studies, and Religion/Theology. (OCS #4000)

*\*A Note Regarding “Specials” Classes: For the 2021-22 School year, despite our small size, we are excited to be able to offer a PE (Physical Education), Adventure, & Movement class; however, we are not yet able to offer Music, Art, Spanish, or other “Special/Elective” individual classes with a designated teacher. However, we are working with our classroom teachers to ensure that our students are given opportunities to engage in learning and activities related to these domains to the greatest extent possible.*

### Academic Grading Scale:

For grades Kindergarten – 8<sup>th</sup>, grade level expectations of performance are based on the curriculum guidelines of the Archdiocese of Denver. The specific grading scale used within the Kindergarten – 8<sup>th</sup> Grade classrooms is generally structured on a 1-4 Scale with the descriptors as follows...

<b>1. Beginning</b>	<b>2. Developing</b>	<b>3. Accomplished</b>	<b>4. Exemplary</b>
(Below 64%)	(65 – 79%)	(80 – 89%)	(90 – 100%)

Report cards, standardized test scores (as relevant to your child’s age and grade level), and parent-student-teacher conferences will provide parents with tangible evidence of student progress, that

may or may not utilize the grade reporting structure above. Teachers will confer with parents about the progress of individual students, and parents are always encouraged to contact their child's teacher with any concerns about grades or academic progress. (OCS #4400). In future years as the school continues to grow, more detail may be added to this policy.

#### Homework:

Each grade level has its own specific expectations for homework, but in general as a school, we aim to ensure that homework is limited in quantity and purposeful in nature. "Busy work" or "homework for homework's sake" does not align with our educational philosophy as a Catholic EL school, and we'd prefer that our students have more free time outside of school hours to play outside, read for leisure, be physically active, have fun with their families, rest and relax, and engage in other enriching activities and hobbies that spur their curiosity. Here are some general homework specifics per grade level.

- **Preschool / PreK:** None.
- **Kinder & 1<sup>st</sup>:** No mandated homework, just recommendations to read with your family.
- **2<sup>nd</sup> & 3<sup>rd</sup>:** Minimal Homework Assigned - Frequently, an assignment like a weekly packet (30-45 min of total work) with required reading, either independent or with family.
- **4<sup>th</sup> & 5<sup>th</sup>:** Frequently, a weekly packet that is no more than 1 hour of work is due at end of each week (teaching students to utilize their time wisely over the course of the week), along with some required reading logs that ensure students are doing independent reading.
- **Middle School:** Even at the middle school level, we still maintain that the best place for learning new content and skills is in the classroom with a teacher (particularly as concepts grow in complexity), and homework when given out to be meaningful and reinforce skills and content learned in the classroom. At this level, as students are preparing for high school, students may receive more homework, at the discretion of their teacher(s).

If you have concerns related to homework or your student(s) is unable to complete homework due to family circumstances, please communicate with your child's teacher (OCS #4130)

#### School Promotion and Retention:

Students will only be promoted when they have passed the designated curriculum and demonstrated mastery of skills taught in their current grade. Credit for courses will not be given solely on the basis of class attendance. Should a student not pass key academic subjects, the teacher may recommend retention in the best interest of the student. Excessive absences and/or tardies may be cause for retention or withdrawal. A final decision will be made following a conference between the teacher, parents, and principal. The final decision regarding retention is the responsibility of the principal in consultation with the teacher(s). If a parent does not agree with the school's recommended retention, they may be forced to withdraw from the school. (OCS #4420)

#### Testing & Standardized Assessments:

At Wellspring, we do not believe in "High-Stakes Testing" or the primacy of standardized testing data. These tests do not define a student, but we do believe that standardized assessments provide valuable data and meaningful measurements of student progress in some academic areas. As such, we employ standardized testing measures to provide data on each student's academic proficiency, track their growth, and ensure that all students are getting the support they need. Kinder - 5<sup>th</sup> Grade students will take the STAR 360 Math & Literacy assessment (with the STAR Early Literacy test

available for PreK – 2<sup>nd</sup>) at least 3 times per year (for Fall, Winter, & Spring benchmarks), and may take it more often to gather additional data on student growth and progress. In the future, grades 5 & 8 will also take the ACRE test on Catholic doctrine. These results are best used to compare an individual student's progress over time and will be shared with parents throughout the year with families. It is an Archdiocesan policy that scores not be released to the wider community for recruitment or public relations purposes. (OCS #4430)

## 8. Preschool & Pre-Kindergarten

\*Additional Preschool Policies can be found in the Preschool Handbook

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### General Preschool & Pre-K:

St. Bernadette's operates its own preschool that is licensed by the state. All school and state policies and procedures apply for students in this program. Students must have passed their 3<sup>rd</sup> birthday in order to enroll in preschool and must be 4 years old by October 1<sup>st</sup> of the current school year for Pre-K. In order to be enrolled in the program, all students must be fully potty trained.

### Snacks:

A mid-morning and mid-afternoon snack are granted to our preschool, pre-K, and K-8<sup>th</sup> students. Parents for these classrooms will take turns providing a snack for the whole class (this parental rotation will be approximately once per month). Snacks must be nutritious, non-home-cooked, and easy for the teacher to prepare and share, as per Pre-K licensing guidelines. Soda or sugary beverages, candy, and gum are not allowed.

### Preschool & Pre-K Handbook:

All additional policies regarding for our Preschool/Pre-K program can be found in the separate Preschool/Pre-K Handbook.



## 9. Before & After School Care \*Additional Bef/After Care Policies can be found in the Bef/After care Handbook

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### Before School Care (K-8<sup>th</sup> Grade):

Students enrolled in before school care may be dropped off at the school main entrance as early as 7:15 am, and they must be signed in by their parent or guardian. They will remain in the designated Before/After Care space until 8:30 am when they will be walked to their classrooms and “signed out” by their classroom teacher. Any child who attends Before Care must have an Enrollment Form, copy of Emergency Contact Form, and copy of Medical History Form on file with the program.

### After School Care (K-8<sup>th</sup> Grade):

Students enrolled in after school care be walked to the designated Before/After Care space and “signed in” to after school care at 3:45 pm by their classroom teacher. Students can remain in after school care until 5:30 pm. All students being picked up from after care must be signed out by their parent or guardian. Students who are not picked up by 4:15 will be signed into Aftercare and parents will be charged the monthly rate. Families of students who are not picked up by 6:00 pm may be assessed a late pick-up fee each time such an occurrence happens, and if late pickups become habitual, at the discretion of the director and/or principal, a family may lose their privilege to participate in the program. Any child who attends After Care must have an Enrollment Form, copy of Emergency Contact Form, and copy of Medical History Form on file with the program.

### Student Conduct in Before & After School Care (K-8<sup>th</sup> Grade):

All normal school rules, behavior expectations, and uniform guidelines apply for students while they are in before or after care. Failure to adhere to these guidelines may result in the loss of a student or family’s privilege to participate in the program.

### Payment:

In order to participate in either before or after care, families are expected to make payment in full for their monthly dues by the 20<sup>th</sup> of each month. There is no proration of monthly dues – even if a student only rarely attends. Families who fall behind in payments will not be able to participate in the program until they are caught up in payments or have made an approved payment plan with school administration. The Monthly Rates are below:

- Before School Care ONLY: \$75 per student per month
- After School Care ONLY: \$75 per student per month
- BOTH Before & After Care: \$140 per student per month

### Coverage on Half-Days, No-Class Professional Development (PD) Days, & Conference Days:

**Update for 2022-2023 school year - The below policy will only be in affect on days we can staff after care on half days. This will be communicated to parents.**

To support working families, whenever there are no classes for students because teachers are at work (in the school building, at a conference, etc.) for PD, conferences, half-days, etc. (excluding school holidays, breaks, snow days, or other school closure days), childcare will be provided.

- **7:15am - Noon Coverage** will be provided for students enrolled in "Before School Care." If you are not planning to get lunch with your child at noon, please pack a lunch and snack for your child.
- **Noon - 5:30pm Coverage** will be provided for students enrolled in "After-School Care." If you are not planning to have lunch with your child before they arrive, please pack a lunch and snack for your child.

- **All Day Coverage (7:15am - 5:30pm)** will be provided for students enrolled in BOTH Before & After Care. Please pack a lunch and snack for your student.

## 10. Faith Formation & Sacramental Prep

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### Mass & Liturgy Attendance:

All students will attend weekly or bi-weekly mass or prayer service on Thursdays, and mass on Holy Days of Obligation, even if a family is not Catholic. We believe that regardless of your faith background, communal prayer and liturgies are a foundational part of forging a strong community and cultivating an internal disposition of prayer and gratitude, and it is from this perspective that we require attendance for all students, and invite all school families to join and pray with us! All students and staff participate in all liturgical and religious observances, and no one is exempt from participation. (OCS #4120)

### Sacraments & Sacramental Preparation:

Wellspring, in alignment with the “Restored Order of the Sacraments of Initiation,” offers sacramental preparation according to the teachings of the Catholic Church and the policies of the Archdiocese of Denver. All students must be baptized to receive the Sacrament of Reconciliation in 2<sup>nd</sup> grade, and First Holy Communion and Confirmation in 3<sup>rd</sup> grade. The staff at Wellspring, in collaboration with Fr. Joe McLagan (Pastor of St. Bernadette Catholic Church) and other parish staff, offers sacramental preparation classes during school hours for student preparation, in conjunction with some required parental participation in sacramental preparation parent classes outside of school hours. For any students and families interested in entering the Catholic Church and being baptized Catholic, we joyfully encourage you to work with our parish staff to go through the RCIA (Rite of Christian Initiation for Adults) and/or RCIC (Rite of Christian Initiation for Children) to enter the Church. Students that transfer into Wellspring and are in grades 4<sup>th</sup> and above may also participate in the sacramental prep program at the school, our parish, or their local parish.

# 11. Student Meals, Health, & Wellness

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## Accident/Illness While at School:\*

Parents will be contacted if a child becomes ill or injured. A record will be kept of all major accidents which occur on the property. Minor injuries (scrapes, bumps, etc.) may not warrant an immediate call home. Emergency cards which list physician/emergency treatment centers must be completed yearly and must be kept updated by parents. The school reserves the right to act as deemed necessary by the principal or principal's designee in a life-threatening situation. In the event that a child is seriously ill or injured, the parents must make arrangements to come and pick up the child.

## Certificate of Immunization:

All Archdiocesan schools comply with Colorado law which states that no child may attend school unless such child can present a valid certificate of immunization against communicable diseases or a plan for immunization as specified by the State Board of Health. Requests for exemption will be granted only in accordance with Colorado law. Forms provided by the CO Department of Health shall be kept on file and available for review. (OCS #2080)

## Child Abuse & Reporting:

Colorado law requires the reporting by school personnel of suspected cases of child abuse and neglect to the appropriate county department or local law enforcement agency. All teachers and school staff are by law and conscience required to report all forms of suspected abuse. (OCS #2200). Employees who make a report of suspected child abuse in good faith while performing their official duties in response to such a report shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed. All information pertaining to the matter will be kept confidential. In cases where suspected abuse involves parish or school personnel, the procedure for reporting is outlined in the Archdiocesan Code of Conduct.

## Communicable Diseases:\*

Any student, teacher or other staff member having a communicable disease will be dealt with on a case-by-case basis. In all cases due consideration will be given to the needs and well-being of the individual(s) involved, those with whom they have contact and the broader school/parish community being served. Information will be conveyed on a need to know basis only. Where required by law, the school will report a communicable disease to the Colorado Department of Health and Human Services or Jefferson County Dept. of Public Health. Common in an elementary school are instances of head lice and the spread of viruses like Fifth's Disease. Sometimes these, while minor, could have serious repercussions, so sharing this information with the school is important. Identities of students are always protected, but where appropriate, information for the common good is shared. Parents are always asked to err on the side of caution and avoid sending a sick child to school, especially if the child has a fever, is vomiting, or has diarrhea. Parents are asked to review proper hygiene with their child/ren, to promote general health and wellness in the school and to prevent the spread of infection and disease. (OCS #1400, OCS #1420)

### Concussion Guidelines:

Sports and physical activity are a great way for children to stay healthy and grow in virtue. Medical researchers have discovered that young athletes, especially children and teens, don't often recognize their own limitations; especially when they have a concussion. All teachers, and coaches are required to complete the on-line concussion-training course approved by the Office of Catholic Schools. Specific guidelines outlined by the Center for Disease Control and Prevention will be followed in the event that any student experiences a bump or blow to the head or body. (OCS #2190)

### Head Lice:

Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. The head louse is a parasitic insect that can be found on the head and, at times, the eyebrows and eyelashes of people. Head lice move by crawling: they cannot hop or fly. They are spread by direct contact with the hair of an infested person. Anyone who comes in head-to-head contact with someone who already has head lice is at greatest risk. It is also possible that contact with clothing (hats, scarves, coats) or other personal items (combs, brushes or towels) used by an infested person is a means of spreading head lice. If your child is found to have head lice, please keep them home from school, contact your pediatrician to undergo the proper treatment, and call the school immediately to let us know, so that we can be vigilant to ensure that others do not also have lice. If your child is being treated for lice, please keep them home until the lice are gone and the student had been cleared by a doctor. If an episode of head lice is discovered at school, we will notify the parents of the child immediately, and will make a general announcement to the parents of the other children in the classroom, if we deem it appropriate to the common good and public health. (OCS #1420)

### Mandatory Reporting – Reporting Child Abuse and/or Neglect:

Colorado State Law (CRS Section 19-10-102 to 115) requires educators to report cases of physical abuse, sexual abuse, and neglect of children to the proper authorities. Any school personnel who knows or has reason to believe that a child is being neglected or abused must report this information to the principal. The local agencies will pursue this investigation. Wellspring Catholic Academy of St. Bernadette will follow the law to report all suspected cases. (OCS #2200)

### Meals at School – Bring-Your-Own-Lunch Policy:

Whether you plan to utilize Wholesome Food Service lunch delivery nearly every day or want to pack your child's lunch each day, we all know that prepping snacks and meals is hard work! We are so grateful to each parent for doing the extra work each day to prep food for your kids for school, and as parents ourselves, we know how it is... making snacks and lunches is a chore and often the last thing we want to do each evening or morning, but it's a labor of love. Your kids (& their teachers) appreciate it! In this spirit, we do not want snack and lunch prep to be a huge burden for anyone, and we all know that there are days when we just don't have much in the pantry or the fridge... Nonetheless, it is crucial for the physical health and learning success of our kids to ensure that they get a healthy, hearty meal and snack while at school. So when prepping a school lunch and/or daily snack for your child(ren), just follow these 3 Simple Rules, guided by the renowned nutritionist and

author, Michael Pollan's, advice for eating in a way that promotes healthy bodies, healthy minds, and a healthy planet: **Eat (Real) Food. Not too much. Mostly plants.**

1. EAT (REAL) FOOD: Pack Fresh & Ready Foods	
<b>DO</b> pack fresh and ready snacks that are easy and healthy for kids, like fresh fruits & veggies, fruit purees (like applesauce packs) dried fruit & nut mixes (mind allergies), whole grains, trail mixes, or healthy granola or protein bars (i.e. luna bars).	<b>DON'T</b> include too many overly processed & packaged snacks if you can... While fun to include as treats, these nutrient-weak foods don't give lasting sustenance, so pack them in light moderation.
<b>DO</b> pack food that can be served & enjoyed cool and stays fresh without refrigeration. > <u>Meal Ideas</u> : Sandwiches, Wraps, Salads, Meet & Cheese Spreads, Go-Gurt, Hummus & Dips, Rice & Beans, & More.	<b>DON'T</b> pack foods that must be warmed up, like soup, mac-n-cheese, leftovers, etc. Warming up food in the microwave takes up a large portion of teacher's time during the lunch period, is not technically permitted.
<b>DO</b> encourage water-drinking and make sure your child has his or her water bottle.	<b>DON'T</b> regularly send sugary drinks, like juice or Starbucks. Soda is never allowed for students.
<b>DO</b> include a little sweet treat from time to time, like couple of Oreos or Gummy bears, to keep it special.	<b>DON'T</b> regularly pack lots of sugary foods (generally avoid candy, hostess cakes, fruit snacks, gummies, etc)
2. NOT TOO MUCH: Pack a Right-Size Meal & Snack	
<b>DO</b> prepare a Right-Size lunch... Ensuring enough food is provided for a robust lunch and a snack as well, but not an overwhelming amount.	<b>DON'T</b> pack too little or far too much... Kids' brains and bodies are growing, so they need plenty of nutrients.
3. MOSTLY PLANTS: Pack A Natural Nutrient Punch (Veggies, Fruits, & Protein)	
<b>DO</b> pack PLENTY of fresh veggies & fruits, like: > <u>Veggie Ideas</u> : Cucumbers, Bell Peppers, Carrots, Tomatoes, Broccoli, Celery, Cauliflower, Sugar Snap Peas, Salad Greens, Roasted Sweet Potatoes, & More. > <u>Fruit Ideas</u> : Apples, Avocados, Berries, Bananas, Cutie Oranges, Pears, Grapes, Melon, Kiwi, Peaches or Nectarines, Pineapple, & More.	<b>DON'T</b> pack overly processed or canned fruits (like fruit cups, which often include lots of added sugar) or starchy, carb-heavy foods like French fries (potatoes)... rely on fresh fruits and veggies when you can.
<b>DO</b> include PLENTY of protein, like: Meats, Cheese, Beans (like garbanzo's), Hard-Boiled Eggs, Dairy (yogurt), Hummus, & Nuts (if no allergies exist).	<b>DON'T</b> include Nuts & Nut Butters if your classroom has allergies – Ask teacher if unsure.
<b>DO</b> include SOME whole grains, like: rice, quinoa, whole-wheat bread, tortillas, baked tortilla chips, whole-grain crackers.	<b>DON'T</b> overload on snacky foods with empty carbs (like chips, cookies, donuts, some crackers, fried foods, etc.) – keep them in moderation.

#### Medical Issues & Medications:\*

Parents of children with severe allergies or other conditions requiring medications must sign the Medicine Administration Form / Medical Release Form each year. Wellspring cannot guarantee an allergy-free environment and asks parents to ensure that emergency medication is available at school. If a child needs to take medication at school, parents must submit a written request to the office to provide the medication, along with written orders from an authorized prescriber. Medication must be brought to school in the container appropriately labeled by a pharmacy or authorized prescriber. Any student who requires an inhaler may keep it on his/her person, as long as the proper doctor's orders are submitted to the school office. If a student has a condition that requires medication on an emergency basis, the family is asked to provide the school with all

necessary information to administer medicine/carry out medical procedures. Students are not allowed to take any over-the-counter medicine (including cough drops) without a doctor's orders. Parents are welcome to come to Wellspring and administer/provide medication (including aspirin, cough drops, etc.) to their child as needed. (OCS #2240)

It is imperative that proper information be provided on the annual Emergency Information Card. Please do not send a sick (i.e. fever or severely coughing) child to school because of the risk of illness to others. If your child becomes ill during the school day, he/she will be made as comfortable as possible until arrangements can be made with parents or guardians to pick them up (OCS #2240).

#### Recess & Play:

We believe that recess, time outside, structured play, and unstructured play are all crucial components of healthy childhood development, as well as important contributors to student joy, student fitness and wellness, and the forming of strong relationships among students. As such, we strive to ensure that students have adequate time every day for recess and play outside as long as weather permits.

Because most recess breaks are held outside, parents/students should plan for outdoor recess daily, ensuring that their child/ren are always properly dressed to go outside. Precipitation, wind speed, and low temperatures can serve as a reasonable cause for recess breaks to be held inside, at the discretion of the teachers and/or school administration. Whenever any combination of these factors takes the temperature below 20 degrees, the recess will be inside in the classrooms or gymnasium. Individual exceptions to outdoor recess will only be made with a parent and/or doctor's note. Students must be responsible for following the rules and procedures associated with the school equipment.

#### Snack:

A mid-morning snack is a privilege granted to our students, and it decided by grade level teachers. Students must provide their own nutritious snack. Soda, candy, gum, and other junk food are not allowed. If this privilege is abused, the classroom teacher has the authority to suspend or revoke the privilege for an individual or an entire class. In some cases, parents of students in younger grades share the responsibility of providing snacks for the entire class on a weekly basis.

## 12. School Safety & Security

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### Access, Security, & Visitors: \*

All visitors must sign in at the front office when entering the school (parents need only sign in when visiting the school outside of normal morning drop-off or afternoon pick-up times). All exterior doors to the school building are kept locked and are monitored with security cameras. Visitor access to building is only allowed through the main lobby entry door which is locked and controlled with a remote access buzzer system.

### Conceal Carry:

Firearms are prohibited at Wellspring Catholic Academy of St. Bernadette. Pursuant to Colorado law CRS 18-12-105.5(1), all school administrators, teachers, and staff are prohibited from possessing firearms on school premises at all times, even if the individual possesses a permit to carry firearms. Exceptions are granted only for staff for whom it is within the scope of their job to carry a firearm (e.g. law enforcement officers, licensed and trained security guards). (OCS # 3450)

### Contact With Students During School Hours & Approved Pick-Up's:

Persons (other than custodial parents/legal guardians), agencies or organizations desiring to contact individual students during the school day MUST FIRST receive permission from the principal/director. If contact is sought by a police officer or social service personnel, the principal shall contact parents unless directed not to by these individuals. The principal will never allow students to be alone with anyone who is not a legal guardian, school employee, or registered school volunteer. This includes the following: visitors, law enforcement officers, social services workers, medical or counseling professionals who are not employed by the school. (This does not apply to parent-authorized contact for academic/diagnostic/tutorial purposes.) (OCS #2280) If you the parent intend to have someone pick up your child other than the legal parent/guardian(s) (or other pre-approved person listed on the pick-up list), you must call or notify the school beforehand. The individual picking up your child may be asked to provide identification at dismissal.

### Lost Property:

Students assume responsibility not only for personal possessions, but for those items issued to them by the school. Wellspring only keeps a lost and found for a few days at a time, so students are encouraged to report any missing items to their teacher or school office. Parents are required to put their child's name or grade and initials on the inside of clothes, backpacks, lunch bags, and all books. Lost and found items will be stored in the office to be claimed.

### Media & Media Release:

Student/family information is not shared outside the school community. The parent/guardian must grant permission to use the name, likeness (whether in still, motion pictures, audio or videotape, photographs and/or other reproductions of a student), voice, and features with or without the name of the students for any promotional purposes involving the Archdiocese of Denver or school or other



publications. All families must sign a media release form giving the school permission to use images in its marketing platforms. (OCS #2350)

#### Safety Plans, Emergency Procedures, & Drills:

In accordance with Archdiocesan policy, Wellspring Catholic Academy of St. Bernadette has a full safety plan (available in its entirety in the school office) which provides detailed plans and policies regarding emergency preparedness, dangerous situations, campus safety, drills, etc. (including fires, tornadoes, evacuations, and lockdown/lockout situations). All exterior doors are locked each day, and visitors are required to sign in at the school office. The school also utilizes security cameras in and outside the building. We ensure the day-to-day safety of our students during ordinary activities always using the crosswalks with students if crossing a street, never allowing U-turns or unsafe driving in front of school. We also keep access to the south black-top area (on which students play for recess and across which students walk to access the playground) locked at all times to ensure that no vehicles can drive there while students are present.

Safety drills including but not limited to fire, tornado, evacuation, and lockdown will be reviewed, practiced, and logged each year. In the event of a building evacuation, students and faculty will move to our **Evacuation Site: Parking Area at the Courtyard at Lakewood (7100 W 13th Ave, Lakewood, CO 80214) on the corner of 12th & Teller**. Parents will be notified via media outlets, email, and other communication channels to pick up students at this location. In the event of a police-ordered evacuation, students may be bussed to another location in the city. Parents will be expected to follow reunification procedures and all directives given by local law enforcement. Parents must bring a driver's license in order to pick up his/her child following an evacuation due to a threat or crisis. (OCS #1300)

#### Student Directory & Sharing of Student Information:

Written permission for publication of student directory information must be secured from parents. Names and addresses of students and faculty shall not be made available to anyone outside the school. (OCS #2340)

#### Tobacco & Alcohol Use:

Except in specific approved social events involving adults only, alcohol and tobacco are prohibited on school grounds. Possession and/or use of tobacco, possession, use or being under the influence of alcohol or mood-altering drugs, is prohibited on school premises and at all school sponsored activities. The possession, use, sale or attempted sale of tobacco, alcohol, or illicit drugs may result in expulsion from the school and notification of the proper authorities. (OCS #2620)

## 13. Safe Environment Training / Volunteers:

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### Virtus "Safe Environment / Call to Protect" Training:

**This training is required by the Archdiocese for all archdiocesan employees, as well as all parents and volunteers of the school and parish.** Anyone attends a student field trip, whether in the capacity of a chaperone or not, drives students other than their own child/relative on a field trip, or volunteers in or around the school in any capacity where students may be present must complete and have on file with the school: a copy of their certificate for completing the Virtus "Safe Environment / Call to Protect" Training, a Volunteer Hold Harmless Agreement, and have completed a Background check through Wellspring & St. Bernadette parish.

### Field Trip Chaperones:

Anyone attends a student field trip, whether in the capacity of a chaperone or not, drives students other than their own child/relative on a field trip, or volunteers in or around the school in any capacity where students may be present must complete and have on file with the school: a copy of their certificate for completing the Virtus "Safe Environment / Call to Protect" Training, a Volunteer Hold Harmless Agreement, have completed a Background check through Wellspring & St. Bernadette parish and in addition if driving students, a Volunteer Driver's Agreement, and a copy of their current, valid Driver's License and proof of insurance.

### Volunteers:

In addition to completing Virtus "Safe Environment / Call to Protect" Training, a copy of the completed volunteer application, a signed Volunteer Hold Harmless Agreement, together with a copy of the results of the background check, shall be kept in a confidential file at the local school or parish. (OCS #3140)

Each Wellspring family must volunteer 12 service hours throughout the calendar year beginning August 1 – July 31<sup>st</sup> of each year. Volunteer opportunities are communicated with families throughout the school year.

# 14. Student Conduct, Discipline, & Forms of Disciplinary Action

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## General Philosophy of School Discipline & School-Wide Behavioral Expectations:

Wellspring Catholic Academy of St. Bernadette has high expectations for students – as people, as learners, as young Catholics, and as community members – and through all school disciplinary actions, it is our primary goal to promote self-reflection & growth, cultivate each student’s capacity for empathy & compassion, instill a strong sense of self-control and personal responsibility, and hold in tension the need for mercy and forgiveness as well as the need for just and equitable consequences to ensure the safety and wellbeing of the broader school community. As a Catholic school, we believe deeply in the transformative power of forgiveness and mercy in a person’s (especially a young person’s) life, while at the same time, we also believe in the transcendent call upon us all to do good and glorify God by our lives – which entails taking personal responsibility for one’s actions and cultivating a properly-ordered conscience of right and wrong to guide our choices. In all disciplinary situations, we intentionally and thoughtfully strive to do what is best for the student(s) involved, the family(ies), the class(es), and the entire school community.

- **Preschool/Pre-K, Kindergarten, & 1<sup>st</sup> Grade:** For students at this young age, we believe that challenging behaviors are less matters of traditional “discipline” and more matters of general maturity, social-emotional development, acclimation to the structure and accountability of school, and in some cases, mental health issues or developmental delays. As such, when students are displaying abnormally challenging behaviors (i.e. behaviors that are highly disruptive, aggressive, destructive, defiant, etc.), we will work with the involved family individually to determine the best way to support the child and assess the best course of action going forward, potentially involving outside counselors, social workers, and/or other therapists (with the consent of the family). Our aim and hope in all situations is to identify and follow through with what is best for the student and his or her needs, the family’s needs, and needs of the class and school. In some cases, it may be determined that our school cannot reasonably provide the ideal or necessary supports for a student to be productive and successful in our classrooms, and in these cases, the student and/or family may be asked to withdraw from the school to find a more suitable learning option for their child(ren).
- **2<sup>nd</sup> Grade & Above:** For students in 2<sup>nd</sup> Grade & Above, the aim of all school discipline for the individual student is to help that student reflect upon and learn from his or her mistakes, take responsibility for his or her decisions and actions, improve his or her ability to be a productive member of the crew and school community, and make amends and seek forgiveness when others have been harmed by his or her negative actions. On a broader level, our discipline system aims to ensure the safety and wellbeing of all within our school community. Behavioral incidents are generally categorized into several tiers, based on severity and recurrence, and at each tier, there is an established set of consequences that may be enforced.
  - **Tier 1 Offenses & Consequences:** These lower-level infractions are generally handled at the classroom level with **teacher-determined consequences (that may include moving a clip, losing a Dojo point, loss of some recess time, loss of classroom privileges, etc.)** and usually do not involve school administration. These kinds of offenses may include (but are not limited to): *Uniform violations; Interrupting, speaking out, or talking while others are talking or waiting for your attention; Negative or apathetic attitude; Inappropriate hallway behavior (horseplay, pushing/shoving, budging in the water*

*fountain line); Inappropriate or disrespectful language; Being off-task, lack of cooperation or engagement in class; Minor misuse of school technology during class; Not respecting own or others' property; Forgetting parent signatures; Not following directions; Ignoring classroom protocols and norms; Leaving classroom or being unsupervised in the school without permission; Instigating drama or spreading rumors; Not upholding responsibilities (not meeting with a teacher after school when you say you will); Lack of self-control (acting rashly out of anger, etc); Inappropriate body language (rolling eyes, disrespectful posture, etc); Being unprepared for class; Chewing gum and eating at inappropriate times/places.*

- **Tier 2 Offenses & Consequences:** These more serious infractions or habitually recurring Tier 1 offenses begin to involve school administration and/or grade-level teams because they are serious in nature or habitual (to the point that classroom-level consequences have not effectively changed the behavior). These behaviors **may result in (and are not limited to) the implementation of a Behavioral Improvement Plan (Rooted in SEL Practices), After-School Detention, Office Referral, Parent Meeting with Teacher & Principal, Probation, Loss of School Privileges (like ability to participate in sports, field trips, etc).** In addition to habitually recurring Tier 1 offenses, these more serious Tier 2 offenses include (but are not limited to): *Inappropriate or aggressive language (speaking unkindly to others or belittling them); Using words and gestures to disrespect a member of the community; Defiance (outright); Destructive or disrespectful behavior (writing on tables/desks, breaking or destroying classroom materials, mishandling of technology, etc.); Heavy horseplay or roughhousing; Intentionally missing class; Public and/or physical displays of affection (any kind); Lack of integrity (lying, cheating, etc.); Unauthorized or inappropriate cell phone or social media use during school; Instigating drama or spreading rumors (more serious)*
- **Tier 3 Offenses & Consequences:** These are very serious infractions or habitually recurring Tier 2 offenses. At this point, school administration including the school principal are heavily involved, and consequences may result in (and are not limited to), **the implementation of a Behavioral Improvement Plan (Rooted in SEL Practices); Suspension (Single or Multi-Day; In-School or Out-Of-School); Probation; All-Hands Behavioral Intervention Meeting with Parent, Teachers, Principal, and any other parties deemed relevant; Expulsion from School.** In addition to habitually recurring Tier 2 offenses, these most serious Tier 3 offenses include (but are not limited to): *Sexual, verbal, or physical harassment; Threatening, racist, sexist, overtly aggressive, or seriously profane language (spoken, written, or shared online); Assault, fighting, or threats of physical aggression; Targeted Bullying or Cyberbullying (in person or via social media) to consistently disrespect or belittle a member of the community; Aggressive defiance; Intentional destruction, defacement, or vandalism of school property or classroom materials; Serious cheating on assessments or plagiarism; Theft; Leaving school campus without permission; Gang activity.*
- **Tier 4 Offenses & Consequences:** Certain behaviors are of such a serious nature that they endanger the safety and/or wellbeing of the school community and are simply never acceptable for students on or off school grounds. These offenses are likely to result in the immediate expulsion of a student from school. These offenses include (but are not limited to): *Use of Weapons/Bringing of weapons to school; Possession, Sale, or offering drugs, tobacco, or alcohol, or being under the influence of a controlled substance; Repeated or serious incidents of fighting or assault; Sexting, inappropriate sexual behavior, or other sharing or viewing of inappropriate or sexual pictures or videos of oneself or someone else; Seriously threatening another member of the school community (student, staff, or family member); Serious bullying, cyberbullying or vulgar slander; Serious theft; Repeat frequent and intentional verbal and physical intimidation, threats, and harassment that jeopardizes the safety and wellbeing of others (on or off campus); Repeat offenses of Policy #2180 or severe offenses of Policy #2180 (Off-Campus Behavior); Policy #2260 - Removal of family based on parent behavior (Using school name, speaking of students/staff publically in negative way); Repeat offenders (multiple Tier 3) - In general, no more than 3 Tier 3 offenses will be tolerated before a student will be expelled from school.*

#### Individual Authority and Discretion of School Principal in All Disciplinary Matters:

The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion. As a general rule, the teacher will manage discipline problems of the students under his/her supervision. Grade level expectations will be communicated to parents at the beginning of the year. The principal will only be notified in cases involving serious or repeated behavior. (OCS #2500) A student may be placed on probation by a principal for a specified time for serious or continued misconduct or serious academic deficiency. (OCS #2520) Parents who interfere with school disciplinary procedures are subject to Archdiocesan Policy OCS #2660. No corporal punishment is ever acceptable at Wellspring. Parents are advised to be familiar with the discipline code, but to also recognize that as a Catholic school, we focus on formation, not merely discipline.

#### Expulsion:

Expulsion is a serious matter and not undertaken quickly unless situations warrant. In general, all due process procedures will be followed in working with a student and his/her parents, but certain actions including, including but not limited to those described prior under the “Tier 4 Offenses & Consequences” section could warrant immediate and permanent removal of a student. (OCS #2600)

#### Social-Emotional Learning:

While we do not currently purchase any particular Social-Emotional Learning (SEL) curriculum, we nonetheless focus a great deal of time and energy, especially in CREW, on developing social-emotional skills with our students in order to head off poor behavior, support our students to build loving and healthy relationships with peers and adults, and empower our students with strategies to identify and manage their emotions in a healthy way. The 5 core tenets of SEL that we address with our students include: Self-Awareness, Self-Management, Social Awareness, Relationship Skills, & Responsible Decision Making. We know from volumes of research that well-regulated kids with strong SEL skills are better learners, happier people, more productive class contributors, have more positive relationships with peers and adults, and have exhibit fewer behavior problems at school and at home.

#### Severe Social, Emotional, Psychological, Behavioral, or Trauma-Related Needs:

In certain cases, a student may, by not fault of his or her own, have such significant social, emotional, psychological, behavioral, or Trauma-Related needs that he or she cannot be properly served by our school and/or tending to his or her needs is an undue burden on the teacher/classroom to the point that it is negatively impacting the learning and wellbeing of other students. In such a case, as determined by the school principal (in communication with parents/guardians) and teachers, a student may be asked to withdraw from the school temporarily or permanently.

#### Classroom Infractions:

In the younger grades, teachers sometimes use a visual chart with color indications of student's minor infractions or may use an app (like Class Dojo); these are for the teacher use only and typically merit minor consequences like the loss of recess time. Not every small infraction will be reported to the parents. If misbehavior is major or chronic, the teacher will contact the parent as well as an administrator, if deemed necessary. (OCS #2500)

### Harassment and Bullying:

Each individual has a right to be afforded dignity and respect as a child of God; as such, a Catholic school must take steps to ensure this reality for every person in our school. *It is important to note that not every incident between students is bullying, and such will be dealt with on a case-by-case basis.* Harassment will not be tolerated at Wellspring Catholic Academy of St. Bernadette, and incidences should be reported to a teacher or the administration. Once an incident has been reported, the teacher and/or administrator will speak to all parties involved, inform the pastor, and if necessary, consult with the Archdiocese of Denver, Office of Catholic Schools. Archdiocesan Policy (OCS #2610) prohibits any verbal, physical, visual or electronic conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

These types of harassment or otherwise hurtful actions, describe below, are not consistent with enrollment and the mission of Catholic Schools, and are therefore subject to disciplinary actions, including but not limited to a conference with the parents and student, probation, suspension, or expulsion/request to withdrawal. All disciplinary decisions, including expulsion, are made at the full discretion of the principal and pastor:

- Sexual Harassment: Any form of communication, written or spoken, gesture, touch, or act of violence on a person that offends that person's dignity. That offense may be sexual innuendo, sexual references or remarks, character assassination, or vulgar remarks directed at an individual because of his/her gender or handicap that would be inappropriate conversation in any context.
- Gender: A remark, characterization, or written assault on a person that does not respect the person's gender or his/her equal status under the law.
- Racism: A remark, characterization, or written assault directed at a person of another race or the same race, which destroys the dignity of that person or the person's integrity or property.
- Ethnicity and Cultural Heritage: Written or oral remarks, characterizations, or assaults on a person because of his/her nationality or cultural origins.
- Attributes: A remark, characterization, or written assault upon a person because of his/her physical or mental attributes. References to a person's size, weight, physical, or mental aptitude, talent, personality, or judgment of worth are discriminatory and thus, a form of harassment.
- Religion or Creed: Written or oral remarks, characterizations, or assaults on a person because of his/her religious beliefs.
- Intimidation/Bullying: An act of physical or verbal coercion intended to frighten someone into submission or obedience, to control others, or to be habitually cruel to others.
- Physical Assault: The act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.
- Verbal Abuse: Spoken words that Includes, but is not limited to, swearing, screaming, or obscene gestures.
- Threats: Verbal assault, non-verbal gesture, or writing directed menacingly at an individual or group.
- Defiance: A serious act or instance of defying or opposing legitimate authority.

- Defamation of Character: The making of a false statement about a person that causes some type of harm. The statement must be published (meaning some third party must have heard it), false, and it must result in harm, usually to the reputation.
- Inappropriate Electronic Conduct or Digital Usage: Sexting; Derogatory, Demeaning, and/or Obscene Language or online Posts; Cyber-bullying or any harassment via social media or cellphones: including but not limited to: texting, Facebook, Instagram, Snapchat, other social media sites. (OCS #2610)

#### Objects Not Allowed on School Grounds or Items Subject to Restriction:

In an effort to keep all students safe, some items are prohibited at Wellspring, including but not limited to: weapons, items that can be construed as a weapon, and any form of illegal drug, including, but not limited to marijuana. Expulsion is mandatory for deadly weapon possession and/or use in accordance with state and federal law (OCS #2621). Students are not to bring personal technology or smart devices, like laptops, smart watches, music players, ipads, etc., without the teacher or principal's permission. The school is not responsible for the care or safety of any personal items brought to school. The school reserves the right to limit at any time additional items, which become problematic. **Student cell phones are not allowed to be used or visible during the school day, and must be handed in during arrival.** If this occurs, the phone will be taken and only returned to a parent, and disciplinary actions may occur. Phones must be left at home or turned off and turned in until the end of the school day when they can only be used after leaving the school building.

#### Probation:

All students who transfer are considered on probation until a determination is made that the student will be successful at Wellspring. Furthermore, any student can be placed on academic or disciplinary probation with specific terms and conditions for continuing beyond the probationary period. Any questions concerning probation should be brought to the attention of the principal. (OCS #2520)

#### Searches of Students at School:

The principal, pastor, or the Office of Catholic Schools may conduct a search of the school, including cubbies and desks. School searches must be reasonable and related to the school official's responsibilities. A student assigned a cubby or desk has use of, but not proprietary right to, the property. School cubbies and desks belong to the school, not the student. Inspection of personal property, e.g. pockets, handbags, backpacks, book bags, etc. will be made in the presence of the student, and in the presence of at least two school officials. If a student refuses a search, parents will be contacted immediately. (OCS #2300)

#### Teasing & Common Unkind Behavior:

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

### Threat Assessments:

Wellspring Catholic Academy of St. Bernadette is committed to striving for a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (seriously or in jest) face serious consequences that could include but are not limited to conference with teacher-student-parent, suspension, probation, and/or expulsion. Privacy protects all parties from disclosure of information regarding a student to anyone other than his/her parent or guardian, school staff, and other officials on a "need to know basis."

The purpose of this policy is to establish guidelines for the prevention of general violence in the Catholic schools. The Archdiocese of Denver prohibits threats and acts of violence on parish/school property, within parish/school facilities, at any parish/school sponsored events, while engaged in any educational or athletic activities, and while traveling in parish/school vehicles. Prohibited conduct includes, but is not limited to:

- Injuring another person physically
- Engaging in behavior that creates a reasonable fear of injury to self or others
- Engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress
- Possessing, brandishing, or using a weapon while on school premises
- Intentionally damaging property
- Threatening to injure an individual (including oneself) or to damage property;
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment
- Retaliating against any employee or student who, in good faith, reports a violation of this policy.

Students who violate this policy will be subject to disciplinary action. Additionally, students who are identified as engaging in the use of threatening language or behavior may be required, as a condition of enrollment, to participate in mental health evaluations as part of a threat assessment process and receive approval from the mental health evaluator that they are not a risk to themselves or others. (OCS #1320)



# 15. Student Rights & Responsibilities

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## Contributing To Our Community:

It is imperative to remember that with every right there is a responsibility – our personal decisions and conduct impact our whole community, for the better or the worse, so we must all hold one another to a high standard of integrity, personal conduct, and regard for others. No student has the right to interfere with the education of his/her fellow students. It is thus the responsibility of each student to respect the rights of all who are involved in the educational process. Every member of the school community, including students, parents, and school staff, have the responsibility to promote regular attendance at school, orderly conduct, freedom from fear of insults, harassment or injury, and maximum opportunities for learning. Therefore, while on the school grounds, facilities, or at school-sponsored events, the responsibilities of the students shall be:

- To help maintain an overall atmosphere conducive to learning.
- To respect the policy that no student shall engage in any activity which disrupts or shows clear and convincing evidence of threatening to disrupt the school operation and/or interfere with the public or private rights of others.
- To respect the staff by obeying all reasonable requests with equanimity and avoiding the use of profanity, obscene or gang related gestures.
- To practice and encourage honesty in academic work and in all other transactions.
- To promote the physical safety and personal security of all others, exercising in this pursuit a high degree of self-discipline.
- To respect the property of the school by caring for it and protecting it from theft; at the same time respecting the individual property of staff and students in the same manner.
- To be responsible for keeping the grounds and building clean.
- To attend classes, be on time, and complete his/her course of study as prescribed by Wellspring Catholic Academy of St. Bernadette.
- To refrain from using, possessing, buying, or selling alcohol and narcotics or other dangerous drugs.
- To personally refrain and discourage others from possessing or transmitting any kind of weapon.

## Email & Internet Use:

Wellspring believes the internet offers vast, diverse, and unique resources to both the students and teachers. Our goal in providing this service to teachers and the students is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and staff are responsible for their behavior, actions, and communications when using the school's network and computer technology. They are responsible for the appropriateness and content of material they view, store, transmit, or publish on the system. General school rules for behavior and communication apply. Technology resources that are covered by this agreement include, but are not limited to, computers, tablets, servers, disk drives, printers, scanners, video and audio devices, cameras, software, phones, electronic science probes, and other electronic computing resources. (OCS #4030) **This policy is covered in greater detail in the Technology Agreement (Addendum #1)**

- The student will access the Internet and network services at the direction of the teachers and for educational purposes only.
- The student will never access others' folders or files.
- The student will not post or distribute any pictures or documents that are considered defamatory, inaccurate, abusive, obscene, threatening, offensive, or contrary to the teaching of the Catholic Church.
- The student will not access sites that are deemed obscene, constitute pornography, or are contrary to the mission of the school. In the event that the student accesses an inappropriate site accidentally, he/she will notify the teacher immediately.
- The student agrees never to use the Internet for any activity that is considered illegal, criminal, or contrary to the teachings of the Catholic Church.
- The student will abide by all laws regarding copyright and plagiarism.
- The student agrees never to tamper with or vandalize the property of the school or other users.
- The student agrees never to download or upload any file, application, or resource to or from the school's network without prior permission of a teacher or system administrator.
- The student agrees to report any misuse to the teacher or system administrator.
- The school is not responsible for loss of data stored on the school computers or network.

#### Personal Conduct Off Campus:

Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus, including conduct that adversely affects the education process or the mission of the school community. Intervention may include, but are not limited to, required private assessment and counseling, probation, suspension, or expulsion, removal from participation in school sports, activities, class trips, and graduation ceremonies.

#### Stewardship Classroom Resources, Books, Textbooks, & Other Supplies:

Classroom supplies and student textbooks or workbooks will be purchased by the school. All students assume full responsibility for the books issued to them. In case of lost, damaged, or completely destroyed books, the student's family will be held accountable for the cost of purchasing a new book.

#### Student Property at School:

Our school community and staff do everything possible to ensure a safe and secure school environment, free from theft and vandalism, but we cannot guarantee that these incidents will never occur. As such, it is our policy that all students are responsible for all personal property at school. We recommend labeling all items with the student's name, and we discourage students from bringing expensive or highly valuable items to school for any reason. Some notes on specific items:

- Bicycles – Students of appropriate age may ride bicycles to school with helmets. Bicycles must be locked at school. The school is not responsible for bicycles during the school day.
- Cell Phones – Students can have cell phones at school as long as they remain off and in the student's backpack and/or locker during school hours. Students will be instructed to use the school phone during the school day to call parents, if needed. If students have cell phones with them during the day, they will be taken by staff and delivered to the office. Parents will then need to come to the office to retrieve them.

- Personal and Electronic Property – Any electronic game devices, baseball cards or other trading cards, expensive possessions such as iPods, iPads, cameras, etc. are generally forbidden at school. These types of items deter students from focusing on their learning and the school cannot insure personal property from damage or theft. Apple watches may be worn and used only as watches. Parents are to disable all other apps during the school hours. Fidget toys, which claim to help students with attention deficit disorders, are not allowed without a doctor or therapist's order or and/or direct permission from the principal. Students not in compliance will have items confiscated and sent to the office, where parents may pick them up. Teachers have the authority to direct students to return any item to their locker or backpack if it becomes a distraction in the classroom; if this occurs repeatedly, teachers may contact parents to let them know that the item is no longer allowed in class.

## 16. Dress Code & Uniform

### Dress Code Requirement:

Wellspring Catholic Academy has a uniform for all students, although decisions related to uniforms for Preschool & Pre-K students are determined by the Pre-K Director and addressed in their specific handbook. Each school day (unless otherwise sanctioned by a school staff member), all students must attend school in their school uniform, dressed in clothing appropriate and functional for school. Parents are to see that the uniform code is followed, and in general, student dress and grooming are to be consistent with the standards and principles of a Catholic school.

### Normal Uniform/Dress Code Guidelines:

Unlike other Catholic schools that may utilize a strict dress code as a way of enforcing firm discipline (perhaps in absence of other authentic ways of forming students in the ways of self-discipline and self-respect), our policy aims to create a uniform that keeps things simple and attractive, while uniting our student body “as one” (as the word “uni-form” means). Through our uniform, we believe in a unity through diversity. Our uniform policy allows students to be comfortable and appropriately self-expressive, within the bounds of a dress code that ensures all students present themselves with pride and age-appropriate professionalism. Above all, we hope to keep it relaxed, simple, natural, affordable, flattering, & chic.

Article	Style	Colors	General Guidance
Shirts	Polo (Collared) or Oxford (Button-Up/Blouse), Short or Long-Sleeved	White or Navy Blue	Aim for a flattering fit: not too tight, not too baggy. Generally expected to be tucked in.
Pants & Shorts	Typical non-denim khaki material, with belt loops, no cargo pockets.	Khaki or Navy Blue	Aim for a flattering fit: not too tight, not too baggy. Either Pants or shorts can be worn all year long, at family's discretion.
Skirts, Skorts, & Jumpers	No Particulars.	Khaki, Navy Blue, or Approved Plaid	Girls Only. Skirts, Skorts, & Jumpers can be worn all year long.
Leggings & Tights	No Particulars.	Khaki or Skin-Tone, Navy Blue, White, or Black (No patterns)	Girls Only. Can only be worn under skirts or jumpers.
Sweaters, Cardigans, Vests, & Sweatshirts	Non-hooded, school-branded or school colored sweaters, cardigans, vests, or sweatshirts.	Navy Blue or other school-approved color (No patterns or graphics)	V-Neck or Crew-Neck are fine.
Shoes	Wear what is comfortable to be active in: Sneakers or Tennis shoes, Flats, Boots, Closed-toed shoes. For Safety Reasons, No Flip-Flops, Open-Toed Sandals, or Shoes with Heels.		
Belts	Only required for students in grades 2nd & above. Do not have to be only brown leather, just keep them professional and tasteful, nothing vulgar, offensive, or overly distracting.		

Article	General Guidance
Socks	Be comfortable & expressive - fun socks encouraged! Keep it tasteful, nothing vulgar.
Hair	You be you, just ensure that it is well-kept, respectable, and professional - nothing too distracting. For girls, tasteful bows and headbands are fine.
Accessories & Make-Up	Keep it simple, tasteful, subtle, and not distracting. Nothing too distracting or expensive. <u>Nail Polish</u> : Fine, just keep it tasteful. <u>Make-Up</u> : Not too much. Keep it natural - you're beautiful just the way God made you! <u>Jewelry</u> : Simple and not expensive (the school is not responsible for lost, stolen, or damaged jewelry), and we don't want this to become a problem or stressor. <u>Earrings</u> : Small earrings or studs only. No hoops or dangly earrings, for safety reasons. <u>Smartwatches</u> : No Smart Watches are allowed, as they are a distraction for many and can be used as a status symbol that separates students, which is counter to our mission.

#### Dress/Mass Uniform:

The "Dress/Mass Uniform" offers our school a way to dress up and look polished in a consistent way. It is not only about presenting ourselves well for mass or other special occasions, but also to teach the importance of and the skills needed to dress oneself well for professional or formal setting. All other general uniform guidelines still apply, as it relates to belts, hair, accessories, etc.

Article	Style	Colors	General Guidance
Shirts	Oxford (Button-Up/Blouse), Short or Long-Sleeved	White Only	Aim for a flattering fit: not too tight, not too baggy.
Pants	Non-denim khaki, with belt loops, no cargo pockets.	Khaki Only	Aim for a flattering fit: not too tight, not too baggy. Pants Only, No Shorts.
Skirts	No Particulars.	Khaki Only	Girls Only. No Skorts or Jumpers
Tights	No Particulars.	Khaki or Skin-Tone	Girls Only. Can only be worn under skirts.
Cardigans	Button-Up, School Emblem	Navy Blue	Purchased from school for minimal cost.
Ties & Neckerchiefs	Ties (Clip-On for Preschool - 3rd grade; Real Ties for 4th & Above) Neckerchiefs for Girls.	Gold	Purchased from school for minimal cost. Boys in 4 <sup>th</sup> Grade & above will learn how to tie their ties properly.
Shoes	Dress Shoes Encouraged, but wear what is comfortable.		

### Relaxed Dress:

Each Friday (or whichever day happens to be the last class day of the week if there is no school on Friday, Thursday, etc.) students are allowed to wear “Relaxed Dress,” as long as their privilege has not been revoked for disciplinary reasons. If the last day of the school week is a day where we will attend school mass, then the Dress/Mass uniform is to be worn. Students can still opt to follow the normal dress code on any Friday or other day when we wear relaxed dress. On “Relaxed Dress” days, all other general uniform guidelines still apply, as it relates to sweatshirts, belts, hair, accessories, etc. Guidelines for relaxed dress are below.

Article	Style	Colors	General Guidance
Shirts	T-Shirts with School Emblem or Brand	Any School-Issued Color	Aim for a flattering fit: not too tight, not too baggy.
Pants or Shorts	Jeans, without large holes (some texturing is fine)	Normal Range of Denim	Aim for a flattering fit: not too tight, not too baggy. Pants Only, No Shorts.

### Personal Grooming:

Students must come to school clean, with clean uniforms, properly groomed, as their natural, beautiful selves... excessive makeup, lipstick, lipliner, false nails, or long nails are not natural and are generally not acceptable. Tattoos for students are also not permitted.

### Dress Code Accountability & Oversight:

The principal and pastor have the final decision regarding matters of dress and grooming, and may make changes to the dress code policy throughout the year. Uniforms are required from the FIRST day of school. Exceptions are made for “spirit days” and “free dress / free style” days, which are usually announced via normal communication channels and the school calendar, or announced directly to the students.

## 17. Adventures, Excursions, Sports, & Activities

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### Adventures & Excursions:

As a Catholic EL school, we separate and elevate ourselves through our partnership with EL Education (Expeditionary Learning). Having its origins in Outward Bound, the famed outdoor experiential learning program founded by Kurt Hahn in the early 1900's, the EL philosophy of learning rests on the belief that great people aren't born, but formed through profound experiences of real challenge, radical compassion, necessary collaboration, awe-inducing adventure, and meaningful service. This kind of formation doesn't happen just sitting in desks...

Central to this work is taking students beyond the walls of the classroom, not just for field work and service learning, but also for excursions and retreats in nature. These Outward-Bound-like experiences take students out of their comfort zones and immerse them in the beauty and immensity of the natural world. Through adventures into nature, wonder and curiosity are born in students, as well as strong personal relationships and communal bonds. Students learn to confront their fears, help one another, be present to their surroundings and their community, and marvel at the magnificence of all God's creation. These kinds of experiences also improve children's overall wellbeing - health, happiness, and school performance - especially kids from marginalized backgrounds.

"No age group needs nature more than children. Studies consistently find that children who spend time outdoors in natural environments experience improved health and cognitive functions, strong motor coordination, reduced stress, and enhanced social skills. Students who spend more time in the outdoors, including students from low-income backgrounds, tend to perform better on standardized tests, demonstrate more enthusiasm toward school, and have fewer attendance problems."

> Data compiled by the Center for American Progress, Jenny Rowland-Shea, Sahir Doshi, Shanna Edberg, and Robert Fanger. "The Nature Gap, Confronting Racial and Economic Disparities in the Destruction and Protection of Nature in America" (2020). Available at <https://www.americanprogress.org/issues/green/reports/2020/07/21/487787/the-nature-gap/>

The outdoor excursion program that we developing and implementing over the coming years (in a limited way this year due to the challenges from COVID-19) will eventually offer opportunities for students (and their families) to engage with nature at all grade levels, beginning in Kindergarten. Excursions will increase in complexity, challenge, and scope each year/grade. Additionally, each grade level's nature experiences will be focused around a "theme" that is grade/age appropriate and aligned with relevant science and/or theology curricula. Adventures and excursions may include spiritual retreats, hiking, backpacking, fishing (spin & fly), challenge courses, urban gardening, kayaking or duckkeying, canoeing, rafting, rock climbing, skiing or snowboarding, snowshoeing, wild-life observation, bird-watching, nature walks to collect specimens, farm visits to learn about raising chickens, visiting JPPI Outdoor Lab, and more.

All excursion and adventure trips are subject to the same Archdiocesan rules and regulations as any other school field trip.

#### Archdiocesan Co-Curricular Program:

Co-curricular programs are offered through schools in the Archdiocese, which complement the academic program or mission of the school. At Wellspring, we do not currently offer any sports programs (for 2020-21 school year). In the future, sports, clubs, and other activities will be offered as the school sees fit: insofar as they align with the mission and vision of our school and insofar as they can be adequately staffed, coached, and/or supervised. Ultimately, all sports teams, groups, or clubs at the school must advance the Catholic mission of the Parish/School and never serve to contradict the Church's mission or teachings. (OCS #4180, OCS #2700)

#### Athletic Program:

This year, we are offering volleyball, basketball, and cross country. Participants will be asked to sign waivers of liability. Students are expected to adhere to the code of conduct put forth by Wellspring Catholic Academy as well as the Archdiocese of Denver.

#### Academic Policy for Athletics:

No sports are currently offered at Wellspring. In the future when or if sports are added to our program, policies will be added to this section of our handbook.

#### Field Trips:

Students will be allowed to take field trips that are planned by the teacher and relate to the child's course of study. The students MUST follow all school policies while out of the building. Students must have a signed permission slip from their parents to attend a field trip. **Any parent attending a field trip must have the "Safe Environment Training."** Any child with discipline infractions, or severe academic concerns may be excluded from field trip opportunities. Parents driving for field trips are asked to observe policies set by the Archdiocese of Denver and submit all required paperwork, including a copy of their insurance and driver's license on file in the school office.

Buses are sometimes used for off campus trips. However, when buses are not available, we depend on parent transportation. In this situation, all children must have access to and wear seatbelts. No child is to be transported in an open vehicle. All accidents must be reported. There are to be no unauthorized "side trips" for treats, etc. without prior authorization by the supervising teacher. On overnights, if a child misbehaves, parents will be notified and required to take the child home immediately (OCS #4340). In order to participate in a field trip, a child must attend school that day.



## 18. Communications

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### Communication Channels:

In an effort to keep parents informed of school events and news, Wellspring Catholic Academy of St. Bernadette will use all channels of communication at their disposal, including not limited to:

- **Wellspring Catholic Academy App** – This is a free smartphone app that we expect all parents to download and check regularly. This is the primary way by which important messages, notices about upcoming events, and the school calendar will be shared with parents.
- **“Wellspring Roundup” Biweekly E-Newsletter (Via Mailchimp / Email)** – This every-other-week e-newsletter will arrive via email and share important and timely information related to upcoming school events as well as new or important school policies.
- **Emails from School Personnel** – On an as-needed basis, school employees will email parents to share school news, updates, and other important information.
- **Paper Flyers** – On an as-needed basis, paper flyers with school news, updates, and event information will be sent home with students
- **FACTS SIS (Student Information System)** – This all-in-one family dashboard will allow parents to check student grades and receive some communications from the school.
- **Class Dojo** – This free smartphone app is used by some teachers (on a classroom-by-classroom basis) to track student behaviors and communicate directly with parents.
- **Phone Calls or Text Messages** – For personal or immediate communication with parents, school personnel will make phone calls to families. Text messages will only every be used as part of a bulk-messaging platform through FLYER App or FACTS SIS, both of which all the school to send out mass text alerts in the event of an emergency or to communicate important information.

### Communicating Directly with Teachers or Administrators:

Parent should feel free to contact the school at any time, via email and/or phone. The faculty will make every effort to keep parents informed concerning their child's progress. *Please do not attempt to engage a teacher in a discussion about your child when he/she is supervising children at recess, at morning drop-off, dismissal or during the teaching day.* Teachers are willing to schedule parent meetings before and after school with a prior appointment. Please contact the office or email the teacher directly to set up an appointment.

### School Closure:

In the occurrence of a school closure (for inclement weather like snow or any other reason), important information about the school closure will be made available through local news outlets, in addition to the channels outlined above.

## 19. Community Activities, Parent Organizations, & Involvement

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### General Note about Getting Involved:

Kids and schools do better when parents are involved! As such, we strongly recommend finding a way to get involved at our school to share your gifts and enhance the life of our school and community. Contact the principal, teachers, or office staff to learn about ways that you can get involved!

### School Committees:

School committees (like the Parent & Community Council) serve as consultative groups to the principal, and the pastor in some cases. Rather than one committee, multiple committees may be instated to advance the mission and vision of the school. Parents are encouraged to contact the principal if interested in serving on a school committee.

### Social Activities:

School sponsored social activities may only be held with the approval of the principal and/or pastor. These must be adequately supervised by staff and parents. (OCS #2700)

### Volunteering at School & Volunteer Hours:

Volunteering is a wonderful way to support your child's school and education. For the 2020-21 school year, volunteer hours are NOT mandatory, and will be tracked only for data purposes. In order to perform service at the school/parish, it is required you have the Virtus Safe Environment Training as well as submit information for a Background Check. The school will keep parents informed of volunteer opportunities.

## 20. Fundraising & School Improvement

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### Fundraising:

Wellspring Catholic Academy of St. Bernadette uses fundraising to defray some of the per pupil costs not covered by tuition and scholarships. Only those programs authorized by the principal may be promoted within the school. Similarly, the principal, on the advice of committees within the school and parish, is the sole determinant of the nature of the programs and the use of these funds. All school families are asked to contribute and publicize school fundraisers. (OCS #5040/5050) No fundraisers can be held for the school, bearing the schools name and/or brand, without the permission and collaboration of the school administration and/or pastor.

### School Improvement:

In all archdiocesan preschools, elementary and middle schools, capital expenditures in excess of the limit must be submitted to the Superintendent of Catholic Schools for approval and awareness prior to commencing work. Any building improvements to Wellspring Catholic Academy of St. Bernadette as a result of fundraising will be communicated to OCS and to the greater St. Bernadette parish community. (OCS #1350)

## 21. Building, Brand, Campus, & Infrastructure Policies

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### Asbestos Information:

A copy of information pertaining to asbestos or other hazards that can be found in the school/parish buildings is on file and may be reviewed by parents at any time. This documentation is reviewed regularly by the school administration and the Archdiocese. (OCS #1600)

### Facilities Master Plan:

A Master Plan for our campus is being developed, and it will highlight key areas targeted for future investment within our facilities, school building, and campus. All major plans for capital projects, renovation, upgrades, and construction will be defined and prioritized within this plan to ensure the long-term success, operation, and vitality of our school. If you are interested in learning more about this plan or contributing to its creation, please contact the school principal.

### Radon Management Plan:

Colorado statute requires all schools to test for radon and to maintain records of the test results for disclosure upon request; the statute does not require schools to mitigate. School families wishing to see the radon management plan should make the request through the school principal. (OCS #1610)

### Use of School Building:

With prior approval of the pastor, prior scheduling, and proper insurance, outside groups may use the school building provided their purpose is compatible with the school and parish's mission. (OCS #5070)

### Use of School Name:

Faculty members, staff, students, parents, and parish members may use or authorize the use of school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the principal and pastor. (OCS #1050)

# Handbook Addenda

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**WELLSPRING**  
CATHOLIC ACADEMY  
OF ST. BERNADETTE

# Addendum 1

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## **Wellspring Catholic Academy of St. Bernadette Technology Agreement, 2022-23:**

### Acceptable Use of iPads, Chromebooks, Internet, & Other School Technology

Wellspring Catholic Academy of St. Bernadette provides use of the Internet via a broadband provider. Wellspring filters out inappropriate sites and chat rooms to the best of its ability. All school technology and devices, including but not limited to iPads, Chromebooks, or Laptops, are intended for educational use only. Students are responsible for their behavior, actions, and communications when using any of the school's devices or internet (and any associated programs and applications) when at school or off-campus - this includes the school computers, copiers, and printers. They are responsible for the appropriateness and content of material they store, transmit, view, share, or publish. They are responsible to ensure that the device is not physically or digitally destroyed or damaged in any way. While many opportunities offered by the Internet are exciting and appropriate, others are unsuitable for school use. All students must abide by the following guidelines when accessing the Internet via the iPads, Chromebooks, cell phone, or any other device at school.

- A. Remember that use of the devices and the internet is a privilege, not a right; abuse of this privilege by engaging in unethical or irresponsible activities will result in its loss.
- B. Students, with parent and school permission (which may be revoked at any time), may take school-issued Chromebooks home (or off campus) for academic use, particularly as this relates to the student's ability to participate in hybrid or distance learning due to the challenges related to COVID-19.
- C. Students will only use the internet for assigned projects and activities related to school. The student agrees never to use the internet or any device to access inappropriate sites, or for any activity that is considered illegal, criminal, or contrary to the teachings of the Catholic Church. Students will not use the internet to engage in any social media sites (Instagram, Facebook, Twitter, Snapchat, etc.).
- D. Students will utilize their school-issued email addresses appropriately and responsibly, not engaging in any form of electronic correspondence except for school-related, academic purposes.
- E. Do not alter the software content of school technology. This includes deleting files, downloading programs, and copying commercial programs. Do not tamper with any software or settings.
- F. Take care of the equipment, whether at school, at home, or any other place a student may be using a school device. Carelessness, Damage or Destruction (accidental or purposeful), or Vandalism will result in loss of usage privileges. Damage or Destruction may result in a fee to replace the device.
- G. Use of school Gmail accounts are for school use only. **The school has the right to inspect, retain, and if necessary, disclose any information sent, received, created, or shared on or through the school email and/or cloud file storage and sharing platforms.**

Wellspring Catholic Academy of St. Bernadette views any off-campus misconduct regarding electronic communication and its students as a violation of school policy. Students engaging in any off-campus misconduct will be subject to the full range of school disciplinary penalties. Off-campus misconduct includes any communication that endangers the health or safety of students or has an adverse effect on the school community or education process.

**Violations:** In the event of violation of policies and guidelines outlined in this agreement and school handbook, students may be subject to temporary or permanent loss of privilege, or other disciplinary actions deemed appropriate by the school administration. In the event of damage to any iPad, Chromebooks, computers/printers, or other school device, students will be financially responsible for the repair or replacement cost of the device.

## Addendum 2

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### **Wellspring Catholic Academy of St. Bernadette Media Release, 2022-23:**

Release of Rights to Photos, Interviews, Videos, and other Likenesses

By signing this handbook, I hereby grant consent to use and release to the Catholic Archdiocese of Denver, Wellspring Catholic Academy of St. Bernadette, and St. Bernadette Catholic Church the use of my name and likeness, whether in still, motion pictures, audio and video tape; my photograph and/or reproductions of me including my voice (which includes commentary, remarks, and/or recordings); my features, with or without my name, for any promotional purposes involving the Archdiocese, Wellspring Catholic Academy of St. Bernadette, and St. Bernadette Catholic Church for news and/or feature stories in The Denver Catholic newspaper or other media (which includes internet, print, radio, television) or for other purposes whatsoever, except for the endorsement of any commercial products.

These items may be used without limitation or reservation of any fee.

Minors cannot consent to media interviews or waive their privacy right. These decisions must be made by parents/guardians; therefore, this release form must be signed by parents/guardians when the individual is a minor. A signature herewith grants full release of the content stated above for the signing adult as well as for all children and students for whom the signee may be a parent or guardian.

# Addendum 3

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## **Archdiocese of Denver Code of Conduct:**

This Code of Conduct applies to all school and parish employees, substitute teachers, and school volunteers in any capacity.





# WELLSPRING

CATHOLIC ACADEMY  
OF ST. BERNADETTE

## SIGNATURE PAGE

### Handbook & Addenda Consent & Acknowledgement | 2022-2023

**Family Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

We have read and agree to abide by the policies contained in the **Parent/Student Handbook**, as well as the **Technology Agreement (Addendum 1)**, the **Media Release (Addendum 2)**, and the **Archdiocese of Denver Code of Conduct (Addendum 3)**. We recognize that this handbook and all addendums govern activities at Wellspring Catholic Academy of St. Bernadette (on and off-campus), including but not limited to: Aftercare, Athletics, and Extra-curriculars. We understand that nothing herein creates or is intended to create a contract with us. We acknowledge that the information contained herein is always subject to change, interpretation, and elimination by the Archdiocese of Denver and Wellspring Catholic Academy of St. Bernadette at its sole discretion, without notice. We understand that this Handbook supersedes and revokes all previously issued materials.

The specific Archdiocesan policies identified in this Handbook are for summaries only. For complete copies of the policies referenced, refer to the Archdiocese of Denver Office of Catholic School Administrators' Manual. In the event of any conflict between the summary and the complete policy, it is the Administrators' Manual and Code of Conduct that governs.

- ▶ Parent/Guardian #1 Signature: \_\_\_\_\_
- ▶ Parent/Guardian #2 Signature: \_\_\_\_\_
- ▶ Student signature & Grade: \_\_\_\_\_
- ▶ Student signature & Grade: \_\_\_\_\_
- ▶ Student signature & Grade: \_\_\_\_\_
- ▶ Student signature & Grade: \_\_\_\_\_

*\*Parents of young children, please sign your children's names on their behalf.*

*\*\*Please return to the school office to ensure it is filed appropriately*